

# **345 Park Avenue Electronic Tenant® Portal**

Created on September 24, 2021

## **Building Amenities: Features and Amenities**

- Le Relais de Venise Restaurant (on site)
- Bank of America (on site)
- Close proximity to Subways, Grand Central Terminal and Rockefeller Center
- Newly renovated plaza with trees and sculpture
- Open floor plans
- On-site owner/management
- On-site 150 car garage
- 7 days, 24 hrs Building access

## Building Operations: Building Management

The staff of 345 Park Avenue is dedicated to making your work environment as safe and pleasant as possible. **The Building Office is located on level "A"**.

The Rudin Management Team is here to assist you with issues or concerns you may have relating to your occupancy. These include, but are not limited to:

- Maintenance emergencies, such as floods, temperature control, power outages, lighting problems, etc.
- Requests for HVAC services after normal building operating hours.
- All key and locksmith requests.
- After hour freight service.
- Cleaning services.

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

Title	Name	Phone Number	E-Mail
Building Manager	Robert Hirst	212-284-8474	<a href="mailto:rhirst@rudin.com">rhirst@rudin.com</a>
Building Assistant	Bryan Lederman	212-284-8473	<a href="mailto:blederman@rudin.com">blederman@rudin.com</a>
Chief Engineer	Steve Duke	212-284-8476	<a href="mailto:sduke@rudin.com">sduke@rudin.com</a>

## **Building Operations: Holidays**

The Building Holidays observed each year are listed below in order to aid your planning operations during the year.

**New Year's Day**  
**Martin Luther Kings's Birthday**  
**Presidents Day**  
**Memorial Day**  
**Independence Day**  
**Labor Day**  
**Thanksgiving Day**  
**Christmas Day**

## Building Operations: Leasing

For leasing information for 345 Park Avenue or other Rudin managed properties, please contact the following:

Name	Phone Number	E-Mail
Thomas M. Keating	212-407-2481	<a href="mailto:tkeating@rudin.com">tkeating@rudin.com</a>
Katie Gallagher	212-407-2400	<a href="mailto:kgallagh@rudin.com">kgallagh@rudin.com</a>

Click on the link below to view Availability and Floor Plans:

[345parkave.com](http://345parkave.com)

Rudin Management Company, Inc.

[www.rudin.com](http://www.rudin.com)

## **Building Security: Overview**

There is a security presence in the building lobby 24/7. The security force is comprised of Floor Directors, Security Guards, and Night Watchmen. Building entrances at the Park Avenue and 51st side of the building are open from 7:00AM to 7:30PM, Monday through Friday. The Lexington Avenue building entrance is open 24/7 for access. All after hour car service pick-ups should be arranged accordingly through the Lexington Avenue Entrance.

Closed circuit video cameras monitor all building entrances, including the loading dock and the garage entrance as well as the Lobby itself. CCTV images are observed real time at the Lobby desk. CCTV images are digitally recorded and stored on disc from a remote location. Security personnel positioned away from the desk monitor Lobby traffic and turnstile operation. Additional Security personnel conduct periodic perimeter patrols around the outside of the building.

The building is equipped with an electronic card access controlled turnstile system. Tenants with building identification are permitted free access while unregistered visitors and guests must be announced. Building Management issues photo ID access cards to each of the Building's occupants. (Some tenants have adopted these cards to be compatible with their own access control system.)

Visitors, who are pre-registered with Building Management, by the tenant, are checked for ID before being granted access through the turnstiles. For unannounced visitors, the tenant is called to clear the visitor before the visitor is allowed entry. The building currently has a web-based visitor management system that tenant's can access to register their guests on line. This system is password protected for each tenant. Once the visitor's name is registered on the system, it is available to the lobby desk instantaneously.

Access for deliveries, vendors and contractors is restricted to the service/loading dock entrance on 52nd Street, and advanced notice needs to be provided to Building Management by the tenant.

