

**1333 Broadway  
Electronic Tenant® Portal**

**Created on May 25, 2025**

## **Construction & Other Policies: Building Rules & Regulations**

[Click here to download a copy of the Building Rules and Regulations.](#)

## **Construction & Other Policies: Construction Rules & Regulations**

[Click here](#) to download a copy of the Construction Rules and Regulations.

## **Construction & Other Policies: Design Guidelines**

Please contact the [Building Management Office](#).

## Construction & Other Policies: Insurance Requirements

**Certificates of Insurance are to be issued as follows:**

**1333 CERTIFICATE HOLDERS** Two (2) forms, one (1) for each Cert Holder:

Empire State Realty Trust, Inc.  
1333 Broadway  
New York, NY 10018

ESRT 1333 Broadway, L.L.C.  
1333 Broadway  
New York, NY 10018

**1333 ADDITIONAL INSUREDS** need to be on each COI:

Empire State Realty Trust, Inc.  
Empire State Realty Trust, OP. L.P.  
ESRT 1333 Broadway, L.L.C.  
ESRT Management, L.L.C.

- Must provide evidence of Workers Compensation.
- General Aggregate must be applied per Project or Location.

**All Original Copies Should Be Mailed To:**

Empire State Realty Trust, Inc.  
c/o 1333 Broadway Associates, LLC  
1350 Broadway, Mezzanine  
New York, NY 10018

[Click here to view the Certificate of Insurance Limits](#)

[Click here to view the Sample Certificate of Insurance](#)

Questions regarding Insurance Certificates, please email the [Building Management Office](#), at [1350BMO@esrtreit.com](mailto:1350BMO@esrtreit.com).

[Top of Page](#)

## Construction & Other Policies: Moving & Delivery Guidelines; Use of Freight Elevator

The following moving and delivery guidelines have been developed to ensure a safe and efficient move for you and your organization. Following these guidelines will expedite your move and protect the people handling the move as well as your property and the building itself. These guidelines are in no way meant to hamper or restrict your moving process, but rather to safeguard the elements involved in the process. Please let us know how we can best assist you with your move. We would be happy to answer any questions you may have.

The Building's freight entrance is located on 35th Street between Broadway and 7th Avenue. The freight elevators are available for small deliveries Monday through Friday, from the hours of 7:00 a.m. to 5:45 p.m., free of charge. If on weekends, holidays, or extended service are required there will be an additional charge to the Tenant to cover overtime expenses. Please note there is a minimum of four (4) hours for weekend / holiday service.

To reserve the freight elevator for moves and deliveries after normal working hours, you must notify the [Building Management Office](#) by phone or in person and request the day and time you require. A formal request must follow via the [on-line work order system](#).

The delivery / moving contractor must provide a [Certificate of Insurance](#) prior to the move. The mover must be bonded and carry a minimum of \$10 million dollars combined single limit, property damage, and public liability insurance.

### **The Certificate of Insurance should be issued as follows:**

- [Certificate of Insurance Limits](#)
- We require that you secure a Certificate of Insurance for your firm as well.

### **You and your moving contractor will be responsible for any damage to the building incurred during the move. To avoid unnecessary damage:**

- Pad or otherwise protect all entrances, doorways, and walls affected by the move.
- Cover all floors traversed during the move with appropriate material. Masonite is the suggested material.
- Your moving contractor must immediately report to the Security / Concierge Desk any electrical problems or equipment breakdowns that occur during the move which may affect building operation.
- The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park vehicles in marked Fire Lanes.
- Please use the service elevator for all deliveries.

[Click here to view the Certificate of Insurance Limits](#)

[Click here to view the Sample Certificate of Insurance](#)

[Top of Page](#)

## **Construction & Other Policies: No Smoking Policy**

1333 Broadway would like to remind all of our Tenants and their visitors that in compliance with NYC Law there is a strict "NO SMOKING" policy in effect throughout the entire building and entrance way loggia.

A revision to the Smoke Free Air Act, NY City Administration Code, Section 17-501 to 17-514 (effective March 30, 2003): Local Law #47 / 2002 prohibits smoking in all indoor areas of employment. These areas include, but are not restricted to: bathrooms, elevators, public corridors, lobbies, and fire stairs.

Kindly advise all of your employees that smoking in any indoor area is a violation of New York City Local Law #47 and therefore strictly prohibited. Violation of the Smoke Free Air Act can result in fines of up to \$1,000. Please be advised that any summons received by this building will be back charged to the Tenant involved.

We appreciate your cooperation in complying with Local Law #47.

## **Construction & Other Policies: Reopening NYS Construction Rules & Regulations**

Click [here](#) to download a complete copy of the Reopening NYS Construction Rules & Regulations.



## **Construction & Other Policies: Return to Office**

Click [here](#) to download a complete copy of the Return to Office Guide.

## **Construction & Other Policies: Tenant Alterations**

[Click here to download the Construction Rules & Regulations.](#)

## **Construction & Other Policies: Tenant Service Fees**

Please contact the [Building Management Office](#) for latest fee schedule.

# Construction & Other Policies: Life Safety & Emergency Procedures

## Bomb Threat

The purpose of bomb threat procedure is to have an orderly, safe, and rapid procedure for conducting searches, providing prompt, necessary communications, and rendering assistance in the event that an evacuation is called for by the local authorities.

