

225 Liberty Street
TENANT HANDBOOK
Building Procedure



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1. Property Overview

Built in 1986, 225 Liberty Street is a 44-story building, designed by Cesar Pelli & Associates, located along the Hudson River waterfront at Brookfield Place. 225 Liberty Street is Energy Star certified, LEED Gold Certified, and WELL certified. Brookfield Place is home to luxury retail, dining, extensive public space and world-class amenities. Brookfield Place New York is one of the most iconic placemaking destinations in the world, bringing together modern office space, cultural experiences, curated dining and world-class shopping. The 14-acre commercial complex on the Hudson River in Lower Manhattan is animated year-round by Brookfield Arts & Events, providing visitors ever-changing experiences, from art installations and live music to dining, shopping, and more.

2. Building Contact Information

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Building Management Office
212.978.1720

Building Security
212.978.1600

225 Liberty Fire Command
212.417.7091

Messenger Center (Located at 225 Liberty Street Lobby Entrance)
212.978.1606

3. Operations Details

3.1 Property Description

Address: 225 Liberty Street, New York NY 10281

DOB Details: BIN# 1000058, Block 16, Lot 125

Property Manager is to be listed as primary contact for all DOB filings.

Height: 572 feet

Gross Square Feet - Building is 44 stories above grade. 4 stories below grade.

- Total of 2,168,780 SF. gross area in Floors 3 – 44
- Total of 2,415,638 SF gross area C-3 level to Penthouse
- 29 Passenger Elevators
- 8 Freight Service Elevators

3.2 Hours of Operation

- Building Services, including HVAC, are provided Monday through Friday between 8:00am and 6:00pm.
6:00pm excluding Building Holidays
- Building Holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.
- Services outside these hours, including after-hours HVAC and freight elevator access, must be arranged in advanced by entering a work order through Genea.
- Outside of normal business hours, tenants are instructed to contact our security console at (212) 978-1600.

4. General Building Policies

4.1 Lobby Deliveries

- All deliveries via main lobby entrances are generally prohibited.

4.2 Loading Dock

- The Loading Dock servicing 225 Liberty Street is located in between Liberty Street and Vesey Street, directly off of West Street.
- There are 6 bays dedicated to 225 Liberty Street and are managed on a first come first served basis.
- Access to the loading dock must be prearranged with the Building Office with no less than 24- hours prior notice.
- Only vehicles with commercial license plates are allowed to park in the dock. Rental vehicles are strictly prohibited.

- No pallets or rubbish are allowed to be left unattended or left for others to remove.
- No hazardous material shall be placed in the dock for removal from others.
- All truck deliveries are referred to the loading dock, where drivers are required to show a valid driver's license, and a valid certificate of insurance verified by the CBRE Building Management Office in advance. If this documentation is in order, delivery will be allowed provided the driver follows the loading dock procedures, which are posted in the loading dock.
- Loading Dock Measurements: The maximum size of vehicle allowed to enter the loading dock is:
 - Max Truck Height: 12'-2"
 - Max Truck Length: 40'
 - Max Van Dock Height: 6'-7"
- The Building Management Office will not be responsible for any unattended items on the Loading Dock.
- Contractors' personal vehicles are not permitted in the loading dock or parking area, unless coordinated with Building Management.
- Loading and unloading of equipment is only available for 45 minutes. Vehicles that are not actively loading or unloading equipment are not permitted in the loading dock or parking area.
- All materials and equipment, including gang boxes, entering and leaving through the loading dock will be subject to inspection.
- Tenants may not place any dumpsters or park packer trucks at the loading docks, or any other portion of the building, without the approval of Building Management.
- Material and deliveries cannot be unloaded on West Street and may not be walked down the Loading Dock or Van Dock ramps. This includes but is not limited to pallets, hand trucks, carts, etc.
- The Loading Dock accommodates straight body trucks up to 40 feet long and 12 feet 2 inches high.
- All vendors utilizing the Loading Dock and Van Dock are required to have a valid and approved Certificate of Insurance on file with the Building Office, prior to making deliveries, in order to access the dock.
 - Once an approved COI is on file, please contact the Building Office with a delivery date so the vendor can be added to the building's manifest for access.

4.3 Rubbish Removal / Recycling

- All rubbish will be removed from the space on a daily basis by the Janitorial Contractor.
 - Business Recycling Rule:
 - Introduced by the New York City Department of Sanitation effective August 1, 2016. The business recycling rule requires all business in New York City to recycle and ensure recyclable materials are properly handled by their private carters., as well as waste

containers properly & clearly labeled. Please refer to [NYC Sanitation Notice.pdf](#) for more information.

