

The Property Management Office requests that each tenant establish a single Tenant Contact to act as a liaison between the tenant and Management Office. This person is responsible to enter all service requests through the Angus work order system.

The following is a list of some of the situations that would require Management's attention:



GENERAL BUILDING RULES AND REGULATIONS

- 114 West 41st Street is a smoke-free building. No smoking is permitted on the premises, or within 20 feet of any building entrance, in accordance with New York State law.
- Tenants are responsible for the behavioral conduct of their employees, contractors, vendors and visitors.
- Tenant shall not obstruct the common areas of the Building.
- Tenant shall not use the common areas of the Building for any purpose other than for the purpose that the applicable common area is used ordinarily.
- Tenant shall not use any plumbing fixtures that are connected to Building Systems for any purpose other than the ordinary purpose for which such plumbing fixtures are installed.
- Tenant shall not use the Premises in any manner that materially and unreasonably interferes with the use of any other portion of the Building for

ordinary business purposes.

- Tenant shall not at any time keep in the Premises any flammable, combustible or explosive substance, except for any such substances that are incidental to the use or maintenance of the Premises for ordinary office purposes or the performance of Alterations that are performed in accordance with the terms of this Lease.
- No animals are permitted on the premises except seeing-eye dogs and other service animals.
- Bicycles are permitted through the loading dock only to be taken down to the bike rack at the cellar level via the freight car. See bicycle access plan attached in exhibits.
- No rollerblading, skating or skateboarding is allowed in the building.
- No loitering, littering, disorderly behavior, consumption of alcoholic beverages, or drug use is permitted in any public area of the building, including exterior areas.
- No solicitation or vending is permitted in the building.
- Public corridors, elevator lobbies, and electrical/telephone closets cannot be used for storage, as staging areas for deliveries of construction material, rubbish dumps, or as extensions of tenant premises. Any material found in the aforementioned areas will be discarded and a removal fee will be charged to the respected tenant.
- Tenant shall keep the entrance door to their premises closed at all times.
- Nothing should be attached to the outside walls of the building.
- No sign, advertisement, notice or other lettering visible from the exterior of the premises shall be exhibited, inscribed, painted or affixed to any part of the premises or the elevator lobby area of the floor on which the premises are situated without prior written consent of the Landlord.
- The grills, louvers, skylights, windows and doors that reflect or emit light into the premises or common areas shall not be covered or obstructed by the Tenant.
- Landlord shall have the right to prohibit any advertising by any tenant, which, in Landlord's opinion, tends to impair the reputation of the Building.
- Tenant must give the Property Management office at least two-week's notice prior to hosting any special events.
- Tenant shall comply with the security procedures that Landlord reasonably adopts from time to time for the Building. Tenant acknowledges that

Landlord's security procedures may include, without limitation, (a) Landlord's denying entry to the Building by any person who does not present a Building pass or who does not comply with Landlord's procedures regarding the registration of visitors to the Building, and (b) procedures governing the inspection of freight that arrives at the loading facilities for the Building.

- Landlord shall have the right to require Tenant to (x) direct Persons who are delivering packages to the Premises to make delivery to an office in the Building that Landlord designates (in which case Landlord shall make arrangements for such packages to be delivered to Tenant using other personnel that Landlord engages), or (y) arrange for such Persons to be escorted by a representative of Tenant while such Person makes delivery to the premises.
- Tenant shall subject to inspection by Landlord or Landlord's designee all items being brought into the Building by or on behalf of Tenant (including, without limitation, packages, boxes, bags, handbags, attached cases, and suitcases). Landlord may refuse entry into the Building to any Person who refuses to cooperate with such inspection or who is carrying any item which has a reasonable likelihood of being dangerous to persons or property.
- Tenant, at Tenant's expense, shall operate its interior lights for the employees of Landlord during the period that such employees make repairs in the Premises or perform cleaning services in accordance with the terms of this Lease.
- Tenant shall not solicit the other occupants of the Building. Tenant shall cooperate reasonably with Landlord in connection with Landlord's efforts to prevent any person from canvassing, soliciting or peddling in the Building.
- Tenant shall use only hand trucks and hand carts in the building that, in either case, are equipped with rubber tires and side guards.
- Tenant shall implement a policy that precludes its personnel from smoking in the Building and shall use reasonable efforts to enforce such policy.