

**499 Park Ave  
Electronic Tenant® Portal**

**Created on May 22, 2025**

## **Emergencies: Summary**

The Property Management Staff is aware of the damage a natural disaster or crisis can cause your business. Therefore, we have developed this section with the following goals in mind:

- To help ensure the safety of all Building occupants.
- To restore Building operations as quickly as possible.
- To assist in limiting financial loss due to disaster.

This section covers Building emergency procedures. These procedures, in connection with training and drills, are part of the Building life safety program.

Office managers, authorized tenant representatives and all employees should learn the contents of this plan. It may also be included as part of Tenants' new employee orientation programs. Additional copies may be obtained from the Property Management Office.

The emergency preparedness plan is divided into four parts – Equipment Logistics, Emergency Preparedness, Emergency Response, and Business Recovery.

- Equipment Logistics lists the life safety equipment in the Building.
- Emergency Preparedness helps Tenants establish pre-incident planning to various emergencies.
- Emergency Response covers guidelines for procedures to follow in the event of an emergency.
- Business Recovery provides information which can help tenants quickly resume business.

It is important to remember that there are no "carved-in-stone" procedures for emergencies. No two emergencies are exactly alike. Although this plan may help tenants develop emergency response procedures, these are only guidelines and not exact rules. In all emergencies, everyone must be flexible and ready to modify any plan or procedure.

Note: This section is furnished only as a suggestion for the implementation of an emergency plan and should be adapted by tenants as necessary. It is each tenant's responsibility to determine the best method for implementing plans and procedures for specific emergency situations. Landlord shall have no responsibility for any matters arising hereunder. This manual and its contents shall remain the property of Landlord.

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## **Emergencies: Active Shooter**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined space or other populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. If an active shooter occurs, follow these procedures:

1. Remain calm.
2. Call 911 if it is safe to do so.
3. If you suspect a potential active shooter situation, you must quickly determine the most reasonable way to protect your own life. Do not wait for instructions or a police response.
4. Avoid- If the shooter is below, ascend as many floors as possible. Once a safe area is reached, secure the location and move away from the entranceway to a more secure location. If the shooter is above you, move down and out of the building.
5. Barricade- If it is possible to do safely, move to a central and secure area of the building. Locate an area with ballistic cover, not just visual concealment. Block the door with large heavy objects to make entry as difficult as possible. If the only means available to barricade the door is with your body, attempt to stay lower than average waist level.
6. Confront- There is no single procedure that can be recommended in this situation. As an absolute last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter. If you are with other people you should work as a collective group to overcome the shooter.
7. When Police arrive, keep your hands visible at all times with fingers spread apart. Don't carry anything in your hands. Do not run or yell at officers. Immediately comply with all demands.

### **Workplace Shooting**

Refer to the [Department of Homeland Security](#) as a reference.

## **Emergencies: Bomb Threat**

It is possible that a bomb threat may be received by the building staff or by a tenant of the Building. If a bomb threat is received, follow these procedures:

1. Remain calm.
2. Take the call seriously. Listen carefully to the caller. Be polite and show interest. Try to keep the caller talking to gather more information. Try to use the [Bomb Threat checklist](#) to help gather information and ask appropriate questions.
3. If possible, write a note to someone nearby to call the police via 911. As soon as the caller hangs up, notify [Property Management Office](#) by calling (212) 759-9200.
4. All communication must be via telephone or messenger. Do not use two-way radios, as radio transmissions could trigger detonation.
5. Immediately call the police at 911.
6. Report the threat to a supervisor. However, do not discuss the threat with your co-workers.
7. If a suspicious object is discovered, do not move it, touch it, or listen to it. Note the location of the object, its description, and evacuate the immediate area. Immediately notify the police by calling 911 and report the object. Next call [Property Management Office](#) at (212) 759-9200 to report the object and its location.
8. In the event of an evacuation, take the stairs. Do not use elevators. Follow any instructions from Building Management or Security Staff.

NOTE: It is normal procedure for the police to send a patrol officer to take a report upon initial receipt of a bomb threat. The bomb squad is not normally sent unless a suspicious object is found.

It is not recommended to spontaneously evacuate an area. The building perimeter and the main lobby are the two most likely targets in a bomb threat situation. Therefore, unless a suspicious object is discovered, it is usually safer inside. However, it is the Tenant's decision whether to evacuate or not to evacuate if a bomb threat is received.

The Property Management Office will notify all Tenants by telephone if a threat is received. Tenants on the floor where the threat was received and the floors immediately above and below the threatened floor will be called first. The public address system will be reserved to announce an evacuation, if required.

**NOTIFY YOUR SUPERVISOR IMMEDIATELY. TALK TO NO ONE.**

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# **Emergencies: Business Recovery**

## **BUSINESS RECOVERY**

After an emergency, office functions and operations need to resume as quickly as possible to limit the damage to business. Therefore, it is important for business recovery as part of any emergency response planning.

This section offers some suggestions to help plan a recovery. It does not address individual business problems, but covers general issues which any business may need to consider.

### **Computer Information**

- It is important for tenants to protect information stored within computer systems. This may include storing extra copies of back-up disks or tapes at an off-site location.

### **Temporary Space**

- If a tenant's space is severely damaged, an alternate location may need to be located to continue business until the damage is repaired. Tenants should consider the amount of space that is necessary to continue essential or critical business operations on a temporary basis. Utilities in a temporary space should at least, include electricity, telephone service, computer networking, HVAC, etc.
- Some furniture may be required in temporary space. Consider such things as desks, chairs, workstations for computers, etc.
- The Property Management Office is concerned about tenants' business recovery. We are available to assist tenants if they need to establish temporary space. We may also be able to help Tenants receive contractor and other construction-related services to rebuild damaged suites or build-out temporary offices.

Any questions concerning business recovery planning, or temporary space planning, should be directed to the [Property Management Office](#) at (212) 759-9200.

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## **Emergencies: Civil Disturbances**

Office buildings are occasionally the location for civil demonstrations, rallies, and protests. In some cases security may need to restrict access to the building and/or ask occupants to remain inside. If a civil disturbance occurs, follow these procedures:

1. Prepare to initiate shelter in place if instructed to do so.
2. Do not argue with demonstrators. Maintain a neutral position and move away from the area.
3. If demonstrators appear on your floor, alert security.

## **Emergencies: Emergency Contacts**

### **ALL EMERGENCIES DIAL 911**

After dialing 911, call the [Property Management Office](#) at (212) 759-9200.

Listed below are other telephone numbers which Tenants may find useful from time to time. They are listed here to help keep all possible emergency numbers located in one convenient place.

New York Police Department      (212) 767-8400

New York Fire Department      (212) 570-4338

FEMA      (800) 462-9062

FBI      (212) 384-1000

U.S. Secret Service      (212) 722-0712

DEP      (718) DEP-HELP

## **Emergencies: Evacuation**

Once an emergency situation has been evaluated, an evacuation of particular floors or the entire building may become necessary. If Property Management gives an order to evacuate, follow these procedures:

- Remain calm.
- If it is safe to do so, immediately shut down all electrical equipment.
- Remove high heels and/or slick-soled shoes. Change into tennis shoes or other sturdy footwear, if possible.
- Move quickly and in an orderly manner. Stay to the right on the stairwells and hold onto handrails. Remain quiet to listen to further instructions.
- Floor Wardens are responsible for making sure all personnel have left the floor. Every employee should check that everyone in the work space is leaving as instructed.
- Assist personnel or any person who appears to need assistance or assurance.
- Take only immediately accessible, easy to carry items such as keys, purses, coats and brief cases. Do not take any large or heavy objects or equipment.
- Once all persons have cleared an area, all doors should be shut. Closed doors can hinder the spread of fire, smoke and water. Do not lock any doors.
- Once everyone is out of the building or on a designated floor, Floor Wardens should report to security the status of the floor (all evacuated, the location of anyone who may be trapped, etc.).
- Remain in the designated assembly area until authorized to leave by Property management, security staff, your tenant representative or emergency personnel.

### **ASSEMBLY AREAS FOR EMERGENCY ACTION PLAN**

#### **ASSEMBLY AREA #1:**

- Location: Roosevelt Island Tram Plaza at 59th Street & 2nd Avenue
- Distance from building to assembly area: 1350'
- Maximum number of persons that assembly area accommodates: >800
- Employer(s): All employers
- Employer(s) procedures to account for building occupants, and how such information will be communicated back to the fire command center: Wardens & Deputy Wardens shall conduct a headcount and report any discrepancies to FCC via cell/smart phone

#### **ASSEMBLY AREA #2:**

- Location: Central Park, Southeast corner at 59th Street & 5th Avenue
- Distance from building to assembly area: 1000'
- Maximum number of persons that assembly area accommodates: >10,000
- Employer(s): All employers
- Employer(s) procedures to account for building occupants, and how such information will be communicated back to the fire command center: Wardens & Deputy Wardens shall conduct a headcount and report any discrepancies to FCC via cell/smart phone

### **EVACUATION CIRCUMSTANCES...**

Evacuation does not always necessitate leaving the Building. Often it means relocating a safe distance from the emergency. Tenants may be taken to an opposite side of the fire doors; into stairwells to reach other floors; or out of the Building completely. Elevators must NEVER be used. Evacuation shall always be via stairwells since they offer the safest means of exit during an emergency. Tenants need to ensure that all of their employees can locate the stairwell entrances on their floor.

### **Fire Emergencies**

A minimum of three floors are to be evacuated in a fire emergency. These include: the floor where the fire is thought to be, the floor immediately above that floor and the floor immediately below that floor. Tenants on each floor to be evacuated will be notified by Building Security via the public address system. Tenants should wait for these instructions prior to any evacuation or relocation. However, if there is imminent danger, everyone should proceed immediately to the stairwells. At the end of the emergency (or drill), everyone will be informed via the public address system when it is safe to return to their suites. When evacuating, please remain quiet and listen for further instructions.



## **Weather Emergencies**

Certain weather conditions may require total or partial evacuation of the Building or floor. These could include extremely high winds, tornadoes, earthquakes, etc. In these situations please follow instructions given by the property management staff or security staff.

## **Physically Disabled Assistance**

- People who may have difficulty evacuating via the stairwells should be identified and listed on the "[Physically Disabled Roster](#)." These individuals should pre-select a co-worker to help them in the event of an emergency. This co-worker should understand the nature of the disability. Anyone who requires aid during an emergency evacuation should not hesitate to recruit helpers. Disabled individuals should instruct their helpers how to provide assistance. Physically disabled individuals should enter the evacuation lines last. This will avoid impeding foot traffic and the risk of injury to all. The following procedures should be followed:

### **Initial (or Non-Critical) Alarm**

- Help disabled individuals to the stairwell nearest their work station and wait for the traffic to clear before starting down the stairwell. It may also be possible for the Fire Department to evacuate the individual via the freight elevator. However, if aid of this kind is not readily available, do not hesitate to use the stairwells to evacuate the Building.