- No hazardous material shall be thrown in normal waste path such as:
 - Paper / Mixed Paper only compactor
 - Corrugated compactor
 - Wet waste containers
 - Open container
 - Hazardous material, E-waste and Electronic waste is regulated and must be stored in the appropriate bins; for further information contact the Service Desk.
- All construction debris and rubbish shall be removed by designated construction company.

4.4 Freight Elevator

- Normal freight elevator service is provided on weekdays between 8:00AM until 6:00PM, except building holidays. Any request for Freight service outside the normal hours of operation will be at tenant's expense and must be prearranged with the Building Management Office with 24-48 hours prior notice. Off-hours and dedicated freight require a work order placed in Angus noting the date(s), time, purpose, and duration.
- Use of the freight elevators is on a first come, first served basis. Dedicated freight elevators must be requested through the Building Management Office, as well as by putting a work order in Angus. Dedicated freight is only permissible after-hours (before 8 AM and after 6 PM).

SERVICE	FLOORS	OPERATING HOURS	DIMENSIONS	CAPACITY
Loading Dock	Entrance: West Street, in between Liberty Street & Vesey Street	24/7	Max Truck Height: 12'2" Max Truck Length: 40' Max Van Dock Height: 6'7"	
J33	C-3 to 44	Weekends only. Utilized for janitorial services all other times except normal business hours.	Depth: 10' Width: 6' Height: 12' Door width: 5'-3" Door height: 8'	7,000 lbs.
J34	C-3 to 44	5 AM to 7 AM 6 PM to completion Weekends	Depth: 10' Width: 6' Height: 12' Door width: 5'-3" Door height: 8'	7,000 lbs.
J35	C-3 to 44	5 AM to 7 AM 6 PM to completion Weekends	Depth: 10' Width: 6' Height: 12' Door width: 5'-3" Door height: 8'	7,000 lbs.
S32	C-1 to 44	5 AM to 7 AM 6 PM to completion Weekends	Depth: 77" Width: 76" Height: 138" Door width: 53" Door height: 84"	4,000 lbs.
S38 (Jumbo)	C-3 to C-1	5 AM to 7 AM 6 PM to completion Weekends	Length: 83" Width: 84.5" Height: 95.5" Door opening: 64" W x 95" H	6,000 lbs.
F39	C-3 to 1 st Floor	5 AM to 7 AM 6 PM to completion Weekends	Length: 157" Width: 118" Height: 96" Vertical bi-parting Peelle doors	6,000 lbs.

4.5 Hot Work

- ALL Contractors must sign in at Fire Command to discuss the scope of work before the commencement of any Hot Work. The Contractor must show valid ID which will be held at the Fire Command Station through the duration of the work to ensure the vendor signs out
- Brazing and Sweating
 - All requests must be made in writing to The Building Office via email **with 48 hours prior notice.**
 - Prior to any burning or torch operation at 225 Liberty Street, vendor(s) involved must report to the Fire Command Station and log in on a vendor sheet the time, date, location, and nature of their operation.
 - Vendor must present to the FSD a valid Certificate of Fitness from the NYFD.
 - A separate individual must act as a fireguard and present a valid C.O.F.
- Hot work permit program will be supervised and monitored by the Fire Safety Director on duty.
- If the proposed work area will activate any fire alarm devices, the local smoke head will be disabled.
- No work will be allowed without a proper signed permit at the job site.

4.6 Ladders/Scaffolds/Scissor Lifts

- Contractors doing work in the building must provide their own ladders/scaffold/scissor lift.
- Building management Ladders / Scaffold / Scissor lifts are not to be used by vendors.
- Contractors are not permitted to leave their ladders/scaffold/scissor lift.
- All ladders/scaffold/scissor lift shall be OSHA compliant 29 CFR **1926.1053(a)(1)(i)**.
- Spider lifts are not permitted for offloading equipment.

4.7 Vertical Transportation

- Any and all work impacting the passenger or freight elevators must be reviewed and approved by the Property Manager.
- Passenger cars shall be closed off to floors undergoing construction, as well as vacant floors.
- Passenger cars are not be used to transport materials, carts or trade workers.
- No doors shall be held open for longer than the door is configured.

4.7.1 Elevator Entrapment

- Remain calm.
- Press the “EMERGENCY ALARM BUTTON”
- Await response/communication.
- Stay away from the elevator doors
- Do not try to open the elevator doors.

- Security personnel will maintain communication with you

4.8 Holiday Decorations

- 225 Liberty Street celebrates the diversity of holiday traditions and invests in a professional design scheme in the Main Lobby and other common areas throughout the building.
- Installation of personal decorations of any kind, including lights, is prohibited.
- For all business/company holiday decorations; requests must be made and approved by the Property Manager prior to installation.

4.9 Electrical Appliances

- Building Management strictly prohibits the use or installation of unauthorized small electrical appliances, such as personal or departmental refrigerators, space heaters, fans, humidifiers, air purifiers, light fixtures etc.