The building operates a Package Intercept / Messenger Center on the Lexington Level, 51st Street side of the building which is open from 7am to 7pm, on business days. Phone # 212 593-3692. All packages coming into the center are x-rayed before being delivered to the tenant by the center's internal messengers. Outside messengers are not permitted access the building, with the exception of uniformed couriers, i.e. Fed Ex, UPS, etc. Packages delivered to the building outside of the Messenger Center's operating hours are not accepted, unless the tenant is available to come to the lobby and accept the package.

Food delivery persons are not permitted access into the building at any time. Tenants are called to pick up their food deliveries from the building messenger center.

Tenants are required to provide removal passes for packages leaving the building. The passes are issued by the tenant and signed by an authorized person(s) designated by the tenant.

## **Building Security: General Office Security**

### **Security Checklist**

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

- The building management office must be immediately notified, in writing, of any lost or stolen tenant identification cards. Upon receipt of this information the card will be deactivated.
- Keep complete, up-to-date records of the distribution of all office keys.
- Establish uniform procedures for collecting keys/access cards prior to the termination of employees.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double checks to see that all doors are securely locked before you leave.

### **Suspicious Persons**

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

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

**Building Security: Lost and Found**

Please contact the Building Management Office at 212-284-8473 for lost and found items.



**Building Security: Solicitation**

Solicitation is not permitted. If someone is soliciting in your suite, please notify the Management Office at 212-284-8473 and we will send appropriate personnel to escort them off the premises.

## **Building Services: Cleaning**

Cleaning service is provided from Monday through Friday (exclusive of legal holidays). Please DO NOT leave items that are not trash on top or near wastebaskets that might be mistaken as garbage. If you have large amounts of trash to be removed from your premise, or require special cleaning needs, please contact the building office at 212-284-8473 and arrangements will be made. Special cleaning services can be arranged at tenant expense.

If a cleaning problem should arise during working hours, please contact Building Management.

Lighting fixtures in public areas are maintained and cleaned by our cleaning contractor. In order to retain design lighting/color levels and provide for the safety of our tenants, only our cleaning/light maintenance contractor should change light bulbs/ballasts.

If you have any questions or comments regarding the cleaning services, please notify the Building Management Office.

## **Building Services: Elevators**

The building is equipped with a state of the art destination based dispatching elevator system to provide smooth and efficient vertical transportation.

- Building passenger elevators are designated for passenger use only.
- All deliveries are to be made through the freight/service elevators only.
- Normal hours of operation for the freight /service cars is 8:00AM -6:00PM, Monday to Friday.

## **Building Services: Forms**

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

[Emergency Action Plan Staffing Chart](#)

[Fire Safety Floor Plan](#)

[345 Park Ave Insurance Requirements](#)

## **Building Services: HVAC**

**The standard hours of operation of the heating and air conditioning systems are:**

**Monday through Friday:**

**Lower House - 19th floor & below 7:00 AM - 7:00 PM**

**Upper House - 20th floor & above 7:00 AM - 9:00 PM**

**Saturday:**

**8:00 AM - 1:00 PM**

There are no building services provided on Sunday or Legal Holidays. Special arrangements can be made for any HVAC needed outside of normal building operation.

If the temperature in your office needs adjustment, please contact the Building Management Office. Your call will be referred immediately to engineering personnel.

## **Building Services: Service Requests**

All service requests should be directed to the Building Management Office. This can be done by e-mail to [blederman@rudin.com](mailto:blederman@rudin.com) and [rhirst@rudin.com](mailto:rhirst@rudin.com) or by calling the Building Office at 212-407-2610. The Building Office is in operation daily until 5:00 PM.

For maintenance issues after 5:00 PM or on weekends, you can e-mail [345parkengineers@rudin.com](mailto:345parkengineers@rudin.com) or call 212-407-2610.

# Emergency Procedures: Fire and Life Safety

## Purpose

To establish a method of systematic, safe and orderly evacuation of an area or building by and of its occupants, in case of fire or other emergencies. To do so in the least possible time to a safe area, or by the nearest safe means of egress. Also, the use of such available fire appliances (including sounding of alarms) as may have been provided for the controlling or extinguishing of fire and the safeguarding of human life.