### **Verified Critical Alarm**

- Once evacuation instructions have been received, help the physically disabled individual to the stairwell, and remain in the far corner of the landing. Notify the Fire Department via messenger or the telephone in the stairwell of the person's exact location. Ensure that safety monitors (co-workers) remain with the person until fire department personnel can complete the evacuation. If it becomes necessary to evacuate the individual before Fire Department personnel can arrive on the scene, the monitors should do so.

### **Life Threatening Situation**

- Help the physically disabled person into the nearest safe stairwell and be prepared to carry the individual down the stairs. Always ask others to help, if necessary.

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## **Emergencies: Elevator Malfunction**

Occasionally, an elevator may unexpectedly stop due to a mechanical failure. If trapped in an elevator, follow these instructions:

1. Remain calm.
2. Push the emergency bell button to notify security.
3. Follow the instruction given by security. They will notify the elevator maintenance company to help release the trapped individual from the car.
4. Security will maintain voice contact with the individual until the malfunction is corrected and they are released from the car.
5. While being temporarily trapped in an elevator is not pleasant, the elevator is designed with safety systems that ensure an individual's physical safety.

## Emergencies: Explosions

Although remote, chemical accidents, leaking gas or bombs can cause dangerous explosions. In the event of an explosion, follow these procedures:

1. Remain calm.
2. Call 911. Give the dispatcher the Building address, 499 Park Avenue, the suite number and floor number and report as much about the explosion as you can.
3. Notify the [Property Management Office](#) by calling (212) 759-9200. Give them the same information (suite number and floor number) given to the 911 dispatcher.
4. Be prepared for possible recurring or additional explosions.
5. Protect yourself from possible hazards. Wait for further instructions from building security.
6. If evacuation is ordered, follow instructions precisely and go to the designated area.
7. Assist any injured person(s) if possible. DO NOT MOVE seriously injured persons unless they are in immediate further danger from such threats as fire, etc.
8. Open doors carefully. Watch for falling objects.
9. DO NOT USE ELEVATORS.
10. Do not smoke, use matches, lighters or other incendiary devices.
11. Avoid using telephones.

## **Emergencies: Flooding & Water Damage**

Serious water damage or flooding can occur from burst pipes or clogged drains. If a water leak occurs, follow these procedures:

1. Notify the [Property Management Office](#) by calling (212) 759-9200. They will dispatch a building engineer to the affected location. Advise them of the exact location and severity of the leak.
2. If there are electrical appliances or outlets near the leak, there may be a possible hazard of electrical shock. If there is any possible danger, evacuate the area immediately.
3. If the source of the leak is known and can be easily stopped by turning off a faucet or unclogging the drain, do so.
4. Be prepared to assist in protecting property as needed.

## **Emergencies: Fire**

All Tenants should promote fire prevention, educate employees about emergency procedures and report all fire hazards.

If a fire should occur, follow these procedures:

1. Remain calm.
2. Call the Fire Department - dial 911. Do not assume someone else has already called. Give the dispatcher the Building address - 499 Park Avenue, and the exact location of the fire (floor and suite number).
3. Notify [Property Management Office](#) by calling (212) 759-9200 with the same information (floor and suite number) given to the 911 dispatcher.
4. If the fire is small and contained, and an individual is familiar with the proper operation of a fire extinguisher, he or she may attempt to put the fire out. At no time is anyone encouraged to jeopardize their personal safety.
5. If it is safe to do so, disconnect any electrical equipment that is on fire.
6. Notify all others on the floor to evacuate the area immediately. Close all doors behind you and go to the nearest stairwell. Go down the stairs and await further instructions.
7. DO NOT USE THE ELEVATORS.
8. Once everyone has evacuated either a floor or the Building, they should not return to the area until authorized by property management or Fire Department officials.

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## **Emergencies: Life Safety Systems**

The Building life safety systems are designed to assure fire and life safety of the tenants of 499 Park Avenue. Local codes and ordinances dictate what specific systems and equipment is required. These code requirements may vary depending upon the date of the design and construction of the Building. The life safety equipment described herein, for 499 Park Avenue, meets or exceeds the building code requirements for the period in which it was built.

### **Life Safety Panel**

- New life safety panels, incorporating the latest technology, have been installed at 499 Park Avenue. These panels allow Property Management and Security Staff to monitor and control functions of the Building's life safety systems from a central location. In the event of an emergency, these panels also serve as the Fire Command Station for the Fire Department. These panels are located in the lobby.

### **Systems Monitored:**

- Smoke Detectors
- Water Flow Sensors (sprinkled floors)
- Tamper Valves (sprinkled floors)
- Fire Pumps
- Elevator Systems Control
- Public Address System
- Audible Alarm System
- Fire Doors
- Visual Alarms (ADA)
- Emergency Two-Way Communication
- Electronic Stairwell Locks Security Desk

The security desk is equipped with monitoring equipment for all life safety and security systems, and will be staffed 24 hours a day, 7 days a week, 365 days a year.

### **Elevator Control Panel**

- The elevator control panel allows the building security staff to monitor the status and location of all elevators within the Building. An elevator modernization program is underway and will include new, fully ADA compliant cab controls, after-hours card reader, security access and hands free emergency communications with the security desk.
- In the event of an emergency, the Fire Department has the ability to recall all the elevators within a zone to the lobby. Should this occur, elevator cabs in an up-travel mode will come to a stop, all floor call buttons will cancel and the elevator will reverse travel and proceed non-stop to the Lobby. Elevators in a down-travel mode will cancel all floor call buttons and continue non-stop to the lobby. The Fire Department can then take control of the elevators under a special Fire Recall feature that allows them to safely move personnel and equipment to the vicinity of an emergency.

### **Smoke Detectors**

- Smoke detectors are installed in strategic locations throughout the Building, including within the main ventilation systems. Detectors are designed to activate upon the sensing of particles in the air that are common by-products of combustion. They can serve as an early warning system of a potential emergency situation, and will activate an alarm at the life safety. Alarms will also be sent to an off-site monitoring service that will notify the Fire Department.

### **Waterflow Alarms**

- Once a floor is fully sprinklered, it is connected to a main sprinkler riser that is fitted with a waterflow-monitoring device. Under normal conditions, water within the sprinkler system is static. If a sprinkler head opens, the water begins to flow to that location. The water flow device senses this movement of water and an alarm is activated at the life safety panel. Alarms will also be sent to an off-site monitoring facility that will notify the Fire Department.

### **Tamper Valves**

- Fully sprinklered floors connected to the main sprinkler riser are also fitted with an isolation valve to facilitate work within that floor without the need to interrupt service to the rest of the system. As a precaution, these floor isolation valves are in turn fitted with a device that signals the life safety panel anytime that it is in a closed position. This feature prevents the floor from being left inadvertently unprotected or from an unauthorized tampering with the floor control valve.

## **Heating, Ventilation and Air Conditioning (HVAC)**

- The Building's main ventilation systems are interlocked to the life safety system. In the event of an emergency condition, the ventilation systems respond by shutting off supply air to the alarmed area. The systems then cycle to a full exhaust mode to evacuate smoke from the alarm area.

## **Emergency Stairwells**

- The Building is provided with two (2) emergency exit stairwells. One stairwell is located at the northeast corner of the Building core, and the second is located at the southeast corner of the Building core. Both stairwells are clearly marked with illuminated "stairs" signs.
- In the event of an emergency, these stairwells are the safest and most effective means of egress from the Building (elevators should never be used for emergency evacuation). The doors to exit from the stairwells at the ground level are always unlocked to allow for safe evacuation to street level. It is important that these stairs be kept barrier free at all times. The stairwell doors on each floor are fitted with self-closing devices. These doors should never be propped open for any reason. The self-closing devices allow for the stairwells to remain smoke free and also prevent the spread of fire to the stairwell.
- When utilizing the stairwell in an emergency, please keep to the right at all times. Emergency response personnel will be using the stairwell to go up to the emergency area, and will be keeping to their right to allow safe passage for those moving down the stairs

## **Emergency Communications**

Emergency communications take place via several systems. Property management and security staff are fully trained in the use of these communications systems and emergency response procedures. They will serve as the primary response team until the appropriate emergency response personnel arrive. The Building emergency communications systems consist of the following:

- Public Address System - Emergency announcements and alarms are transmitted over this Building-wide system. The system is designed such that announcements and/or alarms can be transmitted to isolated areas or to the entire Building, as circumstances may dictate.
- Visual Alarms - Visual alarms (xenon strobes) are located within the core areas of the Building in order to alert the hearing impaired to an emergency situation.
- Portable Radios - All Building security, engineering and management staff are equipped with two-way portable radios. The radios are monitored at all times from the security desk, and during regular business hours from the Property Management Office Reception Desk, as well.
- Cell Phones - Key Building Management Staff (Property Manager, Assistant Property Manager, Chief Engineer, and Security Supervisor) are provided with cellular phones in order to respond at any hour to an emergency condition.
- Send Word Now - An emergency alert system utilized to transmit messages to all tenants and building personnel at 499 Park Avenue.

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## **Emergencies: Medical Emergency**

When someone becomes ill or injured, follow these procedures:

1. Call 911 if medical assistance is required. Give the dispatcher the building address, 499 Park Avenue, the location of the victim (floor and suite number), the nature of the emergency and a telephone number which they can call back.
2. Notify the [Property Management Office](#) at (212) 759-9200 with the same information (suite number and floor) given to the 911 dispatcher.
3. Security will recall an elevator for paramedic use. A building engineer or security officer will meet the ambulance at the building entrance and escort the paramedics to the scene. The security officer will keep the elevator at the scene until the paramedics leave the Building.
4. Do not move an individual who has fallen or who appears to be in pain unless he or she is in danger of further injury.
5. Avoid unnecessary conversation with, or about, the victim or members of his party. Try to limit any conversation with the individual to quiet reassurance.
6. After the victim's needs have been addressed, please remain available to assist the investigating Security Officer with pertinent information for an incident report.
7. An AED (Automated External Defibrillator) is located at the lobby desk.



## **Emergencies: Preparedness Information**

Property Management 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](#)
- [Federal Emergency Management Agency](#)
- [American Red Cross](#)
- [Centers for Diseases Control and Prevention](#)

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

## **Emergencies: Earthquake**

Though New York is not likely to experience a severe earthquake, this section is designed to make Tenants aware of some of the methods necessary to protect themselves while in the building during an earthquake. The suggested procedures listed are taken from California's experiences with earthquakes.