4.10 Means of Egress

- All means of egress, including fire stairs and freight areas, shall be kept free of debris and not used for storage. Items stored in front of the fire exit stairs and/or freight areas will be discarded.
- For stair locations on your floor and evacuation procedures, please see your designated floor Fire Wardens or contact Fire Command.

4.11 Food Deliveries

- Outside catering deliveries can be accepted by an employee in the lobby outside of the turnstiles and carried into the building and to the appropriate floor via the freight elevator.
- Delivery personnel from restaurants, delis, and caterers will only be received on the C-Level after access and COI are approved by Building Management Office. Certificates of Insurance are required for vendor entry.
- Security, shipping, receiving and mail services personnel do not accept or sign for food/catering deliveries.
- Employee ordering catering is responsible to coordinate a clean up after the event. Janitorial services can be requested by entering an Angus Work Order.

4.12 Mail and Messenger Services

- The Messenger Center is located on street level and can be reached at (212) 978-1606.
- The Messenger Center, nor the Building Management Office, is responsible for any misdelivered or unreceived packages/mail. We recommend contacting the courier service or the vendor upon which the item was sent from.

4.13 Special Events

- Brookfield tenants hosting an event in which alcoholic beverages will be consumed must notify Brookfield Property Management Office. Upon notification at their discretion, Brookfield can mandate their tenant to have Brookfield Security present during the event. Tenants must also submit a Landlord Authorization form for approval regarding any hosted event. Landlord Authorization forms can be emailed to 225LibertyBuildingOffice@cbre.com.

5. Approved Vendors Policy

- Approval to work in 225 Liberty Street may be revoked at any time.
- All tenant and vendors must demonstrate union harmony.
- All vendors must upkeep valid Certificates of Insurance on file with the tenant and Building Management Office.

6. Service Canine / Pets

- In accordance with the 225 Liberty Street Building Rules and Regulations, Pets including emotional support, therapy, comfort or companion animals, are not permitted onto the premises. This policy is in accordance with applicable laws.
- Notwithstanding the foregoing, animals which qualify as service animals under the Americans with Disabilities Act (ADA) (<https://www.ada.gov>) may be brought into the Building in the manner proscribed by Landlord from time to time.

7. Security

7.1 Access Rules

- All vendors/contractors or visitors will be required to provide a valid government photo I.D. in order to be issued a building pass.
 - State identification card (such as a driver's license).
 - Military identification card.
 - Valid passport and/or passport card w/ photo.
- All bags, gang boxes and tool kits are subject to inspection at any time by building security.
- No deliveries of any kind are allowed through the street entrance, the building lobby, or on passenger elevators without approval from building management.
- Deliveries requiring the use of dollies, hand trucks, and luggage carriers are required to use the freight elevators.
- Any vendor/contractor who ignores or violates security badge policy is subject to permanent removal.

7.2 Do Not Admit (DNA) Requirements

A Do Not Admit (DNA) for any of the below listed Alert levels can be requested by a Tenant's employer. Limited or no access can or will be granted for a subject individual to a company, floor, group, or the entire building. The following outlines the process and the information that must be submitted along with a request for a DNA. Requests must be made in writing and submitted via email 225LibertyBuildingOffice@cbre.com. The criteria below is requested to be submitted along with a request to limit / prohibit the access of the individual(s) for which the DNA was created.

- Full Name + Photo of individual
- Reason for Do Not Admit issuance
- Important notes:
 - If any individual that a DNA has been implemented for seeks to access the tower for any reason, they will be informed they are subject to an active DNA and that entry is either denied or will be restricted (based on tenant's request).

7.3 Manifest

- A report is circulated daily that lists all work and vendors approved to enter the American Express Tower for the following day.
 - The Building Management Office must be notified of additions to the Manifest no later than **4 PM** the previous day for vendor access.

7.4 Property Removal

- Property Removal passes can be obtained from the Brookfield Property Management Office.
- To prevent unauthorized removal of material or equipment from the building, security personnel will require Company letterhead memorandum from a manager or above, with a signature from any individual removing materials or equipment from the building. The letter must include:
 - Date the property is being removed on
 - Personnel or Company
 - Itemized list of items to be removed
 - Signature of authorized tenant representative
 - Full name of the individual who is removing the property (Employee number or Contractor number).

7.5 Office Safety Tips

- Immediately following the separation of an employee (resigning, retiring or termination), deactivate ID Badge/Access Card and notify security.
- Avoid giving ID access to outsiders for special deliveries or for early/late arrival for special purposes.
- Valuables of any kind should never be left unattended.
- All visitors, including messengers and delivery personnel, should be escorted while in your office space.
- Never leave the reception area unattended with the door unlocked.
- Immediately report any suspicious activity to Security or the Property Management Office.

