

**712 Fifth Avenue  
Electronic Tenant® Portal**

**Created on May 19, 2024**

## **Building Amenities: Storage**

Please contact the Management Office if you would like information regarding storage space.

## **Building Amenities: Telecommunications**

High-speed data cable (fiber optics) is provided by the telephone company to 712 Fifth Avenue's telephone frame room. The cable is fed into a multiplexer which is distributed to high-speed circuits called T1's. It is then converted to analogue and transferred to respective telephone closets via high-speed copper cable. The Telephone Company will install Bloomberg circuits in the buildings telephone closet by request. 712 Fifth Avenue has granted access for telecommunications services to [Verizon](#), [Cogent](#), [Cablevision Lightpath](#), [Pilot Fiber](#) to offer tenants a competitive and flexible telecommunications infrastructure.

[Time Warner](#) provides cable TV service to 712 Fifth Avenue. The tenant is responsible for pulling a cable to their offices from the telephone closet on every floor. Only RG-6U plenum Cable is acceptable. Only a licensed electrician is authorized to pull cables in the ceiling - Time Warner Cable is not authorized to pull cables through the ceiling.

## **Building Amenities: Bicycle Access**

712 Fifth Avenue complies with the NYC Bicycle Access to Office Buildings Law. This law aims to increase bicycle commuting by providing cyclists with the opportunity to securely park their bicycles in or close to their workplaces. The program allows tenants of office buildings to request bicycle access for their employees.

### **How Bikes in Buildings Works**

A tenant or subtenant assesses the number of bikes it would like to accommodate in its office space

The tenant completes a Tenant request via the [NYC Bikes in Buildings site](#). This request should be sent to the Property Management Office by USPS certified mail, return receipt requested.

When the document is received, the Property Management Office will forward a copy of the Bicycle Access Plan to the NYC Department of Transportation.

The tenant needs to supply the Property Management Office with the names of their employees that are approved to access the building with their bike.

Once the list is received, the employees can begin to bring their bikes into the Building via the freight elevator, during business hours.

A copy of the [712 Fifth Avenue Bicycle Rules and Regulations](#) are attached for your use.

# **Building Operations: Billing Procedures**

## **For USPS Mail:**

712 Fifth Avenue Owner LP  
PO Box 223785  
Pittsburgh, PA 15251-2785

## **For Express Courier Service:**

712 Fifth Avenue Owner LP  
Attn: 223785  
500 Ross Street, 154-0455  
Pittsburgh, PA 15262-0001

## **Wire Instructions:**

The Bank of New York Mellon  
ABA#: 021000018  
Beneficiary Account Name: 712 Fifth Avenue Owner, LP  
Beneficiary Account #: 8901380865

## Building Operations: Building Management

The staff of 712 Fifth Avenue is dedicated to making your work environment as safe and pleasant as possible. The Management Office is located on the 6th Floor. It is open from 8:00 am to 5:00 pm, Monday through Friday, and closed on Saturdays, Sundays, and Holidays.

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

**Please do not hesitate to contact the management office at:**

**Phone:** (212) 307- 6454

**Fax:** (212) 956 -7816

**Address:**

712 Fifth Avenue, 6th floor

New York, NY 10019

[7125thAvenue@pgre.com](mailto:7125thAvenue@pgre.com)

**The following personnel are available to address your needs:**

Title	Name	Phone Number	E-Mail
Property Manager	Carla Rooney	(212) 307- 6454	<a href="mailto:crooney@pgre.com">crooney@pgre.com</a>
Senior Associate, Property Operations	Carol Scali	(212) 307- 6454	<a href="mailto:cscali@pgre.com">cscali@pgre.com</a>
Tenant Service Coordinator	Laura Repoli	(212) 307-6454	<a href="mailto:lrepoli@pgre.com">lrepoli@pgre.com</a>
EAP/Fire Safety & Security Director	John Fallon	(212) 307- 6454	<a href="mailto:jfallon@pgre.com">jfallon@pgre.com</a>
EAP/Fire Safety & Security Director	Sharon Faulkner	(212) 307- 6454	<a href="mailto:sfaulkner@pgre.com">sfaulkner@pgre.com</a>
Chief Engineer	Steve Grazioli	(212) 307- 6454	<a href="mailto:sgrazioli@pgre.com">sgrazioli@pgre.com</a>
Assistant Chief Engineer	James McArthur	(212) 307- 6454	<a href="mailto:jmcarthur@pgre.com">jmcarthur@pgre.com</a>

## **Building Operations: Building Hours**

Normal building hours are Monday - Friday, 8:00 a.m. - 6:00 p.m.

**712 Fifth Avenue will be officially closed on the following Holidays:**

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Thanksgiving and day after Thanksgiving
- Christmas Day

The Management Office will be sending out a memo approximately two weeks prior to the holiday to request any services you may need - cleaning, heating, air conditioning or other special services. Given that the Building staff and contractors also observe these Holidays, you will be charged for any additional Building services. We will be glad to provide you with an estimate for any of the above services upon request.

## Building Operations: Helpful Contacts

<b>Building Management Office</b>	<b>(212) 307-6454</b>
<b>Messenger Center</b>	<b>(212) 245-7430</b>
<b>Community Information/Service</b>	
Police Department	911
Non-Emergency	(212) 767-8400
Fire Department	911
Non-Emergency	(212) 570-4300
Police/Fire Non Emergency	311
Emergency Paramedic Service	911
City Hall	(212) 487-5627
Bryant Post Office/23 West 43rd Street	(212) 279-5960
Directory Assistance	411
Time	(212) 976-1616
Weather	(212) 976-1212

<b>Hospitals</b>	
St. Luke's - Roosevelt Hospital (Roosevelt Division 1000 10th Avenue @ 58th St)	(212) 523-4000
New York Hospital	(212) 746-5454
<b>Transportation</b>	
Long Island Railroad	(718) 217-5477
Metro North Railroad	(212) 532-4900
Amtrak	(212) 237-3122
Metropolitan Transportation Authority	(212) 878-7000
<b>Newspapers</b>	
New York Times	(212) 556-1234
Wall Street Journal	(212) 416-2000
New York Daily News	(212) 210-2100



## Building Operations: Leasing

[Paramount Group, Inc.'s](#) Leasing Department is located in our Corporate Offices at 1633 Broadway, Suite 1801, New York, NY. The Corporate Office phone number is (212) 237-3100.

Listed below is the contact information for the authorized representatives.

Title	Name	Phone Number	E-Mail
Executive Vice President, Head of Real Estate	Peter Brindley	(212) 237-3156	<a href="mailto:pbrindley@pgre.com">pbrindley@pgre.com</a>
Senior Vice President	Douglas Neye	(212) 237-2976	<a href="mailto:dneye@pgre.com">dneye@pgre.com</a>

## **Building Renovations: Overview**

### **THE FUTURE OF 712 5TH AVENUE:**

Please click the links below for information about the future of 712 Fifth Avenue!