It is general earthquake procedure that no spontaneous evacuation be made. However, it may be required in some instances. Property Management will determine the need for evacuation and the Security Staff will inform individual floors of the procedures to follow.

If anyone is inside when an earthquake strikes, follow these procedures:

1. Remain calm.
2. REMAIN INSIDE. Do not spontaneously evacuate. Remember, there may be falling debris.
3. Get under a desk or table and watch out for falling objects.
4. Be aware that windows and mirrors may break; overhead fixtures may collapse and fall; unsecured furniture may move around; and electrical equipment may short out. Therefore, stay away from these items as much as possible.
5. Prepare for aftershocks. The earthquake will be followed by aftershocks, which can be as strong as the initial earthquake.
6. Stay on the floor and wait for instructions from Building Security. Instructions will be given over the public address system if operable, or by messenger if necessary. Telephone lines will quickly become overburdened with calls. Do not use the telephones.

If anyone is outside when an earthquake strikes, find safety by following these procedures:

1. Try to get inside or move to an open area away from buildings, trees, power lines, and layered streets.
2. The biggest danger outside will be from debris falling from buildings.

## **Emergencies: Power Failure**

If partial power is lost, emergency lighting will be supplied from another source. However, even though a total power loss may not occur, it still may be necessary to evacuate the Building.

If a power failure should occur, follow these procedures:

1. Remain calm.
2. Notify the [Property Management Office](#) at (212) 759-9200. Inform them of the floor and suite where the power failure has occurred. Security should be able to determine if the power failure is Building wide or if it is a local problem.
3. If informed that the problem is building wide, follow the directions given by property management or security staff.
4. If it becomes necessary to evacuate the building, security will inform occupants of the procedures to follow during evacuation.
5. If for some reason total power is lost, battery-powered emergency lighting will illuminate the stairwells.
6. Once tenants have evacuated the building, they will not be allowed to re-enter the building until full power has been restored and Property Management has re-opened the building.

## **Emergencies: Emergency Preparedness Training**

[\*View in FEMA Multimedia Library\*](#)

Training for general emergency preparedness will be held semi-annually for all occupants of the Building. This training includes a semi-annual fire drill conducted by the Property management staff. Prior to the fire drill all tenants will be informed of the date, time and procedures to be followed. The training and coordination of Floor Wardens will also be done prior to any drills.

All tenant employees are strongly encouraged to take a tour of their floor. This tour is necessary to educate each person on the safety features of the Building as well as the location of the emergency evacuation stairwells.

## **Emergencies: Severe Weather / Tornadoes**

### **TORNADO OR DANGEROUS HIGH WINDS**

Tornadoes or high winds are always a possibility. Although high-rise buildings are designed to withstand high winds, there still remains a remote possibility that a building may be damaged from high winds.

If a tornado or dangerously high winds occur, follow these procedures:

1. Do not spontaneously evacuate. There will be danger of falling debris on the streets and sidewalks.
2. Get away from windows, mirrors, and overhead fixtures. Move to the core of the building.
3. If the windows in a tenant's space are damaged, everyone should leave the area, closing all doors to help protect the remainder of the floor.
4. Wait for further instructions from Property management or security staff.
5. Do not attempt to use the telephone, as telephone lines will quickly become overburdened with calls.

If outside during a tornado or dangerously high winds, follow these procedures:

1. Try to move inside and away from glass or other breakable materials.
2. Be especially alert for falling objects and debris.

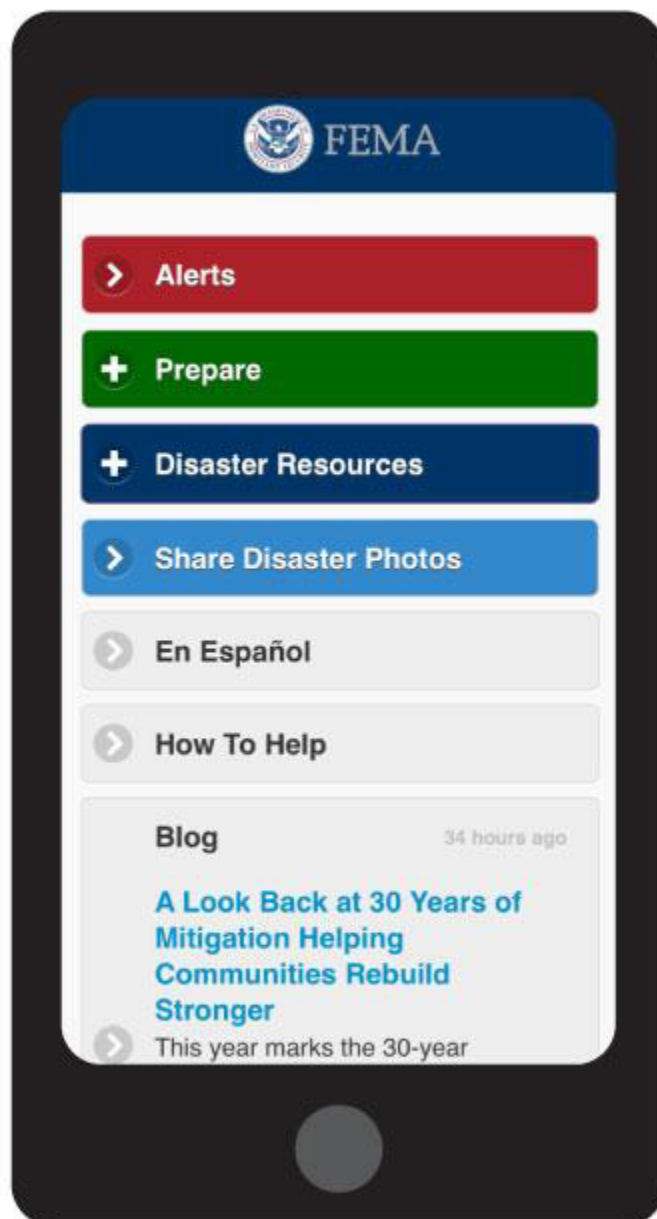
## **Emergencies: Workplace Violence**

Be alert to early warning signs of violence, such as angry outbursts, combativeness, and overreaction to seemingly minor issues. Should you feel threatened by an angry or suspicious person, follow these procedures:

1. Quickly and quietly remove yourself from a situation where someone becomes excessively angry and you are concerned for your safety.
2. Alert your supervisor and/or building security as appropriate. If it is safe to do so, call 911.
3. If you cannot remove yourself from the situation, listen quietly and do not argue.
4. Remain observant but do not stare.
5. In a hostage situation:
  1. Remain calm and nonthreatening.
  2. Move slowly.
  3. Comply with demands.
  4. Engage in conversation so long as it does not provoke the hostage taker; do not engage in political or ideological discussions.
  5. Stay low if possible.
  6. Do not attempt to escape unless there is an extremely safe opportunity that is highly likely to succeed.
6. Should shooting erupt, immediately lie flat on the floor in a prone position. Move to a safer location when possible.
7. In a rescue situation, you may be mistaken for a hostage taker. Do not argue or resist. Wait until the chaos subsides.

## Emergencies: FEMA Alerts

Install the FEMA App, available for Apple and Android mobile devices.





Receive **real-time alerts** from the National Weather Service for up to five locations nationwide.



Learn **emergency safety tips** for over 20 types of disasters, including earthquakes, fires, hurricanes, tornadoes and more.



Locate open **emergency shelters** in your area and find **disaster recovery centers** where you can talk to FEMA in person.



Toggle between **English** and **Spanish**.



## **Introduction: Overview**

499 PARK, DESIGNED BY I.M. PEI, is a sleek prism of polished and gleaming black glass that provides a contemporary counterpoint to the classic residential buildings lining Park Avenue. Located on the highly desirable corner of Park Avenue and 59th Street in Manhattan, the building is at the center of one of the world's most prestigious commercial and retail districts.

499 Park provides a premier office environment to high-end commercial tenants. The building continues to attract and retain some of New York's most prominent firms.

499 Park features highly efficient 11,000 square foot floor plates, a distinctive I.M. PEI designed lobby and stunning views of Central Park and Park Avenue. The building provides services to tenants 24-hours per day, seven days a week.

## Introduction: Features and Design

<b>Location:</b>	499 Park Avenue at East 59th Street, SE Corner
<b>Year Built:</b>	1980
<b>Building Size:</b>	Approximately 300,000 rsf on 28 floors
<b>Office Space:</b>	295,000 sf
<b>Retail Space:</b>	5,000 sf
<b>Typical Floor Sizes:</b>	11,000 sf
<b>Ceiling Height:</b>	10'-10" clear ceiling height
<b>Windows:</b>	Curtain wall
<b>HVAC:</b>	Individual floor units
<b>Sprinklers:</b>	Building is fully sprinklered
<b>Elevators:</b>	6 passenger cars, 1 freight car, 1 private hydraulic lift serving the penthouse floor.
<b>Telecom:</b>	Multiple Providers including Verizon, Verizon Business, Cogent Communications, Time Warner, AT&T and Lighttower.

## **Introduction: Amenities**

### **On-site amenities include:**

- Bike Storage
- Umbrella Loan

### **Nearby amenities include:**

- Close to Central Park
- Central to transportation
- Located around high-end shopping

## Introduction: Art Program

Ownership actively contributes to the cultural community as an expression of ongoing commitment to excellence in the visual arts and architecture.

Since 2005, 499 Park has underwritten contemporary art exhibitions in the building's lobby gallery. Working with internationally renowned curators, galleries and artists, the building has sponsored over 25 rotating shows during that time, primarily focusing on work by mid- to late-career artists as well as work from artists' estates. Representative shows have included painting, prints, photography, small scale sculpture, and installations.

Among the artists whose work have been exhibited are: Thomas Downing, Doug Ohlson, Ray Parker, Robert Swain, Tadasky, John Walker and Richard Anuskiewicz.

## Artist Currently on Display *(Exhibit opened on September 28, 2024)*

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Bobbie Oliver

Based in the western Catskills and New York City, artist Bobbie Oliver created the paintings in this exhibition at her upstate New York studio in the depths of winter 2019. Referencing the physicality and geographic place of their fabrication, these paintings use a palette of blues and greens, reflecting the rushing rivers and lush coniferous

forests around her.

Oliver's exploration of abstraction focuses keenly on the tactility of paint, physically manipulating it through pouring and blotting its excesses away. She alters the density of the paint by diluting it in varying degrees and pouring it on the surface with dazzling effects. With this focus on the surface, Oliver challenges gravity in the way she orients drips and movements of the paint. In this process, the artist is closely attuned to how the paint sits on the surface of the pictorial plane and sinks into the canvas.