7.6 Issue of Access Passes

- There are three types of building passes that permit access within 225 Liberty Street.
 - Building ID
 - Visitor Passes (Proxyclick)
 - Tenants must request access to Proxyclick from the Building Management Office in order to add visitors.
 - Permits the use of passenger elevators.
 - Permits access through the Lobby Turnstiles.
 - Can be issued for recurring visits.
 - Axiis Mobile Badge
 - Mobile access must be requested from a tenant representative/facilities personnel in an email to the Building Office.
 - The employee seeking mobile badge access through the Axiis app will receive a set of two setup emails from registration@safetrust.com. The activation link expires in 72 hours.

7.6.1 Lobby Reception Desk

- Lobby Desk Hours of Operation - 24hrs/day x 7 days/wk
- Solely responsible for issuing Visitor Passes.

7.6.2 Photo ID

- Normal Hours of Operation Monday thru Friday 8:00AM until 4:00PM.
- Primarily responsible for issuing Building Access IDs and will be able to provide 'Visitor Passes' to
Tenants who have lost their building Access IDs. Building IDs can be replaced at a charge when requested through the Building Management Office.

7.7 Security Points

7.7.1 Lobby Turnstile

- South Turnstiles are open Monday thru Friday from 6:00AM until 7:00PM.
- North Turnstiles Open: 24hrs/day x 7days/wk.
- The Lobby Visitor Desk will issue pre-registered Visitor Passes 24hrs/day x 7 days/wk

7.7.2 Loading Dock & Van Dock

- Normal Hours of operation are from Monday thru Friday 8:00AM until 6:00PM except building holidays. Any request for Freight service outside the Normal hours of operation will be at Tenant expense with a work order entered in Angus.
- Located on West Street, in between Vesey Street and Liberty Street
- For Commercial vehicle deliveries only.
 - Material and deliveries cannot be unloaded on West Street and may not be walked down the Loading Dock or Van Dock ramps. This includes but is not limited to pallets, hand trucks, carts, etc.

- The Loading Dock accommodates straight body trucks up to 40 feet long and 12 feet 2 inches high.
- All vendors utilizing the Loading Dock and Van Dock are required to have a valid and approved Certificate of Insurance on file with the Building Office, prior to making deliveries, in order to access the dock.
 - Once an approved COI is on file, please contact the Building Office with a delivery date so the vendor can be added to the building's manifest for access.

7.8 Red Flag

- Red Flag is our two-way emergency communication application that allows you, our tenants, to get real time safety & security notifications and to share important information with Brookfield that could impact our entire community.

7.9 Emergency Procedures

7.9.1 Fire Emergency

- Call 911
- Call Property Management Office – (212) 978-1720
- If you see flames:
 - Remain calm
 - Evacuate immediately
 - Close doors behind you
 - Pull the nearest fire alarm station located near the exit stairs
 - DO NOT USE ELEVATORS UNLESS OTHERWISE INSTRUCTED!
- Follow the direction of the announcement over the Public Address system and Floor Wardens
- Evacuate the floor using designated evacuation stairs
- Proceed to your designated re-entry floor or outside assembly area

7.9.2 Medical Emergency

- Call 911
- Call the Brookfield Property Management Office – (212) 978-1720
- Remain with the injured individual
- Do not move the individual unless they are in immediate danger
- Brookfield Security will meet the Emergency Medical Services (EMS) ambulance crew and escort them into building.

7.9.3 Non-Fire Emergency Responses

- Sheltering-in-place
 - Do not evacuate
 - Remain where you are or go to your pre-determined shelter in place location
 - The best location will be determined by the type of event

- Particularly important during hazardous material incidents, severe weather etc.
- In Building Relocation
 - Do not evacuate
 - Move to an area of safety within the same building
 - The area is pre-determined and isolated, away from exterior walls and open floor space.
- Partial Evacuation
 - Evacuation of only some individuals in a building
 - Movement of individuals utilizing the stairs, and possibly some elevators
 - Coordinated through instructions over the Public Address system or Floor Wardens.
 - Report to your pre-determined outside assembly area
- Full Evacuation
 - Evacuation of all individuals in a building
 - Coordinated through instructions over the PA system or Floor Wardens
 - Do not run, or push others
 - Individuals who require assistance will be evacuated by responding emergency personnel
 - Report to your pre-determined outside assembly area
 - During an emergency where an evacuation is needed, please exit the building via the nearest safe stairwell in an orderly manner to your pre-determined primary or secondary assembly areas. Accountability of personnel will be conducted by each tenant at the designated assembly area.
 - Primary Assembly Area - Battery Park City Promenade
 - Alternate Assembly Area - Battery Park City Promenade, North of Vesey

7.9.4 Severe Weather

- Instructions will be provided over the Public Address System or by Floor Wardens
- Move quickly to a safe area – interior hallways or locations within the core of the building
- Stay away from windows, doors and exterior walls
- When moving to lower levels, use stairwells (elevators should not be used)
- Do not go outdoors
- Notify Brookfield Security via LiveSafe if someone is injured, needs assistance or if there is building damage caused by the severe weather.