- [Tenant Information Kit](#)
- [Lobby Renovation Town Hall](#)
- [Lobby Renovation Letter](#)
- 712 5th Avenue Logistics Town Hall:
  - [Schindler's Port Technology Video](#)

## **Building Security: Overview**

The security of 712 Fifth Avenue and our tenants is one of our highest priorities. We strive for personal safety and to minimize property damage and theft. Our security system is composed of many elements including a computerized fire and smoke detector and sprinkler system, a state-of-the-art digital camera recording system, and two-way digital radio communication between the Management Office, security staff and building maintenance personnel. Specific elements of our comprehensive security system are outlined below. Bear in mind, however, that the ultimate responsibility for security in your suite rests with you, the Tenant.

### **TENANT PRECAUTIONS**

Ultimate responsibility for security must rest with each Tenant. Please insure, upon leaving the Building, that all entrances and exits to your suite are locked. During the day, offices, desks and entrance areas should never be left unattended. Valuables, such as purses, should be locked up or taken with employees upon leaving their work stations. Never leave your wallet in an unattended jacket and always secure your portable computers at your desk. Please do not prop open any doors that enter into your suite.

# Building Security: Active Shooter

## What is an Active Shooter?

An active shooter is an individual (s) actively engaged in killing or attempting to kill people in a confined and populated area. In past cases, active shooters have used firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve very quickly. Upon notification, it may take law enforcement 3 to 5 minutes to arrive on scene. It may take additional time for law enforcement to find the active shooter at the location. Prior to law enforcement's arrival, FLS Staff and Building Occupants often have to take actions to protect themselves. **Avoid, Barricade and Confront (ABC)** are recommended survival techniques to protect oneself, based on the threat present and they may not have to be followed in any specific order. Individual decisions should be made based on the active shooter's location(s).

### Avoid (Run/Evacuate)

If there is an accessible escape path, attempt to evacuate the premises:

- Have an escape plan and route in mind.
- Visualize the entire escape route before beginning to move, and avoid using elevators or escalators.
- If possible, use the nearest exit stairway to evacuate.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind. **DO NOT** carry any packages or items that could be confused as a weapon or explosive device.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Call 911 when it is safe to do so. Provide the pertinent information (discussed in detail below).

### Barricade (Hide)

If it is **Not Possible** to evacuate, find a place to barricade / hide yourself where the active shooter is **Least** likely to find you:

- Hiding place should be out of the active shooter's view. Soft wall cubicles and desks may conceal but provide no substantial ballistic protection.
- Hiding place should be an area with **BOTH** visual concealment and ballistic cover that can provide protection if shots are fired in your direction.
- Hide behind large items (i.e., file cabinets, copy machines, vending machines) something of substantial thickness and weight that will stop a bullet.
- If possible, lock the door and barricade the entrance with heavy bulky items such as furniture, copy machines, desks, etc.
- An ideal hiding place should not trap or restrict your options for movement.
- Silence, not vibrate, your cell phone and/or any other electronic devices.
- Turn off lights and any sources of noise (i.e., radios, televisions).
- Remain quiet.

### Confront (Fight/Take Action)

If it is **Not Possible** to avoid or barricade, as a **LAST RESORT**, and **ONLY** when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:

- Collaborate and act as a group, if possible.
- Act aggressively.
- Throw items and improvised weapons.
- Yell.
- Be committed to your actions.

### Do Not Activate Manual Pull Station

- The manual pull station should only be activated during fire emergency or smoke condition.

- When the manual pull station is activated, it may lure occupants out and into the shooter's line of fire and only get a Fire Department response, it will **NOT** notify the police.
- It also misleads the building Fire Life Safety Team in thinking there is a fire emergency in the building and not an active shooter incident.

## Call 911

As soon as it is safe to do so and provide the following information to 911 operator, if known:

- Building address
- Location of the active shooter or his/her last known location
- Number of shooters. (If more than one)
- Physical description of shooter(s).
- Name/identity of the shooter(s) (e.g. employee).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.
- If explosions were heard.
- After calling 911, they have to also notify FLS Director
- If you cannot speak, leave the line open and allow the dispatcher to listen.

## When Police Arrive On Scene:

- **Do Not** attempt to run towards or grab onto police officers.
- Keep your hands up, open, and above your head, fingers spread apart, and most importantly, **EMPTY**.
- Resist the urge to turn quickly or make any sudden movements.
- Do not stop responding police to ask officers for help or directions on evacuation. Proceed in the direction from which officers are entering the premises.
- Remain calm and follow the instructions of the police

**Additional Data:** *The first police officers to arrive to the scene may not stop to help injured persons. Expect teams comprised of additional officers and emergency medical personnel to follow the initial responding officers. These teams will treat and remove any injured persons from the areas that have been cleared by the first responding police officers. They may also call upon able-bodied occupants to assist in removing the wounded from the premises. A training video on Active Shooter by the LA County Sheriff's Office can be found at - <https://www.youtube.com/watch?v=DFQ-oxhdFjE>*

## **Building Security: Active Shooter Video**

## **Building Security: Building Access Procedures**

All tenants entering the building are required to log in with their assigned access card where photo verification can be confirmed. This is a 24-hour requirement. Individuals leaving the building even for a short break will be required to log in when they return. All tenants are required to log out after 8:00 PM weeknights. The "out" reader is located on the southern portion of the desk.

On weekends and holidays, tenants must log in and out each time they enter and leave the building.

If a tenant requires additional keys to their space, we can order keys at a cost to the tenant. We require the building locksmith to create any keys for 712 Fifth Avenue since it is a restricted keyway.

### **Visitor Building Access**

We ask that tenants enter all visitors into [Angus](#) prior to their coming to the building. When the visitor who is pre-registered arrives at the building, they should go to the lobby desk, produce proper I.D. and receive a pass for the day. All visitors' bags are subject to random search prior to entry to the elevators. This program reduces the time it takes to process a guest and ensures that all visitors are properly assigned to a predetermined destination.

### **Unannounced Visitors**

If the visitor is not pre-registered, lobby security will call the tenant to confirm admittance to the floor and request that they enter the visitor into Angus. This will delay the visitor's access into the building. If the tenant cannot be reached, access will be denied.

## **Building Security: Card Access**

### **Card Access Photos and Replacement/Temporary Cards**

All Card Access Photo ID requests must be entered into [Angus](#) and must list all employees who require photo identification. These requests must indicate whether the ID is for a new employee or is a replacement ID. There will be a charge for new and/or replacement/temporary cards. Photos are taken on Tuesday's and Thursday's from 2 p.m. to 3 p.m.