These large-scale works draw inspiration from disparate movements and artists, including and not limited to Chinese landscape painting, Japanese calligraphy, Italian painter Giorgio Morandi, Canadian-American painter Philip Guston, and Roman frescoes. Much like her influences, Oliver's work is concerned with the direct and gestural relationship established between the material and the artist's hand. In this way, the presence of gesture is important as it allows one to re-examine and look for relationships in accidents.

The specter of her hand invites audiences to make sense of the emotion and vulnerability in its making on their own terms. Oliver's artistic practice is loose, without a preconceived plan for the painting's resolution, instead inviting improvisation, often painting on multiple canvases concurrently and pressing them up among each other. They are resolved by the delicate richness in relationships, rhythms and densities of dichotomies and variances.

## Previous Gallery Features *Click on the images to download a PDF brochure of the featured artists.*

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Alan Fenton

September 11, 2023 September 11, 2024

Kim Uchiyama

September 5, 2022 September 11, 2023

Mark Sheinkman

May 3, 2021 September 20, 2022

James Little

July 20, 2020 May 2021

Melissa Meyer

Oct 2, 2019 April 3, 2020

Julian Stanczak

March 25 Sept 13, 2019

John Walker

Sept 15, 2018 Mar 30, 2019

TADASKY

Jan 27 July 28, 2019

Gabriele Evertz

July 17, 2017 Jan 5, 2018

Jiří Georg Dokoupil

Jan 24 July 7, 2017

Richard Anuszkiewicz

July 29, 2016 Jan 14, 2017

Robert Swain

Oct 5 June 17, 2016

Ray Parker

Feb 3 July 31, 2014

Doug Ohlson

June 29 Dec 20, 2013

Thomas Downing

Jan 5 June 28, 2013

## Links: Tenant Center

### Tenant Center Registration Video

Tenant Center Access will allow you to:

- **Customize** notification options - receive information via email and/or text!
- **View and manage** your contact information.
- **Sign up for notifications** containing critical property information such as updated policies, security procedures, building closings, etc.!
- **Receive alerts** pertaining to the latest news about the surrounding area like weather and traffic conditions!
- **Stay current** and improve your involvement in crucial property initiatives like sustainability and preparedness campaigns!
- **Learn more** and take better advantage of the available amenities and affinity programs at your property!

## [SIGN UP](#) [SIGN IN](#)

### Need Access?

1. Click on the "[Request Account](#)" link on the login page of the Tenant Center.
2. Enter your contact information and click "Submit". Your account request will then be sent to Management for review.
3. Once your request is approved, you will receive your login credentials via email. You can then login to the Tenant Center, update your password, and review and update your contact information and notification preferences.

### Download the App!

## [Help Center](#)

\*Requires being logged into the Tenant Center.

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## **Neighborhood: Public Transportation**

59th/Lexington Station, 1 block east, provides access to 4/5/6/N/R/W subway lines

63rd/Lexington Station provides access to F subway line

## Operations: Property Management

Your happiness and satisfaction during your tenancy are of the utmost importance to us. Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, except for holidays.

If you are new to the property, please be sure to visit our New Tenant section.

The Building / Management Office is located at:

HINES  
499 Park Avenue, PMO - Basement  
New York, NY 10022

Telephone: (212) 759-9200  
Security: (212) 759-9200  
E-Mail: [499ParkAvenue@hines.com](mailto:499ParkAvenue@hines.com)

Property Management Staff:

**Betty Li**  
General Property Manager  
(212) 759-9200  
[Betty.Li@hines.com](mailto:Betty.Li@hines.com)  
**Heidi Gordon**  
Management Assistant  
(212) 759-9200  
[Heidi.Gordon@hines.com](mailto:Heidi.Gordon@hines.com)

**Jide Akinpelu**  
Assistant Property Manager  
(212) 759-9200  
[Jide.Akinpelu@hines.com](mailto:Jide.Akinpelu@hines.com)  
**Peter Tamburri**  
Fire & Life Safety Director  
(212) 759-9200  
[Peter.Tamburri@hines.com](mailto:Peter.Tamburri@hines.com)

**Marc Lanzillotti**  
Chief Engineer  
(212) 759-9200  
[Marc.Lanzillotti@hines.com](mailto:Marc.Lanzillotti@hines.com)

## **Operations: Hours & Holidays**

The Property Management Office is open Monday through Friday, from 8:00 a.m. to 5:00 p.m. Outside of regular business hours, phone calls to the Office are directed to Security. The Office is closed on the following holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

## Operations: Access

All tenants must electronically sign-in at the lobby by placing their Building ID Badge against a card reader, located on the side of the lobby desk, before entering the bank of passenger elevators. All tenants are required to have a building-issued picture identification card to gain access to the Building. Those who do not possess this identification or have forgotten their access cards will be required to follow Visitor Access procedures. The Building will issue the first identification card to each employee for \$35.00 (plus tax). A replacement fee of \$18.00 (plus tax) will be charged for any lost cards.

It is the responsibility of the Tenant to recover ID cards from terminated employees. A notification of termination should be forwarded to the Building via email to assist with access control.

[CLICK HERE FOR ACCESS CARD PROCEDURES](#)

### VISITOR ACCESS & PASSAGEPOINT

All visitors must register at the security desk and will be announced to the tenant via a phone call. Upon verbal authorization, the visitor will be issued a daily "Visitor's Badge" which will allow the visitor access for the day. Visitors will be required to present a government-issued picture ID

Tenants can preregister visitors in PassagePoint with the options to have security "Call to Confirm Access," or "Send to Office; No Call." Visitors will check in with security and present a government-issued picture ID. If the visitor's photo ID matches the entry in PassagePoint, security will follow the selected instructions. Please visit <https://myvisitors.net/subdomain=499park> to access PassagePoint.

### AFTER-HOURS ACCESS

Persons requesting access to the Building outside of the standard hours of operation will need access cards (See [Access Card Request Procedures](#) and [Access Card Request Forms](#)). Access to the Building is permitted via the Park Avenue entrance. All persons entering and exiting the Building outside of normal business hours will need to use their access cards. If an individual has forgotten their card, Security Personnel will check his/her access card status. Upon presenting proof of identity, access will be granted. If the individual has not been issued a valid access card, one of the individuals on the [Tenant's authorization list](#) will be telephoned to obtain e-mailed access approval. Upon receipt of approval, access will be granted after manual sign-in. They will not be given access to the tenant's premises.

After-hours visitors must be escorted by the tenant being visited. Security will call the tenant so that they can come to the Lobby to meet and sign in the visitor. Visitors must be escorted by a tenant at all times while in the Building. Property management requests that tenants inform the Building in advance of all after-hours visitors whenever possible.

## Operations: Leasing – Office

### CBRE, Inc. Leasing Team:

Vice Chairman	Paul Amrich	(212) 984-8122	<a href="mailto:Paul.Amrich@cbre.com">Paul.Amrich@cbre.com</a>
Vice Chairman	Neil King	(212) 984-8352	<a href="mailto:Neil.King@cbre.com">Neil.King@cbre.com</a>
Senior Vice President	James Ackerson	(212) 984-6647	<a href="mailto:James.Ackerson@cbre.com">James.Ackerson@cbre.com</a>
Associate	Shay Kenney	(212) 656-0534	<a href="mailto:Shay.Kenney@cbre.com">Shay.Kenney@cbre.com</a>

### Leasing Office Address:

CBRE, Inc.  
200 Park Avenue  
21st Floor  
New York, NY 10166

- Phone: (212) 984-8000

[Leasing Brochure](#)

**499 Park Avenue - Lobby**

**499 Park Avenue - 6th Floor**

**499 Park Avenue - 7th Floor**

**499 Park Avenue - Suite 1002**

**499 Park Avenue - 22nd Floor**

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## Operations: Leasing – Retail

Executive Director	Neil Seth	(212) 841-5063	<a href="mailto:Neil.Seth@cushwake.com">Neil.Seth@cushwake.com</a>
Executive Managing Director	Kenji Ota	(212) 841-5909	<a href="mailto:Kenji.Ota@cushwake.com">Kenji.Ota@cushwake.com</a>
Broker	Kathryn Cruz	(212) 660-7766	<a href="mailto:Kathryn.Cruz@cushwake.com">Kathryn.Cruz@cushwake.com</a>
Senior Associate	Jennifer Konefsky	(212) 698 2608	<a href="mailto:Jennifer.Konefsky@cushwake.com">Jennifer.Konefsky@cushwake.com</a>

**499 Park Avenue - Retail Space**

# Operations: Elevators

## PASSENGER ELEVATORS

The Building is equipped with six (6) passenger elevators servicing the Building. Passenger elevator service is available 24 hours a day, 7 days a week, to all Tenants and their authorized guests. Each elevator is equipped with an intercom system which allows passengers to communicate with the lobby desk in case of an emergency. Should an emergency arise while you are traveling in an elevator cab, please press the alarm button. The alarm button will provide immediate voice communication with the Security Desk.

Elevator service and performance is monitored continually. If you experience any difficulty or notice any irregularity in elevator service, please report the problem to the security desk immediately.

## FREIGHT ELEVATOR

The Building is equipped with one (1) freight elevator.

- Hours of Operation: 24 hours per day
- Platform Size: 4'8" X 4'3"
- Height: 9'9"
- Weight Limit: 3,500 lbs.
- Door Opening: 42" X 97.5"
- Floor Stops: 29 (Mechanical Level to 27)

Arrangements for larger deliveries (requiring more than one trip) should be scheduled Monday through Friday between 6:00 p.m. and 8:00 a.m., or on weekends. These hours will be considered after-hours or overtime operation.

After-hours or overtime freight elevator requests need to be submitted in writing at least 24-hours in advance and will be honored on a "first come, first served" basis. If there is a scheduling conflict, every attempt will be made to accommodate a request.

There is a minimum charge for overtime service: Four (4) hours for a freight elevator attendant, if required. Overtime rates may be obtained by calling the [Property Management Office](#). Please note that 24-hour notice is required for all cancellations. If sufficient notice is not received, all minimum charges will apply.

## **Operations: Keys & Locks**

At least two weeks prior to a scheduled move-in date, please provide the [Property Management Office](#) with a written request for key requirements. The request should include the number of keys that are needed for each lock. The request should also include the number of men's and women's restroom keys that will be needed.

Additional keys may be requested at any time by contacting the [Property Management Office](#). Please allow two to three days for delivery of completed keys. In the event of an emergency, special arrangements can be made with the Property Management Office. Please note that there is a charge for additional keys.