7.9.5 Suspicious/Unattended Packages

- Do not open, handle or disturb the package
- Clear the immediate area of all persons and keep others away
- Do not use a cell phone or radio within the immediate proximity of the package
- Notify Brookfield Security/Property Office via LiveSafe or by calling (212) 978-1600

7.9.6 Suspicious Activity/Person

- Immediately report to Brookfield Security via LiveSafe
- Include a photograph or video if possible

7.9.7 Heightened Security Measures

- The following are examples of heightened security measures that may be implemented if there is an elevated threat level to the property/area/region:

- Extra or more frequent patrols by security personnel
- More frequent inspection of restroom facilities, stairwells, and trash receptacles
- Physical inspections of ID cards at entrance
- Random inspections of baggage
- Expand package screening to include uniformed delivery services (FedEx, UPS, DHL, etc.)
- Enhanced screening of all vehicles entering the building at loading docks, freight areas and parking garages (loading docks and freight elevators may be closed)
- Restrictions on building access

8. Project Standard of Procedure (Add Building Rules & Regulations)

1. All work performed by the Contractor must be coordinated with the Building Manager. The Contractor and all subcontractors must comply with all reasonable direction given by the Building Manager with respect to the scheduling and performance of the work.
2. Contractor will be required to provide its proposed plan for protection and access control to the Building Manager for review and approval. The plan must show locations of all temporary walls and doors, common access and egress points and emergency egress paths. The plan shall be modified as required to meet the Building Manager's requirements.
3. All construction deliveries within the 225 Liberty should take place before 7:00 AM and after 6:00 PM. All deliveries must be coordinated with the building office.
4. To gain access to the loading dock for deliveries or any other reason, contractor must provide details of all commercial vehicles including make, model, color, license plate state and number. Please note, all drivers must present a valid driver's license, vehicle

registration and insurance at the West Street Security Checkpoint. The driver's license may be scanned at the loading dock entrance.

5. All deliveries being made through any area of the complex must have Masonite protection in place to protect the floor and walls from damage. Rubber wheels must be utilized.
6. The Building Manager must be notified in writing at least forty-eight hours prior to the start of any construction operations (i.e. deliveries, freight reservation, building system shut downs, etc.).
7. The contractor and its subcontractors have to provide insurance certificates prior to the commencement of any work. These certificates must contain the appropriate coverage and include all required additional named-insured.
8. The Contractor must provide a list of all Contractors' personnel and a list of all subcontractors' personnel to the Building Manager. Contractor will provide anticipated duration on the project of all personnel.
9. Contractor's personnel must be in uniform or display Contractor's identification at all times while on the property.
10. Construction personnel who will be working within the secure area of the building will be required to have an access card or visitor pass issued by the Building Manager. Such construction personnel must utilize the loading dock and freight elevator for access to the work site. Personnel must card into and out of the building at the street level freight entrance. Only in the event of an emergency shall construction personnel be permitted to use other means of egress.
11. The Contractor must maintain competent supervision on the job at all times when construction is in progress. Construction personnel must carry proper identification at all times. Contact information must be provided for on-site supervision.
12. Contractor shall be responsible at all times for the good order and discipline of all employees and other persons under their direction and control or present at the premises or the project in connection with the construction and shall enforce all regulations issued by the Owner.
13. The following activities are specifically prohibited from occurring on the Owner's property and cannot be undertaken by the Contractor and subcontractors:
 - Unauthorized use of building equipment.
 - The use of the building's trash compactor, dumpster, or container.
 - Unauthorized parking in restricted areas.
 - Unauthorized on-site storage.