### **ACCESS TO SPACE**

On the occasion when an employee forgets or misplaces his or her front door key or coded access card; Security/Management personnel cannot provide access to an office space unless:

- An individual listed on the "TENANT EMERGENCY CONTACT AND PROPERTY REMOVAL LIST or EXECUTIVE CONTACT LIST" is contacted and authorizes admittance to their leased space.  
OR

It is important that the forms noted above are completed and returned to the Management Office promptly. Once again, Management Office must be informed of all changes concerning these contacts.



# Building Security: General Office Security

## Security Checklist

The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Establish uniform procedures for collecting keys prior to the termination of employees.
- Establish a rule that keys must never be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Ensure that a responsible person is in charge of issuing all keys.
- Office cylinders can be rekeyed if necessary. The building is assigned to a restricted keyway, so any request to change or rekey a lock must be approved and scheduled with the Management Office.
- Store keys systematically in a secured wall cabinet of either your own design or one that conforms to a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

## Suspicious Persons

If you see suspicious or offensive persons in the building, please call the Management Office immediately. If possible, make note of appearance, clothing, etc. in order to assist building security in locating them.

Please be aware of strangers in your Tenant areas and halls. Quite often a question such as *"May I help you locate someone?"* will be enough to deter a potential thief. Suspicious encounters of this type should be reported to the Management Office immediately.

## **Building Security: Key and Lock Policy**

### **Restroom Locks:**

As part of our overall security program, locks have been installed on all restroom doors. These require the use of a key to gain access. Each tenant is provided with two keys, one for each restroom. We suggest that they be held by the receptionist or in a central location. For Convenience, if additional keys are needed, the tenant should place a request in [Angus](#). There will be a charge for any additional keys.

Please note, it is not permitted to leave a bathroom key in the cylinder.

# Building Security: Loading Dock/Elevator Usage

## PERMISSIBLE ENTRANCE/EXIT TO BUILDING LOADING DOCK FREIGHT ENTRANCE

A Security Officer mans the loading dock during Business Hours.

## FREIGHT ELEVATOR USAGE

### Business Hours:

- Freight elevator for general pick-ups and deliveries only are as follows:
  - Monday through Friday, 9:30 AM – 5:00 PM (Closed between 12:30 PM and 2 PM)

### After Hours:

- Large moves and extended deliveries must be scheduled as follows:
  - Monday through Friday, before 8:00 a.m. or after 5:00 p.m. to completion, Saturday, Sunday & Holidays, anytime. (4hrs minimum on holidays and weekends).

## Dimensions and Service Locations

### Freight Car Dimensions

9 feet 5 inches	High
6 feet 2 inches	Deep
4 feet	Wide Door Opening
24 inches x 20 inches	Hatch Opening

### Truck Elevator Dimensions (Platform Size)

14 feet	High
10 feet 10 inches	Wide
41 feet	Deep

### Elevator Hatches

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

### Reservations

Elevator reservations must be made in advance, and will be approved on a first come, first served basis. All requests must be placed in [Angus](#). The Management Office needs to receive a Certificate of Insurance from the moving company before the actual move date. Any attempted moves without prior Management Office approval will be stopped. Moves cannot be conducted during normal business hours.

[Please click here for Freight Elevator Information](#)

## **Building Security: Lost and Found**

Please contact the Management Office at (212) 307- 6454 to claim items that have been lost or found in the Building.

## **Building Security: Property Removal and Packages**

Any tenant employee removing a box or package via the lobby, loading dock or freight elevator will be required to have a property removal pass signed by an authorized employee of the company.

Vendors are not required to have a pass. It is assumed that by allowing them entry to your space, they are authorized to remove materials. The vendor should be entered into [Angus](#) under Vendor Access.

After filling out the required information on the pass, retain the pink copy for your records.

The Bearer will be required to leave the building pass with the Security Officer.

### **AUTHORIZED SIGNATURES**

Tenants shall provide Paramount Group, Inc. with Names and Signatures of those authorized to sign Property Removal Passes on the Tenant Contact and Property Removal List.

## **Building Security: Solicitation**

Solicitation is not permitted within 712 Fifth Avenue. If you notice a suspicious person within the Building, please call the Management Office at once and provide as much detailed information as possible regarding the person(s). Security personnel will escort the individual(s) off the premises. We suggest that you request identification from repair personnel who arrive to work in your office suite.

## **Building Security: Telephone Closet Access**

### **Telephone Frame Room and Telephone Closet Access**

All communications company employees/technicians ([Verizon](#), [AT&T](#) or private companies) requesting access to telephone closets must be approved by the Management Office.

Tenants need to notify the Management Office, via [Angus](#), prior to the communications company employee arriving at the building. A brief description pertaining to scope of work must be indicated. When the communications company employee arrives, they will be escorted to the appropriate telephone frame room or closet by building personnel. All vendors working in the building telephone closet must provide a certificate of insurance as per the buildings requirements. A copy of Verizon's insurance is on file in the Management Office.

# **Building Security: Thefts**

## **Theft and Insurance**

Any suspected theft, no matter how small, should be reported to the Management Office immediately. The Police should also be notified. You may be required to visit the local precinct to report your claim so that a report can be filed. Police need to be kept informed of any thefts in the Building to establish a pattern to the thefts and to effectively complete the investigation. Personal property insurance is the responsibility of each Tenant.

## **Incident Report**

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



## **Building Security: Vendor/Contractor Access**

There may be special instances when vendors or contractors need to perform work in your suite during business and non-business hours. In such instances, please enter a work order into [Angus](#). The work order should include the following information - name(s) of the individual(s), the company, the date they will be coming, the approximate arrival and departure time and a brief description of the work to be done. Each vendor/contractor will be required to have a certificate of insurance as indicated in the [Policies and Procedures Insurance Requirements Section](#).

Please note: If electrical, plumbing, fire alarm or mechanical work is being performed, you should get in touch with the Property Management Office in advance to confirm the work is approved.

## **Building Services: Cleaning**

Cleaning services are provided daily at 712 Fifth Avenue. In addition, the day matron and porters attend to building restrooms to ensure enough supplies are on hand. Porters monitor the perimeter of the building to maintain the standard 712 Fifth Avenue is known for. Window washers are on-site daily to ensure that all windows, both interior and exterior, are cleaned. The exterior windows are scheduled to be cleaned four times per year (weather permitting).

During the evening, the cleaning staff is supervised by an individual appointed by the cleaning contractor at the building. This supervisor is responsible for the entire nighttime staff, who provides cleaning services for tenants' suites. Additional cleaning services are not included within the lease. Please contact our cleaning company for information regarding additional cleaning services.

### **Extra Services**

A service charge will be incurred for any additional cleaning services. Charges for these extra services will be reflected on any sundry bills issued by the Management Office.

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

## Building Services: Elevators

There are ten double wrap traction gearless passenger elevators. Four low-rise elevators service the 6th floor through the 14th floor and five high-rise elevators service the lobby and 17th floor through the 52nd floor.