The Property Management Office will retain a master key for emergency situations.



## Operations: Mail & Deliveries

All large deliveries must occur via the Freight Elevator (See [Freight Elevator](#)). In order to maintain a clear and well-organized delivery area and to ensure the most efficient delivery of larger items, please adhere to the following guidelines:

- All large deliveries will be made utilizing the freight elevator before and after regular business hours, during business days or on weekends.
- Use of passenger elevators is prohibited.
- Absolutely no deliveries will be left on the sidewalk, in front of the Building, in the lobbies, elevator lobbies or Building corridors.
- Please notify the Property Management Office 24-hours in advance of any delivery requiring the use of an elevator for more than two trips.

Courier deliveries may be received through the Lobby and via the freight elevator. Security will require all messengers to show photo and/or company identification and will issue the messenger a Visitor's Badge to access the Tenant's floor. Security guards and/or building staff may not accept packages on a tenant's behalf.

No food deliveries will be permitted to the Tenant floors. Anyone ordering food will be required to pick up the delivery in the lobby. The security guard on duty will make a courtesy call to the Tenant to inform them of the arrival of the delivery. Please advise delivery services that all after-hours access occurs via the Park Avenue side door.

### MAIL DROP-OFF

Incoming mail is delivered to Tenants' suites by the U.S. Postal Service, Monday through Friday. Outgoing mail may be dropped off at the mail-box located in the Lobby.

To ensure that your mail is delivered properly, it should be addressed as follows:

[Tenant Name]  
499 Park Avenue  
Floor Number  
New York, NY 10022

If you have problems with your mail service, please contact your mail carrier or contact the U.S. Post Office at:

Supervisor  
Roosevelt Post Office  
909 Third Avenue New York, NY 10022

### NEWSPAPER DELIVERIES

Any newspapers ordered by Tenants are delivered daily to the passenger elevator corridor, adjacent to their suite, by the newspaper delivery service.

### PACKAGE REMOVAL PASSES

Anyone leaving the Building with equipment, furniture, tools, etc., will be asked to present the security staff with a Removal Pass (See [Building Form Samples](#)) signed by an authorized signatory. Inspection of Removal Passes by Building security personnel is done throughout the business day and after hours. Security personnel are instructed to request a Removal Pass and cannot accept verbal authorization.

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## Operations: Security

The Building security staff is on duty 24 hours a day, 7 days a week. Surveillance and command operations are centralized in the lobby at the security desk. Specially trained security personnel monitor elevator activities and life-safety systems. The security staff also maintains two-way radio communication with other Building personnel (e.g., engineering, Property Management Office, janitorial, etc.).

The security staff is also responsible for enforcing the Building's [After-Hours Access](#) and [Package Removal](#) procedures.

Please report all thefts, break-ins, vandalism or emergency situations that may occur in your suite to the New York City Police Department by dialing 911. The NYPD will respond immediately to all calls. After notifying the NYPD, please contact the Property Management Office at (212) 759-9200.

Please report all activity that appears suspicious or unusual to security or to the [Property Management Office](#). In emergency situations, calls should be directed to the police department prior to calling the Property Management Office. Please do not assume that someone else has reported the problem.

While after-hours access can be granted to any floor, the security staff is not authorized to unlock individual Tenant offices without proper written authorization, from an authorized [Tenant Representative](#).

## Operations: Forms & Important Documents

- [Authorization Form](#): For mutual protection, it is requested that each tenant list on this form all representatives/employees who are authorized to sign for additional services, concerns, and, in general, act on the tenant's behalf.
- [Access Card Request Form](#): Use this form to request access cards. Also use this form if an access card is lost or stolen, or if an employee leaves your firm. Please type or print all information. Attach as many sheets as required and return the requests to the property management office.
- [Removal Pass](#): This authorization form, when signed by an authorized tenant representative, entitles the bearer to remove items such as computers, printers, calculators, packages, etc., from the building. This form should be surrendered to the security officer at the lobby desk at the time of exit.
- [Bomb Threat Checklist](#): In the event of a telephoned bomb threat, use this form to make note of the conversation and help gain information about the caller that may be useful in identifying the individual.
- [Physically Disabled Persons Roster](#): Keeping this roster current by identifying permanently or temporarily disabled individuals will help ensure that everyone who needs assistance in evacuating will receive it.
- [Building Access Request Form](#)
- [Construction Access Request Form](#)
- [Tenant Insurance Requirements](#)
- [Certificate of Insurance Requirements for Vendors & Contractors](#)

## **Operations: Recycling**

In order to enhance existing waste management systems, minimize our environmental footprint, and to comply with local, state and federal regulations, we have implemented an effective recycling program for the building. ([CLICK HERE FOR RECYCLING GUIDELINES](#)).

[CLICK HERE FOR RECYCLING FAQs](#)

## **Operations: Signage**

### **SIGNAGE**

The Building maintains a sign standard that must be observed by all occupants. Signs, advertisements, and notices may not be displayed in any Building common area by any tenant, except for approved tenant suite plaques.

## **Operations: Telephone and Electrical Closets**

To better serve the Tenants of 499 Park Avenue, access to telephone closets is controlled through the [Property Management Office](#).

Keys to these closets can be checked out during normal business hours. Hines requires that each Tenant submit an Access Request Form at least 24 hours before work is to commence in the desired telephone /electrical closet. Requests should include the name(s) of the vendor(s) conducting work, as well as the description of the work taking place. The telephone closets will be pre- and post-inspected by a building engineer.

All trash must be removed and closets must be left in a clean manner. Any disruption to the fire stopping must be replaced immediately.

[Access Request Form](#)

## **Policies: Access Card Procedures**

### **ACCESS CARD PROCEDURES**

Access cards are required for all employees by submitting [Access Card Request](#) form sent to the [Property Management Office](#). The initial charge for an access card is \$35.00. Replacement cards can be obtained at a cost of \$18.00 each.

For your safety, and the safety and security of the Building and its occupants, these cards are numbered and are not transferable. To cancel an access card or report a missing card, immediately notify the [Property Management Office](#) via e-mail at [499parkavenue@hines.com](mailto:499parkavenue@hines.com). Building management and security will void the card and deny access to anyone who possesses it. Cards that have been previously reported as lost and are later found should be returned to the Property Management Office.

## **Policies: Accounting / Rent Payments**

- Lock box address (via check):

SVF Park New York, LLC  
File 1514  
1801 W Olympic Blvd.  
Pasadena, CA 91199-1541

- Via wire:

Bank: City National Bank  
Routing number: 122016066  
Account number: 555153899  
Beneficiary: SVF Park New York, LLC



## Policies: Building Rules & Regulations

Property management is committed to providing quality office and retail space managed with professionalism. Tenants' help in meeting these standards is greatly appreciated. The following rules help protect tenants, their associates and guests; they are intended only as a general overview. The Landlord reserves the right to rescind any of these regulations and make further rules as needed.

1. The sidewalks, halls, passages, elevators, stairways, and other common areas shall not be obstructed or used for storage or for any purpose other than for ingress and egress from the Premises. The halls, passages, entrances, elevators, stairways, balconies and roof are not for use of the general public and the Landlord shall in all cases retain the right to control or prevent access to those areas of all persons whose presence, in the judgment of the Landlord, shall be prejudicial to the safety, character, reputation and interests of the Building and its tenants. Nothing contained in the lease shall be construed to prevent access to persons with whom the tenant normally deals only for the purpose of conducting its business on the Premises (such as clients, tenants, office suppliers and equipment vendors and the like) unless those persons are engaged in illegal activities. Neither tenant nor any employees or contractor of Tenant shall go upon the roof of the Building without the prior written consent of the landlord.
2. Keep exit doors and access to exits clear at all times. Do not block corridors, elevators, stairwells, or other public places, or use such areas for purposes other than traveling to or from your office. The storage of freight, merchandise, displays or showcases in the Building's common areas is prohibited.
3. The toilet rooms shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind shall be thrown in those facilities, and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by tenant.
4. Use plumbing fixtures only for their intended purposes. Depositing coffee grounds, sweepings, rubbish, rags, acids, or other substances in sinks, toilets, or other plumbing fixtures can result in mechanical damage and consequent repair charges to the tenant.
5. No sign, advertisement or notice visible from the exterior of the Premises shall be inscribed, painted, or affixed by a Tenant on any part of the Building or the Premises without the prior written consent of Landlord. If landlord has given consent at any time, whether before or after the execution of the lease, that consent shall be deemed to relate only to the particular sign, advertisement, or notice so consented by landlord and shall not be construed as dispensing with the necessity of obtaining the specific written consent of landlord with respect to any subsequent sign, advertisement or notice. If landlord, by a notice in writing to tenant shall object to any curtain, blind, tinting, shade or screen attached to, hung in, or used in connection with, any window or door of the Premises, the use of that curtain, blind, tinting, shade or screen shall be immediately discontinued by tenant. No awnings shall be permitted on any part of the Premises.
6. Tenant shall not do or permit to be done in the premises, or place items in the premises, which in any way increase the fire insurance on the building or on property kept in the building. Tenant shall not obstruct or interfere with the rights of any tenants, in any way injure or annoy them, or conflict with the regulations of the Fire Department, fire laws, or any insurance policy on the building, its contents, or with any rules and ordinances established by the Board of Health or other governmental authority.
7. No safes, computers, or other objects larger or heavier than that which can be placed in the elevators of the Building shall be brought into or installed in the Premises. Landlord shall have the right to prescribe and approve the weight and position of safes, computers or other large or heavy objects which shall, if deemed necessary by landlord, placed on some type of applicable platform prescribed by landlord to distribute the weight. The moving of safes, computers or large or heavy objects shall occur only between designated hours and only upon previous written notice to landlord. The person employed to move those objects in or out of the building must be acceptable to landlord. No freight, furniture or bulky matter of any description shall be received into or moved out of the lobby of the Building or carried into the Elevators during normal business hours (Monday through Friday 8:00 a.m. to 6:00 p.m.) unless approved in writing by Landlord.
8. Landlord shall clean the premises as provided in the lease, and except with the written consent of Landlord, no person or persons other than those approved by landlord will be permitted to enter the Building for that purpose.
9. No cooking shall be done or permitted by tenant on the premises, except pursuant to the normal use of a microwave oven and coffee maker for the benefit of tenant's employees and invitee's, nor shall the Premises be used for the storage of merchandise or lodging.
10. Tenant shall not use or keep in the building any kerosene, gasoline, flammable fluid, or any other illuminating material, or use any method of heating other than supplied by landlord.
11. All telecom connections shall be approved by landlord.
12. Upon the termination of its tenancy, tenant shall deliver to landlord all the keys to the offices, rooms and toilet rooms and all access cards which shall have been furnished to tenant or which tenant shall

have made. In the event of the loss of any keys or cards so furnished, tenant shall pay landlord for those items.