**In the event of a bomb threat, either through a telephone call or by other means, the following procedure should be followed:**

- If a threat is received by phone, immediately call 911.
- Handle the call immediately. It is important to keep a calm voice.
- Note the telephone number or line on which the call is received.
- Obtain as much information as possible from the caller. Ask the caller to repeat the message, particularly the location of the bomb, time of detonation, etc.
- Try to attract someone's attention in the office discreetly and quietly while listening to the caller.
- Try to keep the caller talking as long as possible. Ask the person to repeat parts of the message. Remain calm.
- Write down the message using the exact words of the caller and obtain as much relevant information as possible.
- Listen for background noises that may provide a clue as to where the call is originating.
- Pay attention to the voice of the caller so that you might be able to identify it should you hear it again. Listen for accents, dialects, speech impediments, etc.
- Upon receiving a bomb threat via telephone, immediately call 911 to report the threat.
- Also report the threat to the Building Management Office at 212-244-3125 and/or Security Desk at 212-279-6016.
- Advise your Office Manager or Supervisor of the threat and meet with emergency service personnel who respond to your location.
- Building Management Office will notify the following:
  - Local Police
  - Staff
  - Tenants
- The building staff will assist the local authorities in:
  - Evacuation in part or in full
  - Search for the device
- Building Staff will maintain a close relationship at all times with the local authorities to ensure maximum protection of the occupants, the building, and themselves.
- When the alert is over, the Building Management Office shall notify all Tenants.

## Elevator Malfunction

- In the event that an elevator stops with passengers in it, remember to remain calm. Pressing any emergency button within the cab will alert Building Management that the cab is malfunctioning, the cab number, and what floor it is stuck on. The Guard will continue two-way communication with passengers until help arrives.
- In the event of a power outage, the battery back-up lighting will continue to operate.
- **IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.**

## Emergency Contacts

### New York City Emergency Service Telephone Listings:

<b>Fire Department</b>	212-628-2900
<b>Police Department - Midtown South</b>	212-477-7431
<b>Ambulance</b>	911

## **Evacuation**

In the Event of an Evacuation:

- Walk quickly when directed, but do not run.
- Become acquainted with the nearest fire stairwell location.
- Do not use elevators for emergency evacuation- use stairs unless otherwise directed.
- Do not panic. Remain calm, and wait for help if necessary.
- If exposed to heat or smoke, stay low near the floor.
- Do not open doors that feel hot.
- Close all doors behind you.
- Know location of floor Fire Warden Station, fire exits, and extinguishers (in stairway).
- Do not fight a fire by yourself.
- Keep several flashlights with fresh batteries accessible for emergency use.
- Do not evacuate floor unless directed by Fire Warden, Fire Safety Director, or Fire Department Personnel.
- Do not go back for personal property for any reason.
- Always plan two (2) means of escape, should one be blocked. Consider the roof as a safe area of refuge, if nearby.
- Do not smoke while leaving floor.
- Special procedure for evacuating handicapped personnel should be arranged by the Fire Safety Director. Handicapped personnel should register their locations with the Fire Safety Director.
- Do not return to the building until advised to do so by responsible authorities.
- Do not prop fire stairwell doors open or permit doors to remain open.

## **Fire Safety Team and Emergency Procedures**

The emergency team consists of the Fire Safety Director, Deputy Fire Safety Director, building and security staff, Fire Wardens and the Deputy Wardens (appointed by each Tenant from among their respective employees). The primary function of the Fire Wardens and Deputy Wardens is to ensure the safe and orderly evacuation of the occupants of the building in the event required by an emergency. This is accomplished by communication and the joint efforts of all members of the Emergency Team.

Fire drills are held once every six (6) months and all tenants are expected to cooperate, and learn the procedures to be followed in the event of an emergency. Tenants and their employees should familiarize themselves with all exits and fire alarm devices on their floor and should understand the fire safety plan, found below.

Any questions should be directed to the Building Management Office at 212-244-3125.

Due to the resistive quality of this high rise office building, immediate evacuation of the building is only necessary:

- from floor where fire is burning
- from floor areas one (1) story above fire floor
- when ordered to leave by Fire Safety Director, Police, or Fire Department personnel

### **Actions to be Taken by Anyone Discovering a Fire**

Any person in the building, whenever there is evidence of fire, heat, or smoke, shall initiate the transmission of an alarm. No approval of a superior is necessary.

Alarm to be Transmitted as Follows:

- Dial 911
- Pull interior fire alarm in corridor by stairway(s)
- Call the Fire Department 212-628-2900
- Call Midtown South 212-477-7431 or Midtown North 212-760-8300

Immediately after transmitting alarm, notify the Building Management Office and Fire Warden on your floor.  
BUILDING MANAGEMENT TELEPHONE NUMBER: 212-244-3125.

### **Fire Wardens and Deputy Wardens Duties**

- The Tenant or Tenants on each floor shall, upon request of Building Management, designate responsible and dependable employees for the positions of Fire Warden and Deputy Fire Wardens.
- Each floor of a building shall be under the direction of a designated Fire Warden for the evacuation of occupants in the event of fire. The Warden will be assisted in his duties by Deputy Fire Wardens.
- Each Fire Warden and Deputy Fire Warden shall be familiar with the Fire Safety Plan, the location of exits and the location and operation of any available fire alarm system.
- In the event of fire, or fire alarm, the Fire Warden shall establish communication with the Fire Safety Director, and assist in the evacuation of the floor in accordance with the directions received from Fire Safety Director.
- Have available an updated listing of all personnel with disabilities who cannot use the stairs unaided.
- Assure that all persons on the floor are notified of the fire emergency and assist in the evacuation of all personnel. A search must be conducted in the lavatories to assure all are unoccupied. The Warden should assign other personnel to check the lavatories.

### **Fire Safety Emergency Team and Procedures**

The emergency team consists of the Emergency Action Plan Director (EAPD), Deputy Emergency Action Plan Director (DEAPD), Fire Safety Director, Deputy Fire Safety Director, Fire Safety Wardens and the Deputy Wardens (appointed by each Tenant from among their respective employees). The primary function of the Fire Safety Wardens and Deputy Wardens is to ensure the safe and orderly evacuation of the occupants of the building in the event required by an emergency. This is accomplished by communication and the joint efforts of all members of the Emergency Team.