### Elevator Capacity:

Passenger:	3,500 lbs.
Freight:	4,000 lbs.
Truck:	60,000 lbs.

[Please click here for Elevator PORT System Information](#)

### Freight Elevator Service

712 Fifth Avenue has one freight elevator which provides freight service from LL3 to the 53rd floor. Additionally a truck elevator services the LL3 to the ground floor loading berth area.

- All deliveries must be scheduled in advance by placing a ticket in [Angus](#). A 1-2 day notice is suggested.
- The freight elevator is used as a passenger car between 8:30 am and 9:30 am & 12:30 pm and 2:00 pm; therefore, no freight deliveries will be accepted during these times. Any deliveries arriving during this period will be delivered to the tenant by a porter at tenant's expense.
- The freight elevator closes at 5:00 pm and anything after is considered an overtime delivery at the tenant's expense.
- Deliveries consisting of one elevator trip can be delivered anytime between 9:30 am and 5:00 pm, with the exception of the previously noted times when the freight elevator is used for passenger service.
- Furniture, large boxes of 10 units or more, or clothing racks (of more than three) must be scheduled after 5:00pm, Monday through Friday.
- The freight elevator is available to contractors, with advance scheduling, prior to 8:00am or after 5:00pm, for bringing up workers, materials and tools.
- During overtime use, a porter will operate the freight elevator. It is imperative that we are advised of a cancellation; otherwise, the porter's overtime will still be charged to the tenant.
- A Certificate of Liability Insurance and proof of workers compensation are mandatory for any contractual work and/or delivery. Note: Certificates of Liability and Workers Compensation Insurance are required and are extremely important for the protection of all tenants, as well as the protection of the building.

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

[Please click here for Freight Elevator Information](#)

## **Building Services: Energy Management**

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

### **Electrical Distribution System:**

In general, office floor electric capacity is designed at 6 watts per gross square foot in accordance with New York City Building Code.

### **Emergency Generator System:**

The building is equipped with a 1000 KW emergency diesel driven generator with automatic starting capability and having an output of 265/460 volts. Supplied by a 3000 gallon diesel fuel, emergency systems that include lighting, fire alarm, water pumps, and limited elevator capacity can operate for up to 36 hours without re-supply.

## **Building Services: Forms**

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

[Construction Checklist](#)

[Move Out Form](#)

[Tenant Relocation Checklist](#)

# **Building Services: HVAC**

## **HVAC HOURS OF OPERATION**

Heating and base building air conditioning are controlled by a Building Management System. The normal hours of operation for building comfort air are Monday – Friday, 8:00 a.m. - 8:00 p.m. (unless otherwise stated in your lease). The temperature in the Building is maintained at a comfortable level. Should the temperature level change abruptly or exceed a reasonable level in your suite, or in a particular office, please enter a work order through [Angus](#). An engineer will immediately be dispatched to investigate.

Heating and base building air conditioning are not provided on Weekends, Holidays, or after normal hours of operation for the building of 8:00 p.m. (unless stated otherwise in your lease). If you need HVAC during these times, please enter a work order in [Angus](#) - "HVAC-OT", between 8:00 a.m. and 5:00 p.m. (Monday - Friday), and at least 24 hours in advance to schedule and inquire about the current charge. On extreme temperature days, there will be an additional hour charged in order to ensure that the temperature is acceptable at the requested time.

## **HVAC SYSTEM OVERVIEW**

The building's air conditioning system is an air-variable volume design with supply air originating in central fan rooms. Supply and return air from each floor is distributed through riser shafts. The entire building, except for the retail area is serviced by a central chilled water plant with two 550 ton electric-powered centrifugal refrigeration machines that produce an average of 28 tons of cooling per floor. Heat is generated through forced hot water convectors located at the perimeter of the building below the sill of the window in an architectural enclosure. Hot water is generated from steam to hot-water heat exchangers, provided through a connection with the Consolidated Edison Company street steam system.

## **Building Services: Lamp Replacement**

If tenants are in need of replacement lamps, please put the request, with a detailed location, in [Angus](#). A work ticket will be issued and an on-site lamping contractor will be dispatched. The on-site lamping contractor is in the building Monday through Friday mornings to address these work tickets. The tenants will be billed directly by the lamp replacement contractor. The billing consists of a material charge and a labor charge. The material charge depends on the type of lamp replaced. If you have any questions regarding these charges, please contact the Management Office.

## **Building Services: Mail and Message Center**

All mail delivered via the United States Postal Service is delivered to the Building's Messenger Center and then delivered via Building Messenger to individual suites.

The Post Office makes one daily pick-up at 712 Fifth Avenue. The time is approximately 1:00 p.m. The [U.S. Postal Service](#) won't pick-up mail left outside the "U.S. Mail" drop boxes in the lobby.

All [Federal Express](#), [UPS](#), [DHL](#), Airborne and any other non-postal materials will enter and leave 712 Fifth Avenue during normal business hours through the Loading Dock on 56th Street. All small package deliveries will be picked up through the Messenger Center. After 7:00 p.m., non-postal materials may not be delivered to, or left at, the main lobby desk.

The Messenger Center is adjacent to the main lobby and the entrance can be accessed from 56th Street loggia area. Hours of operations are from 8:00 a.m. to 6:00 p.m., Monday through Friday. There is no service on holidays or weekends.

The phone number to contact the Messenger Center for service is (212) 245-7430.

Please instruct delivery services to clearly indicate the recipients name, company, floor location and telephone/extension number. This will help expedite delivery. The courier must make deliveries and/or pick-ups to/from the building within a 30-minute timeframe.

The Messenger Center is operated for internal services only. Tenants must call their external messenger service for deliveries distributed outside the building. In order to expedite this process please arrange to have envelopes or packages brought down to the Messenger Center for outgoing pick-ups prior to the messenger's arrival.

All food deliveries are to be delivered to the Messenger Center. The individual who has ordered the food is then contacted and requested to come to the Lobby to receive their delivery. Please be sure to give the name and phone number to the vendor making the delivery.

Should catered food orders for a breakfast or luncheon be made, the company should deliver it to the loading dock. Caterers are required to abide by [vendor insurance policy](#). The service/freight car operators will be informed to permit such deliveries, if we receive advance notice of at least 24 hours. The 24-hour notice will permit us time to schedule the use of the service/freight cars with the other loading dock activities. The normal hours of operation of the loading dock are 8:00 a.m. to 5:00 p.m (excluding 12:30 p.m. – 2:00 p.m).



## **Building Services: Recycling**

To maintain compliance with NYC's Local Law 87, all tenants must comply with the building's recycling program, detailed below.