13. On Saturdays, Sundays and legal holidays, and other days between the hours of 6:00 p.m. and 8:00 a.m., access to the Building, or to the halls, corridors, elevators and stairways in the Building or to the Premises, may be refused unless the person seeking access complies with any access control system that landlord may establish. Landlord shall in no case be liable for damages for the admission to or exclusion from the Building of any person whom landlord has the right to exclude. In case of invasion, mob riot, public excitement, or other commotion, or in the event of any other situation reasonably requiring the evacuation of the building, landlord reserves the right at its election and without liability to tenant to prevent access to the building by closing the doors or otherwise, for the safety of the tenants and protection of property in the building.
14. Tenant shall not alter any lock or install a new or additional lock or bolt on any door of the premises without the prior written consent of landlord. If landlord gives its consent, tenant shall in each case promptly furnish landlord with a key for any new or altered lock.
15. Landlord shall have full and absolute authority to regulate or prohibit the entrance to the premises of any vendor, supplier, purveyor, petitioner, or any other similar person. In the event any such person is a guest or invitee or tenant, tenant shall notify landlord in advance of each desired entry, and landlord shall authorize the person so designated to enter the Premises, provided that in the sole and absolute discretionary judgment of landlord, such person will not be involved in general solicitation activities, or the petitioning or disturbance of other tenants or their tenants or invitees, or engaged or likely to engage in conduct which may in landlord's opinion distract from the use of the Premises for its intended purpose.
16. Tenants shall not overload the safe capacity of the electrical wiring of the building or exceed the capacity of the feeders to the Building or electrical riser.
17. No noise audible from the hallways or adjoining offices/suites by musical instruments, radios, televisions, group activities, equipment or other sources will be permitted.
18. The storage of flammable fluids or any combustible, explosive, or chemical substance within tenant suites is prohibited.
19. Animals are strictly prohibited in the building. Exceptions shall be made for service dogs for disabled persons.
20. The landlord is not and will not be held responsible for lost or stolen personal or real property from tenants' leased space or the building's public areas, whether or not such areas are locked.
21. Tenants shall cooperate and participate in all building recycling programs established by the landlord.

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## **Policies: Insurance Requirements**

### **CERTIFICATES OF INSURANCE**

499 Park Avenue leases include a provision requiring Tenants to maintain specified limits of insurance. Tenants are required to submit evidence of coverage in the form of a Certificate of Insurance. Updated certificates must be submitted upon expiration or change in policy.

## Policies: Move-In / Out Policies

All tenant moves need to be scheduled with the [Property Management Office](#) prior to their occurrence. Please be aware that the tenant is responsible for moving all supplies, furniture, fixtures, and personal property into, within, and out of the building. It is recommended that a copy of these procedures be given to the moving company prior to the scheduled move date.

The freight elevator is available for use by all tenants, subject to prior reservation and scheduling with the [Property Management Office](#) (See [Freight Elevator](#) Section). As a courtesy to all tenants and to maintain the professional ambiance of the lobby, no equipment, materials, furniture, packages, supplies and other property is to be received via the passenger elevators.

### **Please adhere to the following Move-In/Move-Out guidelines:**

1. Move-In/Move-out must take place after 6:00 p.m. and before 8:00 a.m. on business days, weekends, or holidays, and only with the prior consent of the [Property Management Office](#). These hours will be considered after-hours or overtime operation.
2. There is a minimum charge for overtime service: Four (4) hours for a freight elevator attendant and four (4) hours for a security officer, if required. Overtime rates may be obtained by calling the Property Management Office. Please note that 24-hour notice is required for all cancellations. If sufficient notice is not received, all minimum charges will apply.
3. Passenger elevators are for transporting passengers only.
4. Movers must use dollies with rubber wheels.
5. Tenants and their movers must be certain that objects which exceed load per square foot limits not be placed on any floor without proper, Landlord approved reinforcement and support systems. Contact the [Property Management Office](#) if you have questions on load factors.
6. The moving company must establish a firm arrival time with the Property Management Office and provide the name and phone number of a contact person knowledgeable about the move.
7. Employees of the moving company will not be permitted access to any part of the Building other than the determined "moving route."
8. During any Move-In/Move-Out activity, the tenant and its agents should take care not to damage the freight elevator, any walls, doors, flooring, etc. The moving company must provide and install protective covering on walls, door facings, elevator cabs, and other areas along the moving route. Any damage to public areas will be repaired by the Property Management Office. The cost of such repair will be billed to the tenant.
9. Clean Masonite sections are required as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. Masonite sections should be at least 1/4" thick. 4' X 8' sheets are required in the lobby area and corridors; 32" sheets are required in suite doorways.
10. Repair costs for any damage to the Building or its fixtures caused by the move are the responsibility of the tenant.
11. Following a Move-In, the tenant may request additional clean-up services. This additional service includes cleaning furniture, breaking down boxes, removing all trash, vacuuming, dusting, cleaning walls and spot cleaning carpets. All such requests should be forwarded in writing to the Property Management Office. Tenants will be billed the hourly rate for such services following completion of all work.
12. All moving companies must submit an insurance certificate prior to the start of any move. For information regarding coverage requirements, certificate holders, and additional insureds, please contact the [Property Management Office](#).

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# Policies: Privacy Policy

This Privacy Policy was Last Updated on March 11, 2020.

This Privacy Policy sets out the privacy practices of any online service location that posts a link to this Privacy Policy, including the Website located at [499park.tenanthandbooks.com](http://499park.tenanthandbooks.com) ("Website"), as owned and operated by SVF Park New York, LLC ("499 Park", "we," "our," "us"). This Privacy Policy describes the types of information we gather about you while you are using the Website, and the ways in which we use and share your information. Any terms that are not defined in this Privacy Policy shall have the meaning ascribed to them in our Terms of Use.

Please read this Privacy Policy carefully, since it is a part of the Terms of Use that together constitute a binding legal agreement between you and us. By using or attempting to use the Website, you accept, without limitation or qualification, and are agreeing to be bound by and comply with everything contained in our Terms of Use, including this Privacy Policy. If you do not agree to any of these provisions, do not use or attempt to use the Website.

If you have any questions about our privacy practices, please contact us as set forth in the section entitled "Contact Us" below. If you are a California resident, please see the "Additional Disclosures for California Residents" section below.

## Information Collection

### 1. Information You Provide.

We collect information that you provide directly via the Website, such as when you access our content or complete the tenant contact form. We may use Service Providers (defined below) to collect this information.

The information we collect includes information that identifies you personally (whether alone or in combination). The categories of information we collect and have collected include:

- **Contact Data.** We collect your first and last name, e-mail address, whether you are a new or existing tenant, and other similar contact data.
- **Content.** We collect the content of messages you send to us, such as your feedback or questions and information you provide to us.

You may choose to voluntarily submit information to us through the Website that we do not request, and, in such instances, you are solely responsible for such information.

When you complete Website forms or otherwise provide us your information in connection with your use of the Website, you agree to provide accurate, complete and true information and to update such information as necessary, on a timely basis, if any of the information you provided to us changes. You agree not to use or submit any false or misleading names or any other inaccurate or misleading information. If we, in our sole determination, believe that any information you provide to us is intentionally untrue, inaccurate or incomplete, we may prohibit you from further participation in the applicable promotion, program, feature, function or activity, or from your use of the Website generally, in addition to pursuing any and all legal and equitable remedies available to us.

### 2. Information we Collect Automatically.

When you visit the Website, we and our Service Providers may collect and store certain technical information automatically. The categories of information we automatically collect and have collected include:

- **Service Use Data.** We collect data about the features you use, the pages you visit, the e-mails and advertisements you view, the time of day you browse, your referring and exiting pages, and other similar information.
- **Device Connectivity and Configuration Data.** We collect data about the type of device or browser you use, your device's operating software, your internet service provider, your device's regional and language settings, and other similar information. This data also includes IP address, MAC address, and other device identifiers.

- **Location Data.** We collect data about your device's location, which can be precise (e.g., latitude /longitude data) or imprecise (e.g., location derived from an IP address or data that indicates a city or postal code level).

We use various technologies to collect this information ("Tracking Technologies") including the following:

- **Log Files.** A log file is a file that records events that occur in connection with your use of a website or service, such as your service use data.
- **Cookies.** A cookie is a small data file stored on your device that acts as a unique tag to identify your browser. We use two types of cookies: session cookies and persistent cookies. Session cookies make it easier for you to navigate a website and expire when you close your browser. Persistent cookies help with personalizing your experience, remembering your preferences, and supporting security features. Additionally, persistent cookies allow us to bring you advertising. Persistent cookies may remain on your device for extended periods of time, and generally may be controlled through your browser settings.
- **Pixels.** A pixel (also known as a web beacon) is code embedded in a website, video, e-mail, or advertisements that sends information about your use to a server. There are various types of pixels, including image pixels (which are small graphic images) and JavaScript pixels (which contains JavaScript code). When you access a website, video, e-mail, or advertisement that contains a pixel, the pixel may permit us or another party to drop or read cookies on your browser. Pixels are used in combination with cookies to track activity by a particular browser on a particular device. We may incorporate pixels from other parties that allow us to track our conversions, bring you advertising, and provide you with additional functionality.
- **Location-Identifying Technologies.** Location data may be used for purposes such as verifying your device's location and delivering or restricting relevant content and advertising based on that location.

For further information on Tracking Technologies and your rights and choices regarding them, see the "Analytics" section.

## Use of Information we Collect

We use information we collect for our business purposes in accordance with the practices described in this Privacy Policy. Our business purpose for collecting and using information, includes to:

- Operate and manage our Website.
- Perform services requested by you, such as to respond to your comments, questions, and requests.
- Send you technical notices, updates, security alerts, information regarding changes to our policies, and support and administrative messages.
- Prevent and address fraud, breach of policies or terms, and threats or harm.
- Monitor and analyze trends, usage, and activities.
- Conduct research, including focus groups and surveys.
- Improve the Website or other services we provide including, apps, marketing efforts, products and services.
- Develop and send you direct marketing, including advertisements and communications about our and other party's products, offers, promotions, rewards, events, and services.
- Fulfill any other business or commercial purposes disclosed to you and with your consent.

Notwithstanding the above, we may use information that does not identify you (including information that has been de-identified) for any purpose except as prohibited by applicable law. For information on your rights and choices regarding how we use your information, please see the "Your Rights and Choices" section below.