- Consumption of alcohol or controlled substances on site.
 - Unauthorized congregation in building public space.
 - Cooking or quantity food preparation on site.
 - Eating or coffee breaks in tenant or public spaces.
 - Smoking in tenant or public spaces.
 - Unapproved use of building restroom areas.
 - Unapproved use of building utilities.
 - Objectionable, abusive, or unacceptable personal behavior of Contractor personnel.
 - Improper disposal of wastes, residues, or debris.
 - Loud noises off-site considered objectionable by owner.
 - Access to non-construction floors.
 - Worker interviews.
 - Property removal without owner's approval.
 - Roof access, unless roof work is included in the scope of work and approved by Property Management.
 - Use of passenger elevators for access to construction site, unless approved by Property Management. Contractors/Sub-Contractors must use freight cars.
 - Possession of firearms, explosives, or weapons.
 - Gambling of any type.
14. Contractor must maintain labor harmony.
15. Contractor shall restore any fireproofing damaged by the installation of own fixtures, equipment or systems.
16. Contractor shall be required at its own expense to remove daily, all debris and rubbish generated by their daily operations to a central site in the project as designated by the Owner.
17. All chopping and drilling within the demised space must be done before or after normal working hours. Depending on location and the approval of building management this may be after 6PM and before 8AM Monday through Friday and all day Saturday and Sunday.
18. Contractor shall be required to provide fire watch if any braising, burning or cutting is taking place within the space and may only occur between 7 PM and 7 AM Monday through Friday and all day Saturday and Sunday. All fire guards must have an updated certificate on hand and be able to provide the proper credentials.
19. Contractor shall furnish to Owner as-built drawings of all HVAC, Plumbing, Fire Protection and Electrical work. Additionally, updated as-built drawings shall be furnished to the Owner for all alterations and repairs made by the contractor to the existing facilities in the premises.

20. All Building Department permits must be submitted to the Building Office prior to the start of construction. These permits must also be posted within the area that is being constructed.
21. Contractor shall notify the Owner of any accident or damage to the building property immediately.
22. Contractor is required to coordinate all fire alarm connections with the base building fire alarm vendor.
23. Contractor is required to coordinate with the building's controls vendor for any connections to the base building BMS.
24. In the event that any fire and life safety system will need to be disabled to complete the work, the Contractor must notify the Owner in advance of such event in writing. The Contractor shall not tamper with the building's life safety and sprinkler system.
25. During all demolition, Contractor must have a base building engineer on standby.
26. Sprinkler system must be restored at the end of each day.
27. Provisions for temporary light must be approved by the Owner prior to work commencing.
28. Newly installed fire alarm system must be completed, tested and certified by the Owner and or its representative prior to fire department inspection. Multiplex/Firecom is the base building vendor and must be utilized for all modifications to the fire alarm system.
29. Final tie-in's of equipment to base building systems to be witnessed by Brookfield Engineering.
30. Any piping or re-commissioned piping systems connected to base building must be cleaned and flushed prior to final connection. Nalco must be utilized for chemical flushing.
31. BX is not to be used in the Building Common Areas unless prior written approval is received by the Building Manager. This includes armored cable and MC cable or any other equivalent to BX. If BX, armored cable, MC cable, or any other equivalent to BX is used within tenant spaces, it must be installed neatly, securely fastened and tied tightly to the decking, in accordance with NEC Code section 330.30. Hard conduit must be used out of the electrical closet.
32. The building's electrified cell system must be utilized for power and telecommunication cabling, to the extent possible. If trenching and/or core drills are requested, the building's structural engineer must review any effects to the structure, at tenant cost.

33. Standard Valve to be used is an Apollo 70 Series Bronze ball valves, with a minimum of 600psi, or approved equal. Apollo International valves are not permitted, no exceptions.

9. Reference Documents

9.1 Appendix

- Appendix A - Certificate of Insurance (COI) sample
- Appendix B – Building Service Request (BSR) template
- Appendix C – Class E template
- Appendix D – Bicycle/E-Mobility Device Access Rules & Regulations waiver form

Appendix A - Certificate of Insurance

ACORD CERTIFICATE OF LIABILITY INSURANCE							DATE
PRODUCER INSURANCE COMPANY			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. INSURERS AFFORDING COVERAGE				
INSURED NAME OF VENDOR			INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:				
COVERAGES							
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING 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, AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INGR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES(Ea occur) \$ 1,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	<input type="checkbox"/> CONTRACTUAL LIAB.	X	X				PERSONAL & ADV INJURY \$ 1,000,000
	INCLUDED						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-2021 <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000 FIRE DAMAGE (Any on fire) \$ 1,000,000
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO	X	X				BODILY INJURY (Per Person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per Accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
B	GARAGE LIABILITY						AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO	X	X				OTHER THAN EA ACC \$
							AUTO ONLY: AGG \$
B	EXCESS LIABILITY						EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE	X	X				AGGREGATE \$ 5,000,000
	<input type="checkbox"/>						\$
	<input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTHER STATUTORY
	ANY PROPRIETOR/EXECUTIVE OFFICER/MEMBER EXCLUDED? if yes, describe under SPECIAL PROVISIONS below	N/A	X	Must show Coverage			E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	OTHER						EACH OCCURRENCE & AGGREGATE
	UMBRELLA	X	X				\$2,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS							
[INSERT NAME of Company/tenant for which the vendor will be providing services to] Brookfield Properties (USA II) LLC, WFP Tower B Co., L.P., Battery Park City Authority, d/b/a Hugh L. Carey, Battery Park City Authority, The Commissioner of Transportation for the People of the State of New York, and their affiliates and all of their respective employees, officers, directors, partners, members, agents, board of managers, and any successors and assigns of such entities; CBRE, Inc. as Agent for WFP Tower B Co., L.P.; any present or future mortgagee or other lender which encumbers or otherwise affects an interest in the land or improvements located at 225 Liberty Street, New York, New York and its successors and assigns; and such other and further entities and/or individuals as may be identified by the Owner in writing.							
CERTIFICATE HOLDER			ADDITIONAL INSURED: INSURER LETTER		CANCELLATION		
WFP Tower B Co., L.P. 225 Liberty Street New York, NY 10281					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED 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 REPRESENTATIVE		