### **Paper Recycling**

The recycling program includes all grades of paper and cardboard, including white & colored paper, newspapers, magazines, catalogs, phone books, index cards, etc. Paper should be kept separate from all food wastes and all other non-paper products. Cardboard boxes should be flattened and stacked near waste receptacles. The existing waste bin at your desk (regardless of color or size) should be used for mixed paper recycling, while all non-paper items should be brought to a central pantry trash receptacle.

### **Cans/Bottles Recycling**

Cans and bottles can be placed in a separate receptacle for recycling, though this is not required by NYC law for commercial buildings.

### **“Universal” Waste: Electronics / Light bulbs / Batteries**

You must contact the Management Office to properly dispose of any of the following materials: electronic equipment including all computer-related waste; all types of light bulbs including fluorescents, halogen, incandescent, flood, etc; and all batteries. Light bulbs may not be taped together, though you may place them in the original packaging for safety. These materials must be properly disposed of and cannot be placed in your regular trash receptacles.

Thank you for your participation in our building's recycling program. Your cooperation not only helps the environment, but keeps us in compliance with NYC Local Law 87. If decals are needed, notify the Management Office in writing with specific color and quantity required.

## **Building Services: Signage**

All requests for building signage need to be submitted to the Management Office for approval. On multi-tenant floors, only Building standard signage is allowable.

## **Building Services: Work Order Procedures**

All requests for service should be entered into the web-based tenant system, [Angus](#).

[Angus](#) can be used to view building notices, submit work requests, submit visitor requests and provide feedback regarding work performed. You will be set-up with a password and instructions on how to access the system will be mailed to your email address.

The Management Office will then dispatch the appropriate personnel to address this service. If you need to request access to [Angus](#), or have a question about whether or not a service is billable, please contact the Management Office at (212) 307- 6454.

# Emergency Procedures: Emergency Information

## Tenant Emergency Information

Protection of your employees and the Building is always foremost in the minds of the Management Team at 712 Fifth Avenue. We feel that by communicating with you about your role in building and personal security, we can reduce the risk of life threatening situations.

Paramount Group, Inc. will provide a **Combined Fire Safety and Emergency Evacuation Plan**. The documentation provides valuable information to ensure maximum protection for your employees. It should be read carefully by key managers and designated Tenant Safety Coordinators (Fire Warden and Deputy Fire Wardens) in your office. It is essential that these procedures are fully understood and followed should the occasion arise.

In the event of an emergency, the safe and rapid evacuation of the affected area is the joint responsibility of the Management Office and the individual employee. It is imperative that each employee become familiar with the procedures described in the manuals. If there are any questions, please call the Management Office at (212) 307-6454 before an emergency arises!

- **Fire:** The fastest and most efficient method of reporting a fire is to pull the fire alarm located next to each evacuation exit and to call 911 from a safe area.
- **Medical:** Before or immediately after calling 911, notify the Management Office of the Medical Emergency. This will provide security time to dispatch in-house medical equipment like Defibrulators and Oxygen as well as prepare an elevator for the arrival of EMS.
- An Automated External Defibrillator (AED) is available in the lobby in the event of a medical emergency where a victim is not responding and has no normal breathing, and no signs of circulation. The AED can be used by building staff who have been trained in CPR and the use of the AED.

# **Emergency Procedures: Bomb Threat**

## **Telephone Threat**

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

- Exact location of the device.
- Time set for explosion;
- Description of the device;
- Reason the caller has placed the bomb;
- Exact words used by the caller.
- Keep this information as confidential as possible.
- Notify the Police Department. Call 911.
- Notify the Management Office at (212) 307- 6454

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

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

## **Emergency Procedures: Civil Disturbance**

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

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

## **Emergency Procedures: Elevator Malfunction**

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the emergency button within the cab will alert lobby security that the elevator is malfunctioning. The cab number will be identified and so too the Guard, who will immediately contact Otis Elevator, then establish two-way communication with elevators occupants until help has arrived.

In the event of a power outage, elevators will continue to operate using our emergency power generator. Each elevator will automatically return to the lobby, their doors will open, and they will remain inoperable until the power has been restored. At this time, the security personnel will operate a car.

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

## Emergency Procedures: Emergency Contacts

All Emergencies	911
Building Management Office	(212) 307- 6454
Building Security/After Hours Emergencies	(212) 307-6454 or (212) 265-2527
Fire Department (non Emergency)	(212) 570-4300
Police Department (non Emergency)	(212) 767-8400
Emergency Paramedic Service	911
Messenger Center	(212) 245-7430
St. Luke's - Roosevelt Hospital (Roosevelt Division 1000 10th Avenue @ 58th St)	(212) 523-4000

### Important notes

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

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

### TENANT EMERGENCY CONTACT LIST

In order to keep the tenants up-to-date and informed, tenants must submit the name(s) and telephone number(s) of the individual(s) to be contacted during normal business hours. Additionally, tenants must provide the name(s) and telephone number(s) of contacts for weekends and emergency purposes. It is occasionally necessary for the Management Office to inform company representatives of an emergency, such as theft, fire or other incident. Therefore we request your cooperation in forwarding this critical information to the Management Office.

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



# Emergency Procedures: Fire and Emergency Action Plan

## FIRE SAFETY AND EMERGENCY ACTION PLAN PROCEDURES

712 Fifth Avenue's Combined Fire Safety and Emergency Evacuation Plan incorporates a plan that addresses both fire and non-fire emergencies. Among the necessary requirements of the Emergency Action Plan will be the need for you to provide responsible individuals to work with our Emergency Action Plan Director in the capacity of a Fire Safety/Emergency Action Plan Warden, Deputy Warden, Searcher and Critical Operations Staff.

In addition to fire emergencies, the Combined Fire Safety and Emergency Evacuation Plan is a method by which we will deal with events such as a natural disaster, power outage or catastrophic event (i.e., the September 11, 2001 terrorist attack). Training conducted by the Emergency Action Plan Director will cover "Shelter-in-Place, In-Building Relocation, and Partial and Full Building Evacuations."

### Fire Drills

Fire Drills are NYC mandated to be conducted twice a year. The purpose of these drills is to instruct your employees in the safe evacuation of your premises in the event of a fire emergency. All occupants are required to attend these drills and will be notified in writing of when the drills will take place.

### EAP Drills

Emergency Action Plan drills are required to be conducted once a year and shall consist of instruction or stairwell familiarization. Instructional drills shall serve to familiarize building occupants with the requirements and procedures of the Emergency Action Plan. Stairwell familiarization drills shall serve to familiarize building occupants with the process of in-building relocation or evacuation via the building stairways. Stairwell familiarization drills shall require building occupants, other than occupants who request exemption, to enter a building stairwell and be escorted down a least four floors of stairs during which time stairwell safety features and safe evacuation procedures shall be reviewed.