## Objective

- To provide proper education as part of a continuing employee indoctrination, and through a continuing written program for all occupants, in order to assure the prompt reporting of fire, the response to fire alarms as designated, and the immediate initiation of fire safety procedures, to safeguard life and contain fire until the arrival of the Fire Department.

## Fire Safety Director Duties

1. Be familiar with the written Fire Safety Plan providing for fire drill and evacuation procedure in accordance with Fire Prevention Code.
2. Select qualified building service employees for a Fire Brigade and organize, train and supervise such Fire Brigade.
3. Be responsible for the availability and state of readiness of the Fire Brigade.
4. Conduct fire and evacuation drills.
5. Be responsible for the designation and training of a Fire Warden for each floor, and sufficient Deputy Fire Wardens for each tenancy in accordance with Fire Department rules.
6. Be responsible for a daily check of the availability of the Fire Warden and Deputy Fire Warden, and see that up-to-date organizational charts are posted.

## Fire Safety Director Duties (Continued)

7. Notify the owner or other persons having charge of the building when any designated individual is neglecting his responsibilities contained in the Fire Safety Plan. The owner or other person in charge of the building shall bring the matter to the attention of the firm employing the individual. If the firm fails to correct the condition, the owner or person in charge of the building shall notify the Fire Department.
8. In the event of a fire, report to the Fire Command Station to supervise, provide for and coordinate:
  - Insure that the Fire Department has been notified of any fire or fire alarms.
  - Manning of the Fire Command Station.
  - Direction of evacuating procedures in the Fire Safety Plan.
  - Reports on conditions of fire floor to Fire Department on their arrival.
  - Advise the Fire Department Chief in charge in the operation of the Fire Command Station.
9. Be responsible for the training and activities of the Building Evacuation Supervisor.

## Deputy Fire Safety Director Duties

1. Subordinate to the Fire Safety Director.
2. Perform duties of Fire Safety Director in his absence.

## Fire Wardens and Deputy Fire Wardens

1. The tenant or tenants of each floor shall, upon request of the owner or person in charge of the building, make responsible and dependable employees available for designation by the Fire Safety Director as Fire Warden and Deputy Fire Warden.
2. 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. He shall be assisted in his duties by a Deputy Fire Warden. A Deputy Fire Warden shall be provided for each tenancy. When the floor area of a tenancy exceeds 7,500 square feet, a Deputy Warden shall be assigned for each 7,500 square feet or part thereof.
3. Each Fire Warden and Deputy Fire Warden shall be familiar with the Fire Safety Plan, the location of the exits and the location and operation of any available fire alarm system.

### **Fire Wardens and Deputy Fire Wardens (Continued)**

4. In the event of a fire, or fire alarm, the Fire Warden shall ascertain location of the fire, and direct the evacuation of the floor in accordance with directions received and the following guidelines:
  - The most critical areas for immediate evacuation are the fire floor and floors immediately above. Evacuation from the other floors shall be instituted when instructions from the Fire Command Station or conditions indicate such action. Evacuation should be via uncontaminated stairs. He/she shall try to avoid stairs being used by the Fire Department. If this is not possible, he/she shall try to attract the attention of the Fire Department personnel before such personnel open the door to the fire floor.
  - Evacuation to three or more levels below the fire floor is generally adequate. He/she shall keep the Fire Command Station informed regarding his/her location.
  - Fire Wardens and their Deputies shall see that all occupants are notified of the fire, and that they proceed immediately to execute the Fire Safety Plan.

### **Fire Wardens and Deputy Fire Wardens (Continued)**

- The Fire Warden on the fire floor shall, as soon as practicable, notify the Fire Command Station of the particulars.
- Fire Wardens on the floor above the fire shall, after executing the Fire Safety Plan, notify the Fire Command Station of the means being used for evacuation and any other particulars.
- In the event that stairways serving fire floor and/or floors above are unusable due to contamination or cut off by fire and/or smoke, or that several floors above fire involving large numbers of occupants must be evacuated, consideration may be given to using elevators in accordance with the following:
  1. If the elevators servicing his/her floor also service the fire floors, they shall not be used. However, elevators may be used if there is more than one bank of elevators, and he/she is informed from the fire Command Station that one bank is unaffected by the fire.
  2. If elevators do not service the fire floor and their shafts have no opening on the fire floor; they may be used, unless otherwise directed.