Fire drills are held once every six (6) months and all Tenants are expected to cooperate and learn the procedures to be followed in the event of an emergency. Tenants and their employees should familiarize themselves with the all exits and fire alarm devices on their floor and should understand the Fire Safety Plan, available upon request.

Any questions should be directed to the Building Management Office at 212-244-3125.

Due to the resistive quality of this high rise office building, immediate evacuation of the building is only necessary:

- from floor where fire is burning
- from floor areas one (1) story above fire floor
- when ordered to leave by Fire Safety Director, Police, or Fire Department

### **Personnel**

#### **Actions to be Taken by Anyone Discovering a Fire**

Any person in the building, whenever there is evidence of fire, heat, or smoke, shall initiate the transmission of an alarm. No approval of a superior is necessary.

#### **Alarm to be Transmitted as Follows:**

- Dial 911
- Pull interior fire alarm in corridor by stairway(s)
- Call the Fire Department 212-628-2900
- Call Midtown South 212-477-7431 or Midtown North 212-760-8300

Immediately after transmitting alarm, notify the Building Management Office and Fire Safety Warden on your floor.

BUILDING MANAGEMENT TELEPHONE NUMBER: 212-244-3125.

### **Fire Wardens and Deputy Wardens Duties**

- The Tenant or Tenants on each floor shall, upon request of Building Management, designate responsible and dependable employees for the positions of Fire Safety Warden and Deputy Fire Wardens.
- Each floor of a building shall be under the direction of a designated Fire Safety Warden for the evacuation of occupants in the event of fire. The Warden will be assisted in his duties by Deputy Fire Wardens.
- Each Fire Safety Warden and Deputy Fire Warden shall be familiar with the Fire Safety Plan, the location of exits and the location and operation of any available fire alarm system.
- In the event of fire, or fire alarm, the Fire Safety Warden shall establish communication with the, Fire Safety Director, and assist in the evacuation of the floor in accordance with the directions received from the EAPD, DEAPD, and/or Fire Safety Director.
- Have available an updated listing of all personnel with disabilities who cannot use the stairs unaided.
- Assure that all persons on the floor are notified of the fire emergency and assist in the evacuation of all personnel. A search must be conducted in the lavatories to assure all are unoccupied. The Warden should assign other personnel to act as searches, as listed in the FSD/EAP Floor Chart, to check the lavatories.

## **Flooding**

If a flood or leak should occur, Building Management should be notified immediately. While waiting for emergency personnel to respond, Tenants should safeguard and remove any valuable papers or documents from the affected area. Stay away from electrical equipment and outlets in a flooded area. DO NOT attempt to unplug or operate electrical equipment near water damaged areas. The Building Engineering Department will disconnect electricity serving a water damaged area, and will alert you when it is safe to resume operation of electrical equipment.

## **Medical Emergency**

If an accident occurs within your office suite, please notify the Building Management Office or call the Security Desk immediately at 212-279-6016. An employee of 1333 Broadway will be dispatched to the scene of the accident and will perform the following:

- Notify the police and/or ambulance if required and if not done so already.
- Provide assistance to the injured party until emergency crew arrives.
- Complete an incident report.

## **Power Failure**

In case of a power outage, 1333 Broadway is equipped with emergency lighting throughout the building and in the stairways.

If any Tenant should experience a loss of electrical power, they should notify the Management Office immediately. Emergency personnel will be dispatched immediately to determine if the power loss is localized or building wide. If the problem is localized, personnel will check circuitry for corrective action.

## **Severe Weather**

In the event of severe weather, including high winds, the following will be performed:

- All Tenants will be notified
- Building personnel will secure all equipment and material on the roof, building exterior and sidewalk, which could move and cause damage to the building occupants and the public.
- Depending upon the severity of the storm, it may require a shutdown to some or all HVAC equipment for safety. Tenants will be notified accordingly.
- All glass swing doors in the Lobbies will be locked.
- Tenants will be requested to close their blinds or shades to limit their exposure to glass breakage, should it occur. Where possible, Tenants should temporarily relocate their workstations away from the windows.
- If any window should break, Tenants should close off area involved and notify the Management Office immediately.
- Tenants will be kept informed of weather status.

## **Toxic Hazards**

If there is a toxic spill or exposure, immediately get to an area where you are not exposed and call 911. Give building address, floor and phone number, and also what type of spill. Take action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials. Tenants should refer to the EAP Educational Guide for additional information.

[Top of Page](#)



## **Introduction: Welcome**

On behalf of Empire State Realty Trust, we are pleased to welcome you and your employees to our building. At Empire State Realty Trust, we pride ourselves on quality service and proactive attention to our buildings and our Tenants. We hope to show you that being a Tenant in one of our buildings is a pleasurable experience. Our Tenants are our number one priority.

This informative Tenant Handbook should answer most questions that you and your colleagues may have about 1333 Broadway's amenities and services, safety and security regulations and operating procedures. We have provided you with contact names, phone numbers for building personnel, as well as information concerning emergency situations, including community emergency service organizations and phone numbers.

Please take the time to review the contents of this online Tenant Handbook in order to become familiar with the building and its procedures. As necessary, we will provide you with additional or updated information reflecting staff or policy changes. If you have additional questions or concerns, please contact the Building Office at 212-244-3125, or stop by our office located at 1350 Broadway, Mezzanine, anytime between 8:30 am and 5:30 pm Monday through Friday.

We look forward to servicing all your requirements and look forward to enjoying many years of your tenancy.

We perform for you.