### Fire Safety/Emergency Action Plan Wardens

The tenant upon request from the Management Office or Emergency Action Plan Director/Fire Safety Director (EAPD/FSD) will appoint responsible and dependable employees as members to assist in both fire emergency and non-fire emergencies. Each floor will be required to have an assigned Fire Safety /Emergency Action Plan Warden, Deputy Fire Wardens and Male and Female Searchers.

The EAPD/FSD will be required to keep an "Organization Chart for Drills and Evacuation Assignments" for each respective floor in the Fire Safety Plan. Moreover, the "Organizational Chart" must be posted on every floor in an area where it can be readily viewed by all occupants.

The EAPD/FSD will coordinate and conduct training for members assigned on the Organization Chart. In addition, all Fire Safety/Emergency Action Plan Wardens, Deputy Wardens and Searchers will be provided a written guideline on Fire Safety and Emergency Action Plan Procedures.

### Fire Safety Procedures

Specific essentials pertaining to building features and emergency procedures are outlined below.

- **Elevator Call:** Certain automatic fire alarm devices recall elevators to their lowest level for use by firefighters. Use of elevators can be dangerous during a fire. Do so only if directed by firefighters.
- **Know the location of your fire exits and manual pull stations:**
  - There are two fire exits on your floor labeled "C" and "D"
  - Located next to each staircase is a Manual Pull Station. By activating the pull station you will alert the Fire Command station in the lobby and call the Fire Department via a central station.
- **Staircase layout:**
  - Staircase "C" exits at the lobby level. Staircase "D" does not exit at the lobby level. In order to access the street level using Staircase "D," you must go all the way down to Lower Level 3. When you exit from staircase "D," follow the signs directing you through a short corridor to stair "F". Take stair "F" up several flights of stairs to the street or loggia area.
- **Re- Entry Floors:**

- If you were to enter either stairwell “C” or “D” under non-emergency conditions and descend down the stairwell, you would find that all the doors are locked. Even doors specified as “Re-entry Floors” would be locked. However, when either a smoke detector or sprinkler head is activated, all stairwell doors designated as re-entry floors will unlock. A Manual Pull Station activation will not open or unlock re-entry doors.
- Re-entry floors are located on every fourth floor. There are some exceptions, so follow the signs posted on the back of all stairway doors which display the location of your nearest re-entry floors.
- **Evacuation:** Experience has shown that the most critical floors during a fire are the fire floor, the floor above and the floor below. Therefore, in high-rise buildings an alarm will sound only on those floors. Generally, the fire floor and floor above are evacuated at least three floors below the fire or to the nearest re-entry floor. However, in accordance with a predetermined “Fire Safety and Evacuation Plan,” the building EAPD/FSD is required to make appropriate announcements and to give instructions over the public address system, as conditions dictate during any fire or emergency.
  - Total evacuation of a high-rise building is usually not necessary and only hinders the efforts of firefighters. Immediate evacuation of the fire floor and the floor above where the alarm will be sounding is usually all that is necessary. The occupants of the floors above will be guided by the instructions of the EAPD/FSD or Fire Wardens.
- **Alarm Tones:** The speaker strobes, located on every floor throughout the building, will transmit both an audio alarm tone and a visual strobe light alert.
- **Alarm Tone:** If a smoke detector, manual pull station, or sprinkler head is activated on your floor, the alarm tone, accompanied by a flashing strobe, will sound on your floor and the floor above. Be prepared to assemble to the nearest staircase and listen for instructions over the PA system.

## IF THERE IS A FIRE ON YOUR FLOOR

- Immediately activate the Building’s manual fire alarm pull station located next to each staircase. This will notify the Fire Command Station in the lobby and transmit an alarm to the Fire Department via a central station.
- The fire wardens should alert the deputy fire wardens and searchers and begin the evacuation of the floor, if necessary.
- The evacuation team will check all offices and bathrooms.
- For large fires, close the door to the fire room. Close all doors behind you but do not lock them. A closed door slows the spread of fire from room to room. You should not, however, lock any doors because you will not be able to make your way back if you need to. Locked doors also hamper the firefighter’s efforts to extinguish the fire or to conduct a search for victims.
- Do not use elevators. Elevators are not reliable and very dangerous and should not be used under fire conditions. Be guided by the instructions of your Fire Safety Director and Fire Department personnel on the scene before using the elevator.
- If the fire is on your floor, evacuate to at least three floors below the fire floor or to the nearest re-entry floor. Remove high heeled shoes while descending stairs and do not turn back for personal belongings. Even conditions that don’t appear threatening can suddenly change.
- When evacuating, feel the fire stair door with the back of your hand before opening it. If it is hot or there is a smoke condition in the stairwell, do not go down. Use an alternate staircase.
- Always close the staircase door behind you. Closing the stair door behind you helps contain the fire and smoke to the fire floor. A stairwell contaminated with smoke should not be used for evacuation.
- After evacuating to a re-entry floor, pick up the fire warden phone located near the north stairwell and inform the fire command station in the lobby of the following information:
  - Location of fire
  - Severity of fire
  - Any employees not accounted for or requiring special assistance
  - The exit and letter designation of the stairwell being used for evacuation.
  - Any exits that cannot be used

[Please click here for the Fireproofing Requirements](#)

[Please click here for the Fire Alarm System Instructions](#)

## **Emergency Procedures: Flooding**

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

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

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

## **Emergency Procedures: Homeland Security**

712 Fifth Avenue recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

### **Department of Homeland Security**

<http://www.dhs.gov/dhspublic>

### **Federal Emergency Management Association**

<http://fema.gov/>

### **American Red Cross**

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

### **Center for Diseases Control and Prevention Emergency Preparedness and Response**

<http://www.bt.cdc.gov/>

**Local media outlets will provide important information during an emergency situation.**

## **Emergency Procedures: Medical Emergency**

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

1. Call Emergency Services at 911.
2. Provide the Emergency Dispatcher with the following information:
  - Your name
  - Your Building's address
  - Your specific floor number, and the exact location of the emergency
  - Any pertinent details of the accident or illness
3. Do not move the injured/ill person. Attempt to make them as comfortable as possible.
4. If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
5. Call the Management Office at (212) 307- 6454. Inform the Management Office that you have called 911 and briefly describe the nature of the emergency.
6. The emergency unit will be with you shortly and will administer all necessary medical assistance.
7. Determine, if possible:
  - Name, address and age of injured/ill person
  - The nature of the problem, as best you can surmise
  - All known allergies and current medications taken by the individual
  - A local doctor

## **Emergency Procedures: Power Failure**

All 712 Fifth Avenue all life safety and designated corridor, stairwell and office lighting are served by an emergency generator. In the event of power failure, this generator will provide emergency power for certain basic building functions. Those functions include:

1. Activating emergency power to designated lights on each floor throughout the building, including all Exit signs.
2. Activating all stairwell lighting.
3. Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems.
4. Recalling all elevators to the ground floor lobby. Three elevators are available for use during a power outage. (One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed.)