### **Fire Wardens and Deputy Fire Wardens (Continued)**

3. Elevators manned by trained building personnel or firemen may also be used.
4. In the absence of a serviceable elevator the Fire Warden shall select the safest stairway to use for evacuation on the basis of the location of the fire and any information received from the Fire Command Station. The Fire Warden shall check the environment in the stair prior to entry for evacuation. If it is affected by smoke, an alternate stair shall be selected and the Fire Command Station notified.
5. The Fire Warden shall keep the Fire Command Station informed of the means being employed for evacuation by the occupants of his/her floor.
  - Determine that an alarm has been transmitted.

### **Fire Wardens and Deputy Fire Wardens (Continued)**

6. Organizational Chart for Fire Drill and Evacuation Assignment - A chart designating employees and their assignments shall be prepared and posted in a conspicuous place in each tenancy and on each floor of a tenancy that occupies more than one floor and a copy shall be in the possession of the Fire Safety Director.
7. Have available an updated listing of all personnel with physical disabilities who cannot use stairs unaided. Make arrangements to have these occupants assisted in moving down the stairs to three (3) or more levels below fire floor. If necessary to move such occupants to still lower levels during the fire, move them down the stairs to the uppermost floor served by an uninvolved elevator bank and then remove to street by elevator. Where assistance is required for such evacuation, notify Fire Safety Director.
8. Provide for fire warden identification during fire drills and fires, such as using armbands, etc.

### **Fire Wardens and Deputy Fire Wardens (Continued)**

9. Assure that all persons on the floor are notified of fire and all are evacuated to safe areas. A search must be conducted in the lavatories to assure all are out. Personnel assigned as searchers can promptly and efficiently perform this duty.
10. Check availability of applicable personnel on Organizational Chart and provide for



- substitute when position on chart is not covered.
11. After evacuation, perform a head count to assure that all regular occupants known to have occupied the floor have been evacuated.
  12. When alarm is received, the Fire Warden shall remain at a selected position in the vicinity of the communication station on the floor, in order to maintain communications with the Fire Command Station and to receive and give instruction.

[Click to view the Fire Drill and Evacuation/Emergency Action Plan Staffing Chart](#)

### **Building Evacuation Supervisors Duties**

A Building Evacuation Supervisor is required at all times when there are occupants in the building and there is no Fire Safety Director required to be on duty in the building.

1. Capable of directing the evacuation of the occupants provided by the Fire Safety Plan.
2. During fire emergencies, the primary responsibility of the Building Evacuation Supervisor shall be to man the Fire Command Station and the direction and execution of the evacuation as provided in the Fire Safety Plan.
  - The Building Evacuation Supervisor's training and related activities shall be under the direction of the Fire Safety Director in accordance with these rules and the Fire Safety Plan. Such activities shall be subject to the Fire Department control.

### **Fire Brigade Duties**

1. On receipt of an alarm for fire the Fire Brigade shall:
  - Report to the floor below the fire to assist in evacuation and provide information to the Fire Command Station.
  - After evacuation of fire floor, endeavor to control spread of fire by closing doors, etc.
  - Attempt to control the fire until arrival of the Fire Department if the fire is small and conditions do not pose a personal threat.
  - Leave one member on the floor below the fire to direct the Fire Department to the fire location and to inform them of conditions.
  - On arrival of the Fire Department the Fire Brigade shall report to the Fire Command Station for additional instructions.
  - Have a member designated as Alarm Box Runner, who shall know the location of the nearest street Fire Alarm Box and be instructed in its use. Such member shall immediately, upon receipt of information that there is a fire or evidence of fire, go to the street alarm box, transmit an alarm, and await the arrival of the fire department and direct such department to the fire.

### **Fire Prevention and Fire Protection Program**

1. A plan for periodical formal inspections of each floor area, including exit facilities, fire extinguishers and housekeeping has been developed.