Property Manager

## **Introduction: About Empire State Realty Trust**

[Empire State Realty Trust](#) is one of the most forward-looking, Tenant and broker-friendly ownerships in Manhattan. All of our properties are premier Class-A trophy office buildings in the most accessible areas of Midtown Manhattan. Upgraded to meet the demands of 21st century commerce, each property in the ESRT Portfolio is located in a vital, enduring submarket of New York City with exceptional access to transportation and amenities. Each building is staffed with on-site management chosen to address the needs of Tenants and brokers.

Our Tenants - be they small, mid-sized, or multi-floor - are entitled to superior work places and the responsive building management necessary to conduct productive, profitable businesses. Our mission is to be a responsive, tenant-focused, quality landlord. Every client relationship is important to us.

Our attention is focused on the needs of Tenants and the brokerage community: swift service; turn-key leasing; and superior pre-built, built-to-suit, and raw space ready for build-out.

Your business' success is our business. Let Empire State Realty Trust perform for you.

## **Introduction: About 1333 Broadway**

1333 Broadway is a former garment building in the process of being utterly transformed and technologically updated. Our top-to-bottom enhancement and upgrade program will match other ESRT portfolio properties in providing the first-rate infrastructure for office and showroom Tenants, large and small, in a premier business environment, to meet the demands of a new century.

1333 Broadway offers convenience and versatility in the Midtown West submarket. Located in the middle of the Herald Square transportation hub, 1333 Broadway is only a short walk to The Port Authority Bus Terminal, Grand Central Terminal, PATH and Pennsylvania Station. Our neighborhood offers every amenity including full office services, shopping, dining and lodging.

## Introduction: Contact Information

The following is a quick reference for contacts within the building.

Please refer to the specific chapter within this handbook for detailed information:

**Emergency / Lobby Security Desk** 212-279-6016

### Property Management

**Building Management Office** 212-244-3125  
[1350BMO@esrtreit.com](mailto:1350BMO@esrtreit.com)

*Property Manager* 212-244-3125

*Assistant Property Manager*

**Joseph House** 212-244-3125

[jhouse@esrtreit.com](mailto:jhouse@esrtreit.com)

*Superintendent*

**Anthony Melendez** 212-279-6016

[amelendez@esrtreit.com](mailto:amelendez@esrtreit.com)

*Administrative Assistant*

**Kevin Harte** 212-244-3125

[kharte@esrtreit.com](mailto:kharte@esrtreit.com)

*Administrative Assistant*

**Yalonda Lee** 212-244-3125

[ylee@esrtreit.com](mailto:ylee@esrtreit.com)

*Administrative Assistant*

**Santa Walker** 212-244-3125

[swalker@esrtreit.com](mailto:swalker@esrtreit.com)

### Leasing

*Empire State Realty Trust, Inc.*

**Shanae Ursini** 212-400-3327

[sursini@esrtreit.com](mailto:sursini@esrtreit.com)

**On-line Work Order System** [1333 Broadway Workspeed](#)

### Accounting & Rent Bills

*Accounting & Rent Bills*

**Jessie Maceda** 212-850-2769

[jmaceda@esrtreit.com](mailto:jmaceda@esrtreit.com)

### Great Forest

**Anna Dengler** w: 212-779-4757

[recycling@greatforest.com](mailto:recycling@greatforest.com) f: 646-957-9216

**Concierge Desk** 212-279-6016

[Top of Page](#)

# Introduction: Mobile Property

## Go Mobile...With Mobile Property!

Your Electronic Tenant Handbook is now in the palm of your hand! By downloading / bookmarking 1333 Broadway's Mobile Property app to your Smartphone, you can add an icon to the 'home screen' of your mobile device and have all the information and features of your Electronic Tenant Handbook wherever you go.

Simply follow these 2 steps to add Mobile Property to your Smartphone's home screen:

### Step 1: Access the Mobile Site:

Type, or copy and paste, the below URL into your Smartphone's Web browser:

<http://1333broadwayny.info>

### Step 2: Add the App to your Mobile Device's home screen:

#### *iPhone / iPad:*

1. When you have the mobile property app displayed in your web browser, click on the share icon (bottom/center - box with arrow icon) and choose "Add to Home Screen."
2. Choose a name for the new application, or leave as is, and click "Add."

#### *BlackBerry:*

1. When you have the mobile property app displayed in your web browser, use the menu button and choose "Add to Home Screen."
2. Choose the name and location for your application, or leave the default settings, and press "Add."

#### *Android:*

1. When you have mobile property app displayed in your web browser, use the menu button and choose "Add Bookmark."
2. Go to your desktop / home screen and hold down a finger on any blank area until prompt comes up. At this prompt - select shortcuts - Bookmarks - Mobile Site.

# **Life Safety & Emergency Procedures: Bomb Threat**

The purpose of this bomb threat procedure is to have an orderly, safe, and rapid procedure for conducting searches, providing prompt, necessary communications, and rendering assistance in the event that an evacuation is called for by the local authorities.

In the event of a bomb threat, either through a telephone call or by other means, the following procedure should be followed:

- If a threat is received by phone, try to attract someone's attention in the office discreetly and quietly while listening to the caller. Have them call 911 while you take information on the phone call.
- Try to keep the caller talking as long as possible. Ask the person to repeat parts of the message. Remain calm.
- Write down the message and obtain as much relevant information as possible.
- Immediately after the call, call 911 (if not already done) and notify the Building Management Office, who will notify the following:
  - Local Police
  - Staff
  - Tenants
- The building staff will assist the local authorities in:
  - Evacuation in part or in full
  - Search for the device
- Building Staff will maintain a close relationship at all times with the local authorities to ensure maximum protection of the occupants, the building, and themselves.
- When the alert is over, the Building Office shall notify all Tenants.

# **Life Safety & Emergency Procedures: Fire Safety Team & Emergency Procedures**

This section of the handbook is designed to familiarize you with the various Building safety systems and their operations.