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so through the emergency communication system, please remain in your offices.

**Please...DO NOT CALL the Management Office unless you need to notify us of the location of a disabled employee.**

## **Emergency Procedures: Severe Weather**

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by the Management Office, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

## **Emergency Procedures: Toxic Hazards**

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials. Call the Management Office at (212) 307-6454. Inform them that you have called 911 and briefly describe the nature of the emergency.



## **Introduction: Welcome**

Welcome to 712 Fifth Avenue!

At [Paramount Group, Inc.](#), our goal is to provide our tenants with a world-class building experience with the highest levels of quality in all aspects of our services to you. We pledge to provide you with superior service in a comfortable and secure environment of this premier Fifth Avenue building.

This manual should answer many of the immediate questions you may have about building regulations, policies, and operating procedures. We hope it guides you through the building, briefly describing many aspects of the building and its systems; and to provide information regarding building hours, deliveries, mail service, move-in/out procedures, billing procedures, security and immediate area amenities.

We encourage you to share your concerns with us and offer suggestions on ways that we can continue to improve our service to you. Paramount Group looks forward to a long and positive relationship with you.

**You may contact us at (212) 307-6454 or visit us on the 6th floor.**

Carla Rooney  
Property Manager

Carol Scali  
Senior Associate, Property Operations

Kevin Tan  
Associate, Property Operations

Andrew Burns  
Fire Safety/ Security Director

Kevin Daly  
Chief Engineer

## **Introduction: About Paramount Group**

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

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

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

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

## **Introduction: About 712 Fifth Avenue**

A standout on any skyline, 712 Fifth Avenue's slender tower is one of the most graceful in New York and its unusual height in the elite Plaza District has already made it a modern landmark.

Built in 1990, 712 Fifth Avenue is one of New York City's world-class, trophy properties. It combines the historic elements of its street-level townhouse façade, including turn of the century Bell Epoque splendor, with the modern design of its 53 story office tower. The result is a strong architectural statement of both classic and modernist form, sheathed in luminous grey limestone with textured surfaces,

Lattice-patterned detailing running the height of the tower is rendered in lightly polished pearl grey marble, as well as jet black and grey granite, with bronze medallions gracing the crown.

The tower is entered through the loggia – another bow to the classical surroundings of the neighborhood – where the lobby carries forward the façade materials and features polished marble, limestone and granite in shades of grey and black. Bronze and polished chrome accents complete the articulated, detailed look.

The windows at 712 Fifth have particular stature – from the three restored and unique-to-New York Rene Lalique masterworks in Henri Bendels – to the unually large windows of the tower. They create a sense of spaciousness on floors sized to provide full-floor identity to boutique corporate operations.

While it is known for its stylish design, 712 Fifth is also a LEED Gold and Energy Star certified building.

[Please click here for the General Building Description of 712 Fifth Avenue](#)

## **Introduction: Information on Coronavirus and Helpful Tips**

Please click on the links below to find more information.

- [712 Fifth Avenue Coronavirus Notice](#)
- [What the Public Should Do](#)
- [NYC Health Coronavirus Fact Sheet](#)

# **Introduction: Lobby Renovation**

[Tenant Information Kit](#)

[Lobby Renovation Town Hall](#)

**Schindler's Port Technology:**

# **Introduction: Operating Instructions**

## **Navigation**

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

## **Special Features**

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

## **Updates**

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

## **Policies and Procedures: Building Rules and Regulations**

### **FILING & CITY RULES/NYC DOB REQUIREMENTS:**

- All structural, architectural and mechanical design and construction work shall comply with the rules and regulations of the city, state and governmental agencies having jurisdiction.
- New York City Department of Buildings requires that prior to performing any construction; proper applications and drawings must be filed and approved by them. The Tenant is advised to direct their Architect and Engineer of this fact. Also, it will be the obligation of the Tenant's Contractor to secure the proper permit in all fields of construction and obtain a sign-off from the Department of Buildings
- It is recommended the tenant use the building approved expeditor as listed on the approved contractor's list. Please contact the Management Office for the approved contractor's list.

## **Policies and Procedures: Construction**

- [Please click here for a Corporate Approved Vendor List](#)
- [\*\*Please click here for 712 Fifth Avenue Building Standard Construction Specifications\*\*](#)
- [Please click here for Freight Elevator Information](#)
- [Please click here for the Construction Documentation Checklist](#)
- [Please click here for 712 Fifth Avenue Construction Facts Sheet](#)



# **Policies and Procedures: Insurance Requirements**

[Certificate of Insurance Sample](#)

[Vendor Insurance Requirements](#)

## **CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS**

Any vendor, who will be working in this Building (712 Fifth Avenue), either making deliveries or removing items, must be covered by Liability Insurance in the general aggregate amount of \$5,000,000,00 and have proof of workers compensation.

### **Certificate holder is the owner:**

712 Fifth Avenue Owner LP  
c/o Paramount Group, Inc.  
1633 Broadway, Suite 1801  
New York, NY 10019

In the Description of Operations section, please add as additional insured's

- Paramount Group Management, LP; Paramount Group Operating Partnership, LP; 712 Fifth Avenue Owner LP; 712 Fifth Avenue Owner GP LLC; Tenant Name are listed as additional insureds.

### **Certificate of Insurance**

All policies shall be taken out with insurers acceptable to Paramount Group, Inc. All policies shall state that at least thirty (30) days prior written notice will be delivered to Paramount Group Inc. by the insurer prior to termination, cancellation, or material change of such insurance.

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

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

Please contact the Management Office for a copy of the Insurance requirements and acceptable limits for coverage.

## **TENANT INSURANCE**

All leases include a provision requiring Tenants to have public liability, fire and extended coverage insurance for all Tenant belongings located in the Tenant's premises. Proof of Workers Compensation is also required. Tenant must also maintain general liability and property damage insurance designating the following as "Additional Insured's":

- Paramount Group Management, LP; Paramount Group Operating Partnership, LP; 712 Fifth Avenue Owner LP; 712 Fifth Avenue Owner GP LLC; Tenant Name are listed as additional insureds.

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

## **Policies and Procedures: Miscellaneous**

### **UNION LABOR**

All contracted general contractors, subcontractors and their labor must be union. Union cards may be requested by building personnel either prior to or throughout the project. Jobs will be stopped if these requirements are not met.

### **FREIGHT AREA / MECHANICAL AND ELECTRICAL CLOSETS**

The freight area on all floors and Mechanical / Electrical closets are NOT to be used as storage. The freight area is common space on multi-tenant floors and more importantly, on all floors, storage in this area can be a fire hazard and can block an egress stairway. The Mechanical and Electrical closets are to remain locked at all times and free of all debris. All storage / debris will be removed at the Tenant's expense from these locations.

### **FLOOR COVERING**

All floor coverings should be approved through the Management Office. In particular, please be aware that sponge or rubber-backed carpeting is not allowed.