A copy of such plan has been submitted.

Fire prevention is the first and most important means for reducing fire losses. Fires that never happen cause no loss. Hazardous areas for high-rise office buildings are generally recognized to be the following: boiler and heater rooms and rooms or spaces used for storage of combustible supplies and equipment. Fire prevention is the responsibility of every employee. Although it cannot provide absolute insurance against fires, it will minimize avoidable risks by following these practices:

- At the start of each day a check of each exit is required to determine that all self-closing doors are in the closed position, with all exits kept unlocked in the direction of egress.
- No obstructions shall be permitted in corridors or aisle spaces.
- Necessary exit signs and lights, where required, shall be lighted and in good condition

### **Fire Prevention and Fire Protection Program (Continued)**

- All personnel shall know the location and operation of fire extinguishers and these extinguishers shall be accessible. The maintenance shall be controlled by the Fire Safety Director.
- The maintenance of all fire appliances (as required by code) shall be controlled by the Fire Safety Director.

- Flammable and combustible liquids (if applicable) must be stored in approved metal cabinets.
- If major construction work is in progress, contractors shall be monitored for unsafe practices. Combustibles shall be removed daily from job site location and paint shall be stored in an approved paint storage location. If torch operations are necessary, a fire watch with a fire extinguisher stands by under the direct supervision of the building manager. Torch operator must have a valid certificate of fitness.
- A sufficient number of waste receptacles shall be available to avoid the accumulation of combustible debris.

### Fire Prevention and Fire Protection Program

- It is incumbent on all building service employees to maintain a safe and healthful place of employment and to be cognizant of the importance of good housekeeping practices; this means the care and maintenance of the property. Poor housekeeping is a fire breeder and contributes to loss potential by increasing fire and explosion hazards in several ways:
  1. It provides more places for a fire to start.
  2. It creates a greater continuity of combustibles, which makes it easier for fire to spread.
  3. It provides a greater combustible loading for the initial fire to feed upon.
  4. It creates the potential for flash fires or dust explosions.
  5. It allows spills or drips of flammable or combustible liquids to accumulate, which could catch fire.
  6. When not properly addressed, friction, static or electrical connections can be sources of ignition.
  7. Smoking is not permitted in the building or within 20 feet of the building entrances.
  8. Provision has been made for the monthly testing of communication and alarm systems. These systems are located throughout the building for the purpose of protecting occupants and property.

### Building Information Form

1. **Stairs information:** Number, type and location of **fire stairs** and/or **fire towers**, and/or **fire escapes** and/or **utility/access stairs**. Include alphabetical letter identification.

Letter Deignation	Type	Location	Levels/Floors Served
N	Interior	51st street side of building	C level (SC2) to LL
O	Interior	Lexington Ave side of building	C level (SC2) to LL
P	Interior	Lexington Ave side of building	C level (SC2) to LL
Q	Interior	52nd street side of building	C level (SC2) to LL
R	Interior	West of Elevator Bank F	C level (SC2) to LL
S	Interior	East of Elevator Bank E	Cellar to Lexington level
T	Interior	West of Elevator Bank E	C level to LL
U	Interior	West of Elevator Bank E	C level to LL
V	Interior	Northwest of Core	C level to PL (1)
W	Interior	East side of Core	PL (1) to Roof 45
X	Interior	East side of Core	PL (1) to Roof 45
Y	Interior	Center of Core	PL (1) to Roof 45
Z	Interior	Center of Core	LL to Roof 45

2. **b. List re-entry floor numbers and indicate if fail-safe on re-entry floor is installed.**  
Stair W, X Y, Z-floors 1, 3, 6, 10, 14, 18,21,24, 28,32,36,40, 44. Fail-safe installed on all re-entry floors.
3. **Number of, type and location of horizontal exits or other areas of refuge.**  
 N/A