## **INTRODUCTION**

1333 Broadway is in full compliance with all Local Law 5 provisions, and is equipped with the required fire alarm/emergency communication system. This system will indicate any alarm location at a screen located in the lobby and it will also provide flexibility to accommodate future alarm points as you may require.

The system comprises voice communication equipment, smoke detectors and full passenger elevator recall capability. Control of these functions is via the Fire Command Station situated in the Building lobby and allows the Fire safety Director to communicate with all parts of the building.

## **FIRE SAFETY PLAN**

The Building Management has developed a Fire Safety Plan designed to establish a systematically safe and orderly method of evacuating an area or areas in the Building. This will be carried out in the least possible time and you will be directed to a safe area or the nearest safe means of egress. It will also provide instructions for the use of all available fire appliances, including fire alarms, which are provided for controlling and extinguishing fire and safeguarding human life. The Fire Safety Plan will provide you with information and instructions which will ensure the prompt reporting of a fire, the quick response to fire alarms, and the immediate initiation of safety procedures, thus safeguarding life and containing the fire until the arrival of the Fire Department.

## **FIRE SAFETY DIRECTOR**

The Superintendent and Lobby Concierge are trained Fire Safety Directors. They are familiar with and involved in developing the Fire Safety Plan, ensuring that all Tenants at 1333 Broadway are adept fully trained and aware of all fire safety procedures.

## **FIRE SAFETY WARDEN**

Each Tenant should, upon receiving instructions from one of the Fire Safety Directors, make responsible and dependable employees available for designation as Fire Safety Wardens. This will ensure that each floor in the Building will be under the direction of a designated Fire Safety Warden who will be familiar with the Fire Safety Plan and will receive a complete set of directions and guidelines to direct a floor evacuation in the event of a fire.

## **OCCUPANT'S INSTRUCTIONS**

Fire Drills will be conducted once every six (6) months and all occupants of 1333 Broadway must participate in these drills. However, you will not be required to leave the floor or floors that you occupy or use the exits during the drill.

You will be issued specific instructions for the Fire Drill by Fire Consultants and the Fire Safety Director, Deputy Fire Safety Director, Fire Safety Wardens, Deputy Fire Wardens, and Searchers of various duties as outlined in the Fire Safety Plan.

Our Building personnel will organize and train the Fire Safety Director, Deputy Fire Safety Director, Fire Safety Wardens, Deputy Fire Wardens, and Searchers of various duties as outlined in the Fire Safety Plan.

## **FIRE SAFETY INSTRUCTION TO ALL TENANT/OCCUPANTS**

In the event of a fire at any location within the Building you will be immediately alerted by the characteristic sound of an alarm from the speakers located at strategic locations in the common areas and Tenant spaces within the Building. These alarms will be followed by a voice announcement, which will communicate the specific situation and instructions to building occupants.

The appointed Fire Safety Warden for each floor will be instructed in the proper procedures to follow to assist all occupants to evacuate your space and floor. The procedure will be rehearsed during the fire drills, which will be conducted every six (6) months to familiarize occupants with the means of notification and evacuation.

IN THE CASE OF FIRE OCCUPANTS FOR THEIR OWN SAFETY MUST COMPLY WITH THE FOLLOWING:

- FOLLOW THE INSTRUCTIONS OF THE DESIGNATED FIRE WARDEN.
- USE FIRE EGRESS STAIRS TO EXIT THE BUILDING AS DESIGNATED BY FIRE WARDEN.
- DO NOT USE ELEVATORS UNLESS INSTRUCTED TO DO SO BY THE FIRE DEPARTMENT, BUILDING PERSONNEL OR THE FIRE SAFETY DIRECTOR.
- DO NOT FIGHT ANY FIRES. IF YOU OBSERVE A FIRE:
- USE THE NEAREST PULL STATION ALARM, WHICH WILL BE CLEARLY IDENTIFIED.
- CALL THE FIRE DEPARTMENT AT 911
- NOTIFY FIRE SAFETY WARDEN
- CALL THE FIRE SAFETY DIRECTOR.

All fire egress stairs will be clearly identified. All occupants should become familiar with their locations.

Please ensure that all doors and exit doors are kept clear of cartons, debris, furniture, etc., at all times. Remember that NO smoking is permitted in the Building in accordance with NYC Law.

Generally, only the fire floor and the floor directly above are to be evacuated in the event of a fire. All other floors are to remain in readiness unless otherwise notified by the fire department or your Fire Safety Director.

If you employ or intend to employ any person who is handicapped or physically unable to use stairs, you must arrange for able-bodied personnel to assist them in a building evacuation. Those assisting personnel must be registered with the Fire Safety Director.

[Top of page](#)



## **Life Safety & Emergency Procedures: Flooding**

If a flood or leak should occur, building management should be notified immediately. While waiting for emergency personnel to respond, Tenants should safeguard and remove any valuable papers or documents from the affected area. Stay away from electrical equipment and outlets in a flooded area. DO NOT attempt to unplug or operate electrical equipment near water damaged areas. The building engineering department will disconnect electricity serving a water damaged area, and will alert you when it is safe to resume operation of electrical equipment.

## **Life Safety & Emergency Procedures: Medical Emergency**

If an accident occurs within your office suite, call 911 if appropriate. Please notify the Management Office or call the Security Desk immediately. An employee of the Building will be dispatched to the scene of the accident and will perform the following:

- Notify the police and/or ambulance if required and if not done so already.
- Provide assistance to the injured party until emergency crew arrives.
- Complete an incident report.

## **Life Safety & Emergency Procedures: Power Failures**

In case of a power outage, 1333 Broadway is equipped with emergency lighting throughout the building and in the stairways.

If any Tenant should experience a loss of electrical power, they should notify the Building Management Office immediately. Emergency personnel will be dispatched immediately to determine if the power loss is localized or building wide. If the problem is localized, personnel will check circuitry for corrective action.