## Sharing of Information

We share information we collect in accordance with the practices described in this Privacy Policy. The types of entities to whom we disclose and have disclosed information include:

- **Service Providers.** We may share your information with our agents, vendors, and other service providers (collectively "Service Providers") in connection with their work on our behalf. Service Providers assist us with services such as data analytics, marketing, website hosting, and technical support. Service Providers are prohibited from using your information for any purpose other than to

provide this assistance, although we may permit them to use aggregate information which does not identify you or de-identified data for other purposes.

- **Affiliates.** We may share your information with our related entities including our parent and sister companies. For example, we may share your information with our affiliates for customer support, marketing, and technical operations.
- **Business Partners.** We may share your information with our business partners in connection with offering you co-branded services, selling or distributing our products, or engaging in joint business activities.
- **Vendors and Other Parties.** We may share your information with vendors and other parties for business and commercial purposes of facilitating your requests (such as when you choose to share information with a social network about your activities on the Service) and in connection with tailoring advertisements, measuring and improving content and advertising effectiveness, processing data and enabling other enhancements. Vendors and other parties may act as our service providers, or in certain contexts, independently decide how to process your information. For more information on advertising, see the “Analytics and Advertising” section below.
- **Merger or Acquisition.** We may share your information in connection with, or during negotiations of, any proposed or actual merger, purchase, sale or any other type of acquisition or business combination of all or any portion of our assets, or transfer of all or a portion of our business to another business.
- **Security and Compelled Disclosure.** We may share your information to comply with the law or other legal process, and where required, in response to lawful requests by public authorities, including to meet national security or law enforcement requirements. We may also share your information to protect the rights, property, life, health, security and safety of us, the Service or any other party.
- **Consent.** We may share your information for any other purpose disclosed to you and with your consent.

Without limiting the foregoing, in our sole discretion, we may share aggregated information which does not identify you or de-identified information about you with other parties or affiliates for any purpose except as prohibited by applicable law. For information on your rights and choices regarding how we share your information, please see the “Your Rights and Choices” section below.

## Your Rights and Choices.

### 1. Tracking Technology Choices.

- **Cookies and Pixels.** Most browsers accept cookies by default. You can instruct your browser, by changing its settings, to decline or delete cookies. If you use multiple browsers on your device, you will need to instruct each browser separately. Your ability to limit cookies is subject to your browser settings and limitations.
- **Do Not Track.** Your browser settings may allow you to automatically transmit a “Do Not Track” signal to online services you visit. Note, however, there is no industry consensus as to what site and app operators should do with regard to these signals. Accordingly, unless and until the law is interpreted to require us to do so, we do not monitor or take action with respect to “Do Not Track” signals or other mechanisms. For more information on “Do Not Track,” visit <http://www.allaboutdnt.com>.

Please be aware that if you disable or remove Tracking Technologies some parts of the Service may not function correctly.

### 2. Analytics

You can opt-out of your data being used by Google Analytics through cookies by visiting <https://tools.google.com/dlpage/gaoptout> and downloading the Google Analytics Opt-out Browser Add-on.

### 3. Communications.

You can opt-out of receiving promotional e-mails from us at any time by following the instructions as provided in e-mails to click on the unsubscribe link, or e-mailing us at the e-mail address set forth in the “Contact Us” section below with the word UNSUBSCRIBE in the subject field of the e-mail. Please note that you cannot opt-out of non-promotional e-mails, such as those about your account, transactions, servicing, or 499 Park’s ongoing business relations.

Please note that your opt-out is limited to the e-mail address that you input.

## Retention of Information

Any information we collect may be retained for an indeterminate period of time.

## **Confidentiality and Security**

We urge you to take every precaution to protect your personally identifiable information when you are on the Internet. We are committed to protecting the security of the information collected from users of our Website and we have implemented generally accepted standards of technology security in order to protect information from loss, misuse and unauthorized access, disclosure, alteration or destruction. However, it is not possible to guarantee the security or integrity of information disclosed online because no data transmission over the Internet or method of electronic storage is completely secure. Therefore, while we strive to use commercially acceptable means to protect your information, we cannot guarantee its absolute security.

## **Links to Other Sites**

The Website may contain links to third party websites. Please be aware that, when you click on (i.e., select) a link applicable to another website, your browser will re-direct and leave our Website and your activities and the collection of information about you will no longer be subject to the provisions of this Privacy Policy. We are not responsible for the privacy practices of other websites. You should review the terms and conditions and privacy policies of those websites.

## **Children's Privacy Statement**

The Website is not directed to children under the age of 13 and we do NOT knowingly collect personally identifiable information from children under the age of 13 as part of the Website. If we become aware that we have inadvertently received personally identifiable information from a user under the age of 13, we will take the appropriate steps to delete such information from our records. We do not knowingly "sell," as that term is defined under the CCPA, the personal information of minors under 16 years old who are California residents

## **International Transfer**

We are based in the U.S. and the information we collect is governed by U.S. law. If you are accessing the Service from outside of the U.S., please be aware that information collected through the Service may be transferred to, processed, stored, and used in the U.S. and other jurisdictions. Data protection laws in the U.S. and other jurisdictions may be different from those of your country of residence. Your use of the Website or provision of any information therefore constitutes your consent to the transfer to and from, processing, usage, sharing, and storage of your information in the U.S. and other jurisdictions as set forth in this Privacy Policy.

## **Additional Disclosures for California Residents**

### **1. Roles**

Our Service is intended to provide information to our clients and job applicants. You understand and agree that information collected about you is solely within the context of (i) your role as an employee, job applicant, owner, director, officer, or contractor or (ii) 499 Park conducting due diligence regarding, or providing or receiving a product or service to or from your employer.

### **2. Shine the Light**

California Civil Code Section 1798.83, also known as the "Shine The Light" law, permits users who are clients of ours and who are California residents to request and obtain from us once a year, free of charge, information about the personally identifiable information (if any) we disclosed to third parties for direct marketing purposes in the preceding calendar year. If applicable, this information would include a list of the categories of personal information that was shared and the names and addresses of all third parties with whom we shared information in the immediately preceding calendar year. If you are a California resident and would like to make such a request, please submit your request in writing to Tiffany Dang, American Realty Advisors, 515 S Flower St 49th Floor, Los Angeles, CA 90071.

## **Changes to our Privacy Policy**



You understand that we have the right to change this Privacy Policy from time to time, subject always to applicable law and regulation. If we make changes, we will post the revised Privacy Policy on the Website and update the "Last Updated" date to reflect the date of the changes. We will notify you of any material changes to this Privacy Policy by prominently posting it on the Privacy Page of the Website.

Contact Us –

If you have any questions about this Privacy Policy, please contact us

By E-mail: [tdang@aracapital.com](mailto:tdang@aracapital.com)

By mail:

SVF Park New York, LLC

c/o American Realty Advisors

515 South Flower Street, 49th Floor

Los Angeles, CA, 90071

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## **Policies: Smoking**

499 Park Avenue is completely smoke-free as required by New York City law. Smoking is prohibited in all areas of the buildings, including all elevators, stairs, lobbies, corridors, restrooms, mechanical, storage, and janitorial areas, as well as all offices and work areas. Smoking is not permitted outside of the building within 25 feet of any operable windows, doors or outdoor air intakes.

## **Policies: Special Event Permission**

Subject to prior [Property Management Office](#) approval, tenants may use Building public areas for company events. In general, these events must be conducted after regular business hours.

Written requests for such events must be submitted to the [Property Management Office](#) at least three weeks prior to the event. The request must include specifics concerning the nature of the event, the date, the length of time the space will be occupied (including set-up and clean-up time), etc. The tenant is responsible for any and all additional maintenance and security required, and must submit evidence of sufficient insurance coverage.

## **Policies: Tenant Construction Procedures**

Any Tenant needing to perform construction or alteration work within their space must to adhere to the policies and procedures in the 499 Park Avenue "Construction Guidelines." A copy may be obtained from the [Property Management Office](#).

## Services: HVAC

Heating, ventilation and air conditioning (HVAC) is provided to each tenant's suite during standard hours of operation (Monday through Friday, 8:00 a.m. to 6:00 p.m.). If a tenant requires HVAC service during times other than those prescribed in their lease, a written request must be submitted to the [Property Management Office](#) at least 24-hours in advance. The request should include the date, time, and suite number requiring overtime HVAC and must be signed by an authorized Tenant representative. Charges for overtime HVAC are calculated at month-end. Overtime HVAC rates are listed in the tenant's lease document or may be obtained by contacting the [Property Management Office](#).

Temperature levels are established to maintain a reasonable comfort level for all occupants while meeting the building's responsibility to achieve efficient energy management. Tenant adjustment of individual thermostat levels will result in inconsistent temperatures in the tenant's space and adjoining common areas. This may lead to tenant discomfort as well as increased costs for engineering time to readjust the temperature, as well as an overall increase in energy usage and utility expenses. Therefore, tenants are asked not to adjust their thermostats. Please report all uncomfortable conditions to the [Property Management Office](#) and a building engineer will investigate.

## **Services: Janitorial & Pest Services**

Standard janitorial service is provided Monday through Friday after regular business hours. Standard office cleaning includes: vacuuming, dusting, emptying wastebaskets, etc. Please do not place any objects near or against trash receptacles if these items are not to be discarded.

Please contact the [Property Management Office](#) for special decals to identify items which are to be discarded but cannot fit in trash receptacles. Please mark boxes and other debris with these decals and leave them in the suite. The night cleaning crew will remove all items that are clearly identified as trash. Please refer any problems concerning nightly janitorial service to the [Property Management Office](#).

Please note: It is a fire code violation to store any items in the freight elevator lobbies or in front of the stairwell entrances. Any items blocking access paths will be discarded.

### **GREEN CLEANING**

We use green cleaning chemicals and products for general purpose, washroom, glass and carpet cleaning to be healthy and eco-friendly. Micro-fiber dusting cloths and flat mops are used to collect dust and dirt.

### **SPECIAL CLEANING SERVICES**

Any tenant requiring special cleaning, porter service, or other services of this nature may direct all such requests to the Property Management Office. Special services (other than standard janitorial service) will be at the Tenant's expense.

### **INTEGRATED PEST MANAGEMENT**

We utilize sustainable methods to manage pests that minimize environmental, health, and economic risks. The inspection process is necessary to identify existing pest populations and also to identify structural and environmental conditions, both interior and exterior, which may provide, insects, rodents, birds, and other potential pest species with the environmental resources to sustain their populations.