**4. Elevator and/or Escalator information:**

Number of elevator banks and elevators: 6 banks – 36 elevators

Elev. Bank Designation	No. of Cars	Pass. or Freight	Operation (Man/Auto)	Levels (floors served)
A	1 - 8	Passenger	Automatic	Floors PL (1), 2 to 12
B	23-30	Passenger	Automatic	Floors PL (1), 33 to 44
C	21-22	Passenger	Automatic	Floors PL (1), 14 to 32
C	17-20	Passenger	Automatic	Floors PL (1), 24 to 32
D	9-16	Passenger	Automatic	Floors PL (1), 13 to 23
F	33-36	Passenger	Automatic	C level (SC2) to LL
E	31,32	Freight/Passenger	Manual	C level (SC2) to 44th floor

Elev. Bank	Firemen Service	Elevator Machine
Designation	(Yes/No)	Room Location
A	Yes	14th Floor
B	Yes	46th Floor
C	Yes	33rd and 34th Floor
D	Yes	24th and 25th Floor
F	Yes	Level "C"
E	Yes	46th Floor

Number of escalators: 4

Escalator	Levels (floors) Served
n/a	Floors PL to LL (Lex Ave Side)
n/a	Floors PL to LL (Lex Ave Side)
n/a	Floors PL to LL (Park Ave Side)
n/a	Floors PL to LL (Park Ave Side)

**Representative Floor Plans**

**Submit copy of floor plans for ALL floors, INCLUDING basements and roof meeting requirements listed on the instruction sheet.**

[Click here for Floor Plans](#)

**Evacuation Procedure** (if deemed necessary)

- The most critical areas for immediate relocation are the fire floor and the floors immediately above. The Fire Safety Director may clear additional floors if conditions indicate such action. Relocations

should be via uncontaminated stairs. Occupants shall try to avoid stairs being used by the Fire Department. If this is not possible, occupants shall try to attract the attention of the Fire Department personnel before such personnel open the door to the fire floor.

- Relocation to three or more levels below the fire floor is generally adequate.
- The Fire Safety Director shall see that all occupants are notified of the fire and that they proceed immediately to execute the Fire Safety Plan.
- The Fire Brigade members on the fire floor shall, as soon as practicable, notify the Fire Command Station of the particulars.

### **Evacuation Procedure (Continued)**

- In the event that stairways serving the fire floor and/or the floor above are unusable due to contamination or cut off by fire and/or smoke, or that several floors above the fire involve large numbers of occupants that must be relocated, consideration may be given to using the elevators in accordance with the following:
  - Elevators serving fire floors shall not be used. However, elevators may be used if there is more than one bank of elevators and the Fire Command Station is notified that one bank is unaffected by the fire.
  - If elevators do not service the fire floor and their shafts have no openings on the fire floor, they may be used, unless otherwise directed by authorized personnel.
  - Elevators manned by trained building personnel or firemen may also be used.
  - In the absence of a serviceable elevator, occupants shall select the safest stairway to use for relocation on the basis of the location of the fire and any information received from the Fire Command Station. Occupants shall check the stair for smoke prior to entry for relocation. If it is affected by smoke, an alternate stair shall be selected.
- The Brigade shall keep the Fire Command Station informed of the means employed for evacuation of the occupants.

### **Fire Safety Procedure General Preparedness Guideline (Office)**

The Fire Safety Procedure general preparedness guideline evaluates the individual floor layouts, the population of floors, the number and kinds of exits and the zoning of the floor by area and occupants. The movement of pedestrian traffic will be by the most expeditious route to an appropriate exit and an alternate route prepared for each zone when one or more exits may not be useable.

The Fire Safety Procedure general preparedness guideline will be rehearsed during scheduled fire drills. The Fire Safety Director will lecture the Fire Brigade, Fire Warden's, DFSD, Searchers and occupants of the building in the following under fire and emergency conditions:

- The Alarm System (Description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages.)
- Evacuation Procedure
- Elevators (Phase 1 & Phase 2)
- Architectural Floor Plans (Evacuation route)