## **Life Safety & Emergency Procedures: Severe Weather**

In the event of severe weather, including high winds, the following will be performed:

- All Tenants will be notified
- Building personnel will secure all equipment and material on the roof, building exterior and sidewalk, which could move and cause damage to the building occupants and the public.
- Depending upon the severity of the storm, it may require a shutdown to some or all HVAC equipment for safety. Tenants will be notified accordingly.
- All glass swing doors in the Lobbies will be locked.
- Tenants will be requested to close their blinds or shades to limit their exposure to glass breakage, should it occur. Where possible, Tenants should temporarily relocate their workstations away from the windows.
- If any window should break, Tenants should close off area involved and notify the Building Management Office immediately.
- Tenants will be kept informed of weather status.

## **Security: Overview**

Security at 1333 Broadway is of the utmost importance. In order to provide a safe working environment, security will be maintained twenty-four hours a day, seven days a week, throughout the year. The security coverage will include all building holidays as well.

The Concierge will constantly monitor all people entering 1333 Broadway from 7:30 am to 4:30 pm, Monday through Friday; will render assistance to Tenants and their guests in a courteous and prompt manner. If there are any complaints regarding the activities of the Concierge or Security Guard, please inform Building Management immediately.

A security guard will take over the building lobby desk at 4:30 pm each business day and will remain on guard in the lobby, changing shifts at midnight, until 7:30 am on the next business day. The front doors on Broadway will be locked after 8:00 pm, and the Freight entrance will be locked at 5:45 pm daily, excluding weekends when they are closed.

Cameras are installed in each of the elevators and will be screened at the Lobby Desk. This will generally enhance the security in the elevators and also prevent situations where more than one person is in an elevator simultaneously and such persons attempt to exit on inappropriate floors.

Anyone entering or leaving the property must sign in and provide picture I.D. If they have no picture I.D. then they will have to contact the company and the person in which they have an appointment with. That person will have to confirm that they are to be allowed up in the building and enter them into the Kastle Visitor Registration system.

### **Visitors - Non-Business Hours**

Outside regular business hours, the front door, as mentioned above will be locked.

If the visitor is expected, the Tenant being visited are to enter the visitor into the Kastle Visitor registration system. The visitor will then proceed to the Lobby Desk where they will sign in.

# **Security: Building Access**

## **Security Cards**

Each employee is required to use a security card or the Kastle Presence App to gain access to the building at all times. Requests for security cards should be submitted via the [online work order system](#).

Each individual is also required to submit a clear headshot (photos must be JPEG files of <2MBs). Photos are visible by the Building/ Security personnel at the Security/ Concierge desk upon accessing the reader panel when entering the building.

To ensure your security as well as that of other Tenants, we ask that security access cards be returned to the Building Management Office for individuals no longer in your employ and that you call Kastle Systems at 212-824-3800/ 3815 and request that these individuals be deleted from the system.

[ID Badge Procurement Instructions](#)

## **Kastle Presence App**

The KastlePresence App can be downloaded to your smartphone to gain access to the building by simply scanning your phone to the lobby card access card reader. Please see [KastlePresence Instructions](#).

## **Visitor Registration**

Our Contactless Registration with Kastle Visitor feature allows you to send a QR code to your visitors' phone which can be used to gain access to the building by having your guest scan their phone at the lobby card reader. Please see [Kastle Visitor Registration instructions](#).

## **Security: General Office Security**

It is our goal to make 1333 Broadway a safe and secure building.

Safety and security requires your cooperation. We ask that you work within your firm to create security awareness among the staff and your visitors and to communicate the concept that “an ounce of prevention” is in everyone’s best interest.

At all times and in all situations, Tenants should immediately complete the [Incident Checklist](#) provided in this handbook and advise the Building Management Office at 212-244-3125 of any security incident or emergency situation within your offices or within the building.

## **Security: Key & Lock Policy**

Requests for duplicate keys must be submitted via the on-line work order system at <http://1333broadwayny.workspeed.com>. For reasons of security, all duplicate keys must be made within the building. Please note that NO outside locksmith is allowed to do lock work in the building. There is a fee for key duplication.



## **Security: Lobby Doors**

Please use the revolving doors in the lobby whenever possible, as opposed to the swing doors. This allows us to keep the lobby air warm during the winter months, and cool in the summer.

## **Security: Lost & Found**

Please contact the Building Management Office at 212-244-3125 regarding items that have been lost or found in the Building.

## Security: Reception Area

The key to reducing most, if not all, security problems in a Tenant's office space, is the receptionist in the reception area. He/ She is one of the most valuable employees in any firm. A receptionist can make it difficult, if not impossible, for an unwelcome visitor to enter their firm's office space. This is accomplished in the following ways:

All Visitors Should be Requested To:

1. State their Name
2. State their Business
3. Show Identification (upon request)
4. State who they wish to see
5. Wait and be Seated

The receptionist should then call the person concerned and have them meet the visitor in the reception area and escort him or her to their office. Upon completion of business conducted, the visitor should be escorted back to the reception area and shown to the door. If the guidelines are followed, there should be no unwelcome visitors roaming around your office space.

It is every Tenant's responsibility to request a source of identification from a repairman, telephone employee, computer worker, etc. This should be obtained before an individual is allowed access into your office space. He/she should be escorted to the work area and escorted back to the reception area when he /she finishes work. Any unknown person should be observed in an inside office area should be challenged at all times. Wallets and valuables should be locked in a desk or drawer in the office and kept out of view from anyone passing by.