ACORD 25-S (7/97)

ACORD CORPORATION 1998

COI NOT VALID UNLESS BOXES UNDERNEATH ADDL INSD AND SUBR WVD ARE CHECKED.

Appendix B – Building Service Request (BSR) template

(Also available on 225 Liberty Tenant Portal – 225liberty.info)

225 Liberty BUILDING SERVICES REQUEST - BSR

Date:

TO:	Brookfield	
	Joseph Tesei / Dilan Espinosa / Salina Galofaro / Alexandria Wiley /	Office: 212-978-1720 Security: 212-978-1600 Engineers: 212-978-1619
	225LibertyBuildingOffice@cbre.com	Building Office
PROJECT MANAGER:		
Bldg. Location:	225 Liberty Street NY, NY	
Floor(s):		
Contractor:		
Contractor Supervisor:		Cell:
Sub-Contractor(s):		
Subcontractor Supervisor:		Cell:
Date(s) of Service:		
Time/Duration of Service:		

BUILDING SERVICES REQUIRED: (Check 'X' and attach floor plan) – Be Specific

<input type="checkbox"/>	Building & Loading Dock Access Only
<input type="checkbox"/>	O.T. Elevator Operator
<input type="checkbox"/>	Security Guard Required on Floor
<input type="checkbox"/>	30 Yarder / Packer Truck (Garbage Removal)
<input type="checkbox"/>	Locksmith Service
<input type="checkbox"/>	Janitorial Services
<input type="checkbox"/>	Engineer on Standby
<input type="checkbox"/>	Mechanical Room Access
<input type="checkbox"/>	Electrician on Standby
<input type="checkbox"/>	Electrical Closet Access
<input type="checkbox"/>	Electrical Power Shutdown
<input type="checkbox"/>	Electrical Survey and Trace
<input type="checkbox"/>	Smoke Detector Shutdown
<input type="checkbox"/>	Sprinkler System Shutdown
<input type="checkbox"/>	Sprinkler System Hydrostatic Test
<input type="checkbox"/>	Fire Guard on Floor
<input type="checkbox"/>	Chemical Cleaning and Flushing
<input type="checkbox"/>	Chilled Water System Shutdown or Chilled Water Hydrostatic Test (Specify)
<input type="checkbox"/>	Wet Tap
<input type="checkbox"/>	Air Balance Review
<input type="checkbox"/>	Hot Works (i.e. brazing, cutting, soldering, welding)

Description of work to be performed:

Appendix C – Class E Template

(Also available on 225 Liberty Tenant Portal – 225liberty.info)

TIME STARTED

DATE

TIME COMPLETED

REQUEST TO TAKE FLOOR/(S) OFFLINE

CLASS “E” FIRE ALARM SYSTEM

THIS REQUEST MUST BE COMPLETED FOR ANY WORK CONDUCTED IN THE BUILDING, WHICH MIGHT AFFECT THE BUILDING FIRE ALARM SYSTEM, ANY SUPPLEMENTARY FIRE ALARM SYSTEM OR ANY FIRE SUPPRESSION SYSTEM.

-
-
- 1. PART I – The Tenant Representative must complete this section and submit to the Building Office, 48hours in advance for review and approval.**
-
-

TENANT REQUESTING WORK:

FLOOR (S):

REQUESTED DATE:

START TIME:

COMPLETION TIME:

CONTRACTOR PERFORMING WORK:

SCOPE OF WORK:

-
-
- 2. PART II – The Contractor scheduled to perform the work must complete this section the day the work is performed and provide the FSD with a copy of the Contractors FDNY Certificate of Fitness (for any work that includes welding, soldering, cutting, brazing, heating metal, etc.).**
-
-

CONTRACTOR
RESPONSIBLE PERSON
(REQUIRED UPON START)

TELEPHONE # OR BEEPER # TO
CONTACT WORKERS

RESPONSIBLE PERSON
(REQUIRED UPON COMPLETION)

PRINT / SIGN

(NOTE- If sign off is not completed with Fire Command, the Tenant will be responsible for any additional charges that may be incurred by not returning the floor online in the Class “E.”)