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## **Services: Service Requests / Building Maintenance**

The authorized tenant representative is asked to notify the Property Management Office when Building repairs, maintenance, or housekeeping is necessary. A Building staff member will be dispatched as promptly as possible to assist with routine maintenance such as HVAC problems, light bulb replacement, electrical problems, or housekeeping problems. If special services are requested that are not covered under routine maintenance, those services will be performed at the tenant's expense. Please contact the [Property Management Office](#) with questions regarding billing rates for various maintenance services.

Please contact the [Property Management Office](#) for current rates.

## **Services: Cable Television / Internet Services**

The Building is cable-ready. Tenants wishing to add cable television service to their suites should contact the [Property Management Office](#) at (212) 759-9200.

### **Cable Television / Internet providers:**

- Time Warner: (888) 211-5802
- Verizon FIOS: (800) 837-4966
- Direct TV: (855) 246-8956
- Cogent Communications: (877) 875-4432
- Lighttower Fiber Networks: (855)-913-4237
- AT&T: (888) 944-0447

### **TELEPHONE SERVICE**

The following telecom companies currently provide service to the building:

- Verizon: (800) 837-4966
- Verizon Business: (888) 743-7211
- AT&T: (888) 944-0447

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## **Sustainability: Energy Star & LEED**

499 PARK AVENUE is a [LEED®](#) and [ENERGY STAR](#) certified building.

ENERGY STAR building certification is part of the U.S. Environmental Protection Agency's (EPA) broader program for rating the energy efficiency of a wide range of products.

The ENERGY STAR program rates the energy efficiency of buildings on a 1 to 100 percentile scale. A score of 75 means that a building is more efficient than 75% of comparable buildings.

The LEED rating system, developed by the U.S. Green Building Council (USGBC), recognizes and rates buildings, homes and communities that are designed, constructed, maintained and operated for improved environmental and human health performance.

Over 50,000 projects are currently participating in the commercial and institutional LEED rating systems, comprising over 9 billion square feet of construction space in all 50 states and 130 countries.

Some of the achievements that have earned 499 PARK AVENUE LEED Certification include:

- 21% reduction in energy consumption from 2013 to 2018.
- 45% reduction in water consumption from 2013 to 2018.
- Increased environmental and indoor air quality.

## **Sustainability: Fitwel Certification**

499 Park Avenue has been recognized for achieving the rigorous requirements of the Fitwel Viral Response module. This designation of excellence affirms our commitment to providing a healthy environment for all tenants, staff and visitors that spend time in our building.

Building staff have implemented a variety of measures to protect your health in the face of COVID-19, addressing key priorities such as indoor air quality, cleaning protocols, hand hygiene, outbreak preparedness planning and more. Visit [fitwel.org](https://fitwel.org) to learn about specific policies and practices designed to keep you safe now and into the future – whether we're facing a pandemic surge or the annual flu season.

# Sustainability: Tips

- [Energy](#)
- [Water](#)
- [Materials](#)
- [Waste](#)

## Energy

**Heating and cooling** accounts for 48% of a building's energy use. Strategies to reduce the amount of energy consumed by the HVAC system include:

- Close blinds to keep the summer sun out.
- Open blinds to let the winter sun in.
- Do not use portable electric heaters.

**Lighting** consumes 17% of the energy used in an office building. Strategies to control the amount of energy consumed by lighting include:

- Take advantage of natural day light.
- Reduce ambient lighting and use task lighting.
- Turn off all lights that are not being used.
- Install occupancy sensors in conference rooms, break rooms and offices.

**Plug Loads**, items that are plugged into outlets, consume approximately 15% of a commercial building's direct electrical load, as well as, tend to increase the internal heat load, thereby increasing cooling costs as well.

The strategies below provide simple changes that can cut costs and save energy in your office.

- Use power strips with built in occupancy sensors.
- Optimize the energy settings on computers and other electronic devices.
- Unplug printers, scanners and copiers that are only used occasionally.
- Turn off any audio/visual equipment that is not being used.
- Consider buying laptops and use LCD flat screen monitors.
- Purchase [ENERGY STAR](#) Certified appliances and electronics.

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## Materials

Businesses can reduce their environmental impact by selecting products made from recycled materials, practicing waste reduction strategies, and reusing or recycling consumable goods. Studies show businesses that reduce waste are regarded more favorably by customers, the public, and their own employees, and motivate others to do the same.

### Implement a Waste-Management and/or Recycling plan:

- Set copiers and printers to print on both sides by default.
- Use mugs, glasses, and silverware to reduce the use of paper and plastic products.
- Bring lunch in a reusable container.
- Combine co-worker lunch orders to minimize waste of individual take out packaging.
- Purchase recycled materials such as recycled paper and file folders.
- Keep digital files and/or implement a paperless workflow strategy.
- Invest in rechargeable batteries.

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## Water

Approximately 400 billion gallons of water are used in the United States per day with less than 1% of the treated water produced by water utilities actually being consumed. The rest goes on lawns, in washing machines, and down toilets and drains.

Water can be conserved through small behavioral and operational changes such as:

- Report leaks to property management.
- Only run the dishwasher when it is full.
- Use water conserving ice makers.
- Install a filtration device to purify tap water.

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## **Waste**

499 PARK AVENUE appreciates our tenants' partnership in our waste reduction and diversion program. We encourage recycling by all occupants throughout the building and support our tenants' needs for waste management.

499 PARK AVENUE has a comprehensive, standardized recycling program that makes it easy for tenants to participate. 499 PARK AVENUE coordinates E-Waste pickup for its tenants upon request.

499 PARK AVENUE property teams can provide resources for tenants requesting E-Waste and furniture removal for donation or recycling at any time throughout the year.

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# Sustainability: Local Programs

- [Bicycling](#)

## Bicycling

Bicycle Commuting is a great way to cut down on auto emissions along with increasing daily physical activity. Access to bicycle parking and changing rooms is available at no charge and on a first come first serve basis. *\*Please ensure your bike is securely locked as we are not responsible for any damage or loss due to theft.*

Businesses can engage their employees and customers by becoming a [Bicycle-Friendly Business](#). The Bicycle Friendly America program provides a roadmap, hands-on assistance and recognition for businesses making bicycling a real transportation and recreation option for all people.

**Bike-Safety is Essential - Follow the *Five Rules of the Road* to prepare you for safe and fun bicycling, no matter where you're riding:**

### 1. Follow the Law -

- You have the same rights and responsibilities as drivers. Obey traffic signals and stop signs. Ride with traffic; use the rightmost lane headed in the direction you are going.
- **Be Predictable -**
  - Make your intentions clear to everyone on the road. Ride in a straight line and don't swerve between parked cars. Signal turns and check behind you well before turning or changing lanes.
- **Be Conspicuous -**
- Ride where people can see you and wear bright clothing. Use a front white light, red rear light and reflectors when visibility is poor. Make eye contact with others and don't ride on sidewalks.
- **Think Ahead -**
  - Anticipate what drivers, pedestrians, and other people on bikes will do next. Watch for turning vehicles and ride outside the door zone of parked cars. Look out for debris, potholes, and other road hazards. Cross railroad tracks at right angles.
- **Ride Ready -**
  - Check that your tires are sufficiently inflated, brakes are working, chain runs smoothly, and quick release levers are closed. Carry tools and supplies that are appropriate for your ride. Wear a helmet.

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## **Sustainability: Sustainable Purchasing**

Although Americans make up only 5% of the world's population, we consume approximately one-quarter of the planet's resources. A sustainable purchasing policy that considers the full lifecycle impact of the products and services your organization consumes can help reduce over-extraction of the Earth's resources.

Sustainable purchasing, also known as environmentally preferred purchasing, is defined by the United States Environmental Protection Agency (EPA) as "the selection of products and services that have a reduced effect on human health and the environment when compared with competing products that serve the same purpose." It means considering the environmental and health impacts of products, supplies, and services when making purchasing decisions.

Many companies are finding that sustainable purchasing has a positive impact on the bottom line. In addition to reducing costs, sustainable purchasing can improve your company's "green" credentials and boost employee morale.

## Sustainability: Recycling Guidelines at 499 Park Avenue

In compliance with New York City Commercial Recycling Laws, Hines, the building management company for 499 Park Avenue has provided recycling guidelines to all tenants.

[CLICK HERE FOR FREQUENTLY ASKED QUESTIONS](#)

Never mix trash with recycling. The key requirement of the program is to separate all mixed-paper, cardboard, glass, metals, plastics, and cartons from trash (non-recyclable waste) such as food scraps, coffee cups with liquid, soiled take-out containers, Styrofoam and plastic wrap.

Mixed Paper -- Each desk should have only one bin. This bin (regardless of color) is to be used for mixed paper. Mixed paper includes all types of paper: white office paper, colored paper, envelopes - with or without plastic windows - file folders, post-it notes, binder dividers, manila envelopes, magazines, catalogues, newspapers, clean paper bags and paper plates, packaging paper, soft cover books, and smooth cardboard boxes. Paper may also be placed for collection in centrally located paper-only bins in copy rooms, near printers and/or in mail rooms.

Glass, Metal, Plastic and Cartons (GMP) -- These materials should be placed together in designated GMP receptacles, typically located in pantry areas. Employees are encouraged to empty and rinse containers before placing in receptacles.

Trash (Non-Recyclable Waste) -- Any other non-recyclable materials including, but not limited to, Styrofoam, food packaging and food scraps, and plastic wrap are to be placed in centrally located, designated trash receptacles.

Corrugated Cardboard -- Cardboard boxes should be emptied, flattened and placed in designated areas for removal.

E-Waste, Universal Waste, Bulk Waste -- By law these items must be properly handled. Property Management can assist you in arranging safe storage and removal of these items. Additional charges are subject to apply. Contact Property Management to obtain pricing.

**ALL BINS** are to be designated with material-specific labels (page B-12, B-13, and B-14), which can be found at [www.nyc.gov/zerowastebusinesses](http://www.nyc.gov/zerowastebusinesses) or purchased at <http://www.recycleacrossamerica.org/>. The Recycling Program Guidelines must be clearly posted in common areas where the central waste station or the 3-bin set up is located. Co-Collection Signage must be clearly posted by the freight elevator as this is part of the waste staging areas.

The building's cleaning staff is required only to maintain tenant separation efforts, and will not perform any sorting of materials improperly commingled in any bin. The cleaning staff will be in charge of providing the correct colored bag for the labeled bins.

The Department of Sanitation will issue Tenants violations for non-compliance to the Commercial Business Recycling Rules. Tenants are directly responsible for all non-compliance violations, fines, and corrective measures.

*Thank you for recycling!*

## **Sustainability: Window Blinds**

Window blinds have been installed as an additional energy conservation device. During the summer, these blinds should remain closed during periods of direct sunlight to allow for adequate temperature control and ensure employee comfort.