**SECURITY IN A TENANT'S OFFICE DURING BUSINESS HOURS IS THE RESPONSIBILITY OF THAT TENANT.**

- Never leave your reception area unattended. Do not allow visitors or couriers to pass beyond the reception area unless the receptionist who is aware of the nature of their business knows them.
- Beware of the repairman attempting to pick up a machine for repair. Question the person, obtain identification, and check with his office for verification.
- Never leave purses, wallets, or other valuable items on or under desk. Keep these items out of sight.
- Do not keep cash or stamps in an unlocked drawer. Valuables should be kept in a safe, if available.
- Do not carry large sums of money. Do not leave your wallet in a jacket hung over your chair or behind your door.
- Never allow visitor traffic in storage areas. Do not make storage rooms easily accessible from the main business area.
- Be alert to persons who enter an office under the pretext of seeking employment. Keep applicants in your sight at all times. Distribute applications while you phone your firm's personnel manager.
- Immediately report all suspicious persons, peddlers, or others purporting to be canvassing to the Building Management Office or the Concierge Desk. Do not attempt to apprehend or detain these persons.
- Do not allow a person unknown to you to follow you into the building when entry is required by an access card.
- Inspect locking hardware on your office suite doors. Notify the Building Management Office if repair or replacement is necessary.
- Do not keep valuable or moveable belongings near doors. Record the serial numbers of office equipment.
- Contact the Building Management Office if security system access cards or office keys cannot be accounted for or are missing.
- Report all lost security cards to the Building Management Office immediately so that they cannot be used by unauthorized persons.
- Always lock your door from inside when working late or early.
- Be certain that your employees who require after-hours access to the building are given access cards.
- Alert Kastle Systems immediately following any employee termination so that the security card issued to the former employee can be immediately voided in order restrict access to the building.

[Back to Top](#)



## Security: Security Procedures

1. Building Identification Cards: The purpose of this card is for identification of the Tenant to gain entrance into the building at all times. Requests for I.D. cards must be submitted via the on-line work order system and must include a valid email address. Each employee must also have their photo taken at the Building Management Office at 1350 Broadway, Mezzanine, once an ID card has been assigned/ issued.
2. Visitor Pass: All visitors must be entered into the Kastle Visitor Registration System by the Tenant and must stop at the Security/ Concierge Desk, produce valid photo identification, and then will be issued a visitor pass.
3. Messengers & Food Vendors: Messengers, food vendors, or deliveries of any kind must enter through the building's freight entrance on 35th Street from Monday through Friday 8:00 am to 5:45 pm. When the freight area is closed, no deliveries will be permitted beyond the Security/ Concierge Desk (Monday through Friday after 5:45 pm, and all day Saturdays, Sundays, and Holidays). All delivery people will be stopped at the Security/ Concierge Desk and the Tenant is to be notified of his/her delivery by the carrier. They will be personally responsible to come down to the lobby to sign and retrieve it.
4. Any unknown person observed within your office should be questioned and identified. Request the nature of his/her business and whom they are there to see. WHEN IN DOUBT, NOTIFY THE BUILDING MANAGEMENT OFFICE AT 212-244-3125. Whenever reporting a breach of security, try to be as specific as possible. Describe clothing, features, location, possible destination, etc., as well as providing your name and suite number.
5. Loitering and soliciting is prohibited in the building. Whenever loiterers are observed in the building, call the lobby and give a description to Security: sex, color, age, height, weight, and clothing. Telephone workers must provide I.D. before you allow them to work in your office space. Messengers, etc., should provide I.D. whenever picking up or delivering packages. All building employees will have their I.D. cards displayed at all times.
6. Special care should be taken during the times best suited for pilferage: the beginning of the day, during lunch hours and 30 minutes before the closing day, and when there is a maximum of movement by personnel and absence from work area and offices.

## **Security: Your Role in Security**

Many thefts and crimes against people occur during regular business hours and are usually perpetrated under the pretext of legitimate business. Offenses committed during after-hour periods often indicate laxity in control of passkeys, security cards, and alarm systems.

Investigations reveal that a large number of crimes would not have been committed had office personnel been alert to strangers or had they taken a few simple precautions.

Remember that security depends on the cooperation and concern of each individual. Protect yourself and your assets.

## Services: The On-Line Work Order System

Except in the case of an emergency, the easiest and fastest way to request services from building management is to submit a Work Order Request through our online system. To use the system, visit <http://1333broadwayny.workspeed.com>, here you can log in with your user name and password and submit all requests.

To register for a user name and password, please contact the Building Management Office at [1350BMO@esrtreit.com](mailto:1350BMO@esrtreit.com).

We have implemented a convenient and accessible service request system. Workspeed is a user-friendly, Web-based system that you can access directly from your computer's Internet browser. This system will streamline the Tenant service request process, and accelerate response times. You can create or look-up any request related to building maintenance; such as, lighting, comfort issues, rubbish removal, freight elevator scheduling, etc.

[Click here to download a Workspeed User Guide](#)

The goal of Workspeed is to develop an optimal Tenant service environment for you, and to maximize efficiency within the building.

Some of the important benefits of the Workspeed application are:

- Quick and easy processing and tracking of your service requests
- Faster response times to your maintenance needs
- The ability to view your entire history of service requests online and in report format
- The ability to receive building memos and notices via the Internet
- To obtain access to the Workspeed system, submit a copy of the Authorized Workspeed User form to the Building Management Office. Once the request has been entered into the work order program, you will be sent a temporary username and password to access the system. You may contact the Building Office to schedule training on how to use Workspeed.

Please be advised of the following:

- Only emergency requests will be taken over the telephone. Requests should be entered as soon as a user is able to after emergency in order to log and track the situation.
- Back up documentation for Tenant charges will be accessible via the Internet by viewing your request history
- Freight elevator scheduling and hatch openings for the freight car must be made by the Tenant. Contractors are not able to make the freight elevator requests on behalf of the Tenant.