Appendix D

(Also available on 225 Liberty Tenant Portal – 225liberty.info)

Bicycle/E-Mobility Device Access Rules & Regulations 225 Liberty Street, New York, N.Y.

In accordance with the bicycle access law, an exception was filed with the Department of Transportation to provide an indoor, no-cost facility for parking bicycles located within the 225 Liberty Street, C Level. This means that riders will not be able to bring their bicycles up to the tenanted floors of 225 Liberty Street. Should there be any questions related to this exception to the bicycle access law or the Bicycle Access Rules & Regulations set forth below, please contact the Building Management Office. Bike stickers used for Bike Room access can be requested by a tenant representative from the Building Management Office.

- Riders must be employees or tenants of 225 Liberty Street.

225 Liberty Street Bike-to-Work Program

The hours of operation are Monday through Friday, 6 AM to 10 PM, except holidays. Parking spaces are indoor and located at the Van Dock C Level of, 225 Liberty Street, New York, NY 10281 with access from the West Side Highway.

Bike-to-Work Guidelines and Rules:

- ✚ **Weekday Parking** – Parking will be permitted non-holiday weekdays only: Monday through Friday.
- ✚ **Security Identification** – Show an ID card and bike sticker to the Security Guard at the top of the ramp.
- ✚ **Dismount** – You must dismount the bicycle at the top of the Van Dock ramp and walk the bicycle down/up the ramp to/ from parking area.
- ✚ **Park in Designated Area** – Bicycles are to be parked in permit designated space only.
- ✚ **Lock Your Bicycle** – Bicycle must be locked to the space rack with rider's own locking device.
- ✚ **Take Personal Items** – No packages will be allowed to remain on bicycle.
- ✚ **Availability** – Spots are not reserved, they are on a first come first served basis.
- ✚ **Daily Exiting** – Bicycle and lock is to be removed from parking area on a daily basis, no later than 10:00 PM.
- ✚ **E-mobility devices (including scooters, e-bikes and hover boards) are permitted to be stored in designated bicycle storage spaces only. However, charging e-mobility devices in those spaces is NOT permitted.**
- ✚ **LOCATION AT 225 LIBERTY STREET, NEW YORK, NY 10281, C LEVEL VAN DOCK.**

If you have no further use for the bicycle parking space, please contact the 225 Liberty Street Building Office at (212) 978-1720.

Check this box if you will be parking an **e-mobility device** in the bike room.

Employee Information: **Employee ID no.(ID Card no.):**

Full Name: **Dept:**

Work Phone No.:

Manager's Name: **Issued Date:**

Bicycle Parking Permit No.:

Employee Signature _____

WAIVER OF LIABILITY and RELEASE OF CLAIMS

**TO: WFP Tower B CO. L.P.
225 Liberty Street
New York, NY 10281**

PLEASE READ CAREFULLY

I, the undersigned, agree and acknowledge that my participation in the WFP Tower B CO. L.P. Bike-to-Work Program is purely voluntary. I agree to strictly abide by the rules and procedures pertaining to the Program and acknowledge that any failure to strictly abide by such rules and procedures may result in my suspension from the Program and the revocation of my bicycle parking privileges.

IN CONSIDERATION FOR MY RIGHT TO PARTICIPATE IN THE PROGRAM, TO THE FULLEST EXENT PERMITTED BY LAW, I HEREBY RELEASE BROOKFIELD OFFICE PROPERTIES, INC., BROOKFIELD PROPERTIES (USA II), LLC, WFP TOWER B. CO., L.P., BATTERY PARK CITY AUTHORITY ANY PRESENT AND FUTURE MORTGAGEE WHICH ENCUMBERS AN INTERESTS IN THE LAND OR IMPROVEMENTS AT 225 LIBERTY STREET, NEW YORK, NEW YORK, AND THEIR SUBSIDIARIES, AGENTS, EMPLOYEES, OFFICERS, AFFILIATED ENTITIES AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, FROM ANY AND ALL CLAIMS FOR ANY LOSS, DAMAGE, DEATH OR INJURY TO MYSELF OR MY PROPERTY, WHETHER OR NOT CAUSED BY NEGLIGENCE, ARISING FROM MY PARTICIPATION IN THE PROGRAM. IT IS SPECIFICALLY UNDERSTOOD THAT NO BAILMENT IS CREATED BY VIRTUE OF THE BICYCLE PARKING PRIVILEGES GRANTED HEREUNDER.

The Program, and my bicycle parking privileges hereunder, may be modified and /or terminated at any time and without notice at the sole and absolute discretion of WFP Tower B CO. L.P.

ACKNOWLEDGED AND AGREED:

SIGNATURE: _____

DATE: _____