### **FLOOR LOAD**

Code requirements restrict placing loads upon floors which exceed the load per square foot for which the floor was designed. This Building has a live floor load of 100 pounds per square foot in office areas. Should you find it necessary to utilize equipment which exceeds this rating, you must receive prior written approval from the Management Office. We do require adequate documentation from a licensed structural engineer verifying that such an installation at a specific location is safe. The building architect will review your request and accompanying documentation. Upon receipt of confirmation from the architect that the installation is safe, the Management Office will forward written approval to your attention.

### **ELECTRICAL REQUIREMENTS**

The City of New York electric code is very strict concerning electrical wiring. Prior to any alterations of the electrical wiring, please refer to the Building Standard Construction Specifications and submit all specifications to the Management Office for review.

### **BICYCLES**

The New York City Council passed a bill which addresses bicycle access into office buildings. Following are some bullet points regarding the law, as it stands today:

- This legislation became effective December 11, 2009.
- It is the Tenant's responsibility to request in writing (using a DOT form that must be obtained on the DOT website) that the Building Owner complete a bicycle access plan.
- Within 30 days of such request, the Building Owner shall complete and implement the bicycle access plan.
- Access to Tenant floor(s) will be via the freight elevator on a first come, first served basis, during normal hours of operation. There will be charges for bicycles entering/exiting the building outside of the normal operation.
- The Tenant is responsible for storing the bicycles within their space in a manner that does not violate any building or fire codes or any other applicable law, rule or code, or which otherwise impedes ingress or egress to the building.
- Use of a passenger elevator for ingress or egress to the Building is strictly prohibited.

### **The Bicycle Access Rules and Regulations for 712 Fifth Avenue state the following:**

- Bicycles must be registered in advance with the building. If the bike is not registered with the building, you will not be allowed access.
- All bicycles must enter and exit the building via the designated building entrance - loading dock located on 56th Street.

- When entering and exiting the building, all authorized bicycles must be brought directly from the designated building entrance to the building's freight elevator.
- The freight elevators are available from 8:30 am to 5:00 pm, Monday through Friday, excluding all building holidays.
- After hours/overtime freight is available, but cannot be guaranteed. Standard overtime security and freight elevator rates will be applied for any overtime usage.
- Freight elevator usage is on a first come, first served basis.
- A valid building identification card must be presented to the loading dock security guard on duty before access to the building will be permitted.
- At no time can the passenger elevators be used for bicycle access.
- Any tenant employee observed, either by building employees or video security surveillance, bringing a bike onto a passenger elevator or causing damage of any kind to building property including, but not limited to building corridors, carpeting, walls and or floors will be held accountable to make restitution for said damage. The Tenant shall reimburse Landlord via Tenant Work Order System.

## **TERRACES**

Tenant agrees to properly safeguard and secure the Terrace and all items and materials thereon and to at all times prevent any persons or property from falling, dropping or being thrown from the Terrace. In furtherance of the foregoing, no children under the age of eighteen (18) shall be allowed on the Terrace.

## **PHOTOGRAPHING**

Filming or Photographing in public areas of the building is strictly prohibited without written approval from the Management Office. This includes the outside of the building, lobby and common corridors.

## **STORAGE**

Please contact the Management Office if you would like information regarding storage space.

## Policies and Procedures: Move-in/out Procedures

The relocation of your company's offices begins with your standards on how you would like your space to function and ends with the Property Manager handing you the keys to your front door. The Management Office knows how difficult and frustrating any move can be, therefore, this section is designed to help reduce the trials of moving and facilitate a peaceful and smooth relocation. Please read this section carefully, as it pertains to all aspects of moving in or out of 712 Fifth Avenue. Please do not hesitate to call the Management Office for any questions or assistance concerning your move, and remember we are here to help you!

### General Moving Information

- Paramount Group has a list of building approved movers. These movers are familiar with our building standards and can ease your concerns regarding the treatment of your merchandise.
- All moves must be scheduled a minimum of two weeks in advance with the Management Office. Weekend moves are preferred and are available with advance notice. Weekday service is available after 5:00 pm.
- Your moving company must submit an original copy of their Certificate of Insurance ten days prior to your scheduled move. The Management Office will not permit your move to take place without receipt of this Certificate prior to the date of your move. Please contact the Management Office for acceptable statutory limits, additional insured's and coverage required.
- Movers must protect corridor floors, walls, doors and surrounding areas. The mover should acquaint themselves with all conditions and limitations of the facility which might affect the move. The moving company shall take every precaution to safeguard the Building from damages.

### Floor and Wall Protection:

The moving company shall at all times protect and preserve all materials, supplies and equipment. All reasonable requests to enclose or specially protect such property shall be complied with. This means:

- All corners must be taped
- Masonite floor protection must be used on all floor surfaces.
- Elevators must have properly fitted pads in place.
- Materials transported in elevators must not exceed weight restrictions.
- Large, high density items such as safes require special handling to ensure building and elevator floor loading limits are not exceeded. The Management Office must be notified at least 48 hours in advance of moving this type of equipment.
- **Clean Up After Move:**  
The moving company shall remove all masonite, padding and other trash after move and insure that no empty boxes are left. The Management Office will remove any leftover materials and a charge will be made to the Tenant for any damages caused by the movers to Building areas. Therefore, the Tenant must insure that the movers are aware and adhere to our standards.
- **Permits, Franchises, Licenses, or Other Lawful Activity:**  
The moving company, at its own expense, will obtain and maintain any necessary permits, franchises, licenses, or other lawful authority required for effecting the movement and handling the other services to be performed. Before the move is made, the moving company may be required to produce evidence of such authority to the Management Office.
- **Use of Building Facilities/Elevators:**  
As mentioned in the Building Services section, moving reservations must be made two weeks in advance. All reservations need to be placed in [Angus](#). Due to heavy elevator usage, we cannot guarantee your elevator if the movers do not start at their scheduled time.

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

### Tenant Responsibilities Prior to Moving Out

- Contact the Telephone Company to discontinue service.
- Upon leaving Building, turn over your office and restroom keys to the Management Office.
- Collect all Card Access IDs and turn them over to the Management Office.
- Perform a final walkthrough of the space with a representative from the Management Office.
- Follow the "Move In/Out Procedures" described on the previous pages in executing your move.
- All Tenants moving out of the Building will be asked to complete the [move-out-form](#).

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

[Please click here for Freight Elevator Information](#)

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

## **Policies and Procedures: Rules Concerning Pets**

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

## **Policies and Procedures: Smoke Free Building**

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

Smoking is prohibited within 25 feet of all building entrances. There is no smoking in the entrance vestibule (loggia). The security personnel will be walking around and directing the smokers accordingly. Please reinforce this with your employees.

**All violations will be the direct responsibility of the tenant.**