## **Services: Accounting**

**Questions regarding rent bills or payments should be directed to:**

**Andre Cruz**  
212-850-2769  
[acruz@esrtreit.com](mailto:acruz@esrtreit.com)



## Services: Building Management

The staff of 1333 Broadway is dedicated to making your work environment as safe and pleasant as possible. The Building Management Office is located on the Mezzanine Level at 1350 Broadway.

**Please do not hesitate to contact the Building Management Office at:**

**Phone:** 212-244-3125

**Address:**

ESRT 1333 Broadway, L.L.C.  
1350 Broadway, Mezzanine  
New York, NY 10018

### PORTFOLIO MANAGERS

The Property Manager is *Information Pending* and the Assistant Property Manager is *Information Pending*. Collectively they are responsible for daily activities at 1333 Broadway, and have complete knowledge of the Building's mechanical and electrical systems. They also administer all policies and procedures established by Empire State Realty Trust to ensure that the operation of 1333 Broadway meets or exceeds the highest standard for a first class commercial Building. Their duties also include the operation and maintenance of all Building's environmental system's and life safety equipment.

[Click here for Contact Information for Building personnel](#)

## **Services: Building Signage**

### **Door Signs**

Approval must be obtained from the Building Management Office for all door signs. Order forms may be obtained via the [online work order system](#).

## **Services: Cleaning Service**

Alliance Maintenance is the exclusive cleaning service provider for 1333 Broadway. A dominant player in the New York market, Alliance offers a wide variety of conventional, advanced, and special cleaning services that exceed the industry standard. Please contact the Building Management Office to speak to an Alliance representative who can develop a maintenance program to address your organizations needs in a way that fits your budget.

### **1333 Broadway Cleaning Representative:**

**Catherine Coleman**  
Alliance Maintenance  
(212) 947-7800 x438  
[ccoleman@alliance.us](mailto:ccoleman@alliance.us)

## **Services: Concierge Desk**

The Concierge Desk is manned 24 hours a day, 7 days a week. Should you have questions regarding security, please contact the Building Management Office at 212-244-3125.

## **Services: Extermination Services**

Our exterminator is in the building twice a month for all common areas. If you would like to request additional service, please submit your request via the [online work order system](#).

## **Services: Forms**

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

[Authorized Workspeed Users](#)

[Building Rules & Regulations](#)

[Construction Rules & Regulations](#)

[ID Badge Procurement Instructions](#)

[KastlePresence Instructions](#)

[Kastle Visitor Registration instructions](#)

[Recycling Reference Guide](#)

[Tenant Authorized Signature](#)

[Tenant Contact Information](#)

[Special Assistance](#)

## Services: Holidays

1333 Broadway is officially closed on the following holidays. If you require any services on any of these holidays, such as HVAC (heating, ventilation, and air conditioning), cleaning, etc., please contact the [Building Management Office](#) at least two (2) business days in advance of the holiday. Subject to your lease, there may be a charge for services on these holidays.

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

There are no building services on these days except if requested by a Tenant at an additional charge.

## **Services: HVAC**

If the temperature in your office needs adjustment, please notify the [Building Management Office](#), via the [online work order system](#). Your request will be referred immediately to building maintenance personnel.

The standard hours of operation of the heating and air conditioning systems are 8:00 a.m. to 6:00 p.m., Monday through Friday. Special arrangements should be made for any HVAC needed outside of those hours.

Building A/C operates from April 15th, through October 15th of each year.

*Note:* weather conditions can cause earlier start or later shutdown dates.



## Services: Leasing

The leasing company for 1333 Broadway is *Empire State Realty Trust, Inc.* and is located at 111 West 33rd Street, 12th Floor, New York, NY 10120.

**Listed below is the contact information for the 1333 Broadway leasing agent:**

*Empire State Realty Trust, Inc.*

**Shanae Ursini**

212-400-3327

[sursini@esrtreit.com](mailto:sursini@esrtreit.com)

## Services: Maintenance Requests

Requests for the following services must be submitted to the Building Management Office via the [online work order system](#):

- New Locks and Additional Keys
- 1333 Broadway Building I.D. Cards
- Building passes to remove objects from the building
- Freight elevator reservations for after hours and weekends
- Burned out light bulbs
- Plumbing problems
- HVAC issues
- Other

1333 Broadway Building Management Office Staff is available to assist you with maintenance of your office, such as painting, carpeting, hanging pictures, moving furniture or file cabinets, minor repairs, etc. If you require any such services, please submit your request via the online work order system. Please note fees may apply.

## **Services: Opening Tenant Doors**

Building policy prohibits any building staff member from opening doors to any Tenant space for employees who may not have their keys or access cards. This policy is in place for security reasons, so that we do not allow anyone into your premises who is not authorized to be there.

If there are any exceptions to this policy that must be considered, please contact the [Building Management Office](#).

## Services: Recycling

[Please click here to view the 1333 Broadway Recycling Reference Guide](#)

Recycling is now required by NYC Law. This law requires the recycling of white waste paper as well as newspapers, magazines, catalogs, phone books and corrugated cardboard for office space and glass, metal, plastic containers and corrugated cardboard for food and beverage establishments. Toner cartridges, if not returned to your vendor, should be separated from the regular trash. You may call your vendor to have them picked up. All corrugated cardboard should be flattened and left by the freight elevator for collection by the cleaning staff.

To help maintain our recycling program at 1333 Broadway, we have engaged the services of Great Forest Inc. On a regular basis, a Great Forest representative will visit with different Tenants to assist as needed and educate employees on correct recycling procedures. In addition, Great Forest will work with the building cleaners to ensure their participation in recycling efforts.

A representative from Great Forest will contact facilities managers in advance of their brief visit. Please afford them your time and attention. Should you have any questions in the meantime, feel free to call Great Forest at 212-779-4757.

## **Services: Required Specifications and Performance Criteria**

Please contact the [Building Management Office](#).