### **Fire Safety Procedure General Preparedness Guideline (Continued)**

- Fire Warden duties
- Fire Brigade duties
- Deputy Fire Safety Director duties
- Fire Prevention and Fire Protection Programs
- Identification, assignment and procedures of personnel responsible for operation of building fire protection, fire extinguishing and life safety systems, or other critical equipment.
- Personnel available to provide emergency medical care.
- Building occupants with an infirmity or disability.
- Procedures for notifying building occupants of a fire and reporting a fire to the department.
- Whether the response to a fire emergency will require the occupants of the building to be completely evacuated, partial evacuation, or relocated within the building, and the procedures for each response.
- Procedures for accounting for building employees and building occupants after such employees or occupants have been relocated or evacuated to a safe area. The primary assembly area for 345 Park Ave is Central Park at 60th Street and 5th Avenue.
- **Important – To report a fire.**
  1. Call 911
  2. Pull a fire pull station located at the stair exit.



## Emergency Procedures: Emergency Contacts

All Emergencies	911
Building Management Office	212-284-8473
Building Security/After Hours Emergencies	212-284-8470
Fire Department	212-628-2900 or 911
Police Department	911
Hospital	911

### Important notes:

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

## Emergency Procedures: Emergency Action Plan

- EAP is a set of procedures required to protect occupants of office buildings in non-fire emergencies such as biological, chemical releases, natural disasters or other emergency, or the threat there of.
- The Emergency Action Plan, if needed, will be implemented by the Fire Safety / EAP Director of the building.

### Emergency Action Protocols

Local Law #26 provides for the following emergency response protocols:

- **Evacuation** - The emptying of the building of all building occupants in response to an emergency.
- **Partial Evacuation** - The emptying of a building of some, but not all, building occupants in response to an emergency.

### Emergency Action Plan (Continued)

- **Shelter In Place (SIP)** - The precaution of directing building occupants to remain inside the building, at their work locations, in response to an emergency.
- **In Building Relocation** - The controlled movement of building occupants from an endangered area of a building to an in-building relocation area within the same building in response to an emergency.

If you have any questions concerning to EAP, please contact your floor's Fire Safety / EAP Warden.

**If you require additional information concerning the EAP plan at 345 Park Avenue, click on here.**

## **Emergency Procedures: Bomb Threat**

### **Bomb Threats/Suspicious Package or Letters:**

- Extreme caution is called for whenever a suspicious package or object is observed.
- Do not attempt to touch or move the package.
- Immediately notify the police by calling 911 and then call the Security Department at 212-284-8470 and building office at 212-284-8473.
- Do not use a cell phone near a suspicious package.
- If you receive a suspicious letter, do not attempt to open it. Call the Security Department.



## **Emergency Procedures: Severe Weather**

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

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

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

## **Emergency Procedures: Toxic Hazards**

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. **Call 911**. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

## **Emergency Procedures: Civil Disturbance**

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

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

## **Emergency Procedures: Flooding**

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

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

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

## **Emergency Procedures: Elevator Malfunction**

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the emergency button within the cab will alert the Building Floor Director/Security at the main elevator board and the Lexington lobby security desk that the elevator is malfunctioning. The cab number will be identified. The attendant will establish two-way communication with elevator occupants until help has arrived.

In the event of a power outage, all elevators can be selectively operated on the building emergency generator system. The lobby attendant at the main board in the lobby at the time of the power outage will survey the elevators via the communication system and establish which elevators have occupants in them. Communication with passengers in all elevators will be on going until elevators are returned to the main lobby and the passengers are released.

## **Introduction: Welcome**

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of 345 Park Avenue and to facilitate your company's operations. There is a great deal of information contained within this handbook; take the time to familiarize yourself with this handbook and it will become a valuable resource for you and your company. Please note that the Building Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Building Management Office, and we will assist you from there.

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Building Management Office will promptly notify you of any such changes. Please feel free to contact the Building Management Office with any questions you may have. We are here to serve you.

**Welcome to 345 Park Avenue, a premier [Rudin Management Company, Inc.](#) property.**

## Introduction: About Rudin Management Company Inc

The Rudin ownership philosophy began with Samuel Rudin's father, who purchased the family's first property at 153 East 54th Street in 1902. He advised the young Samuel Rudin to never sell the building and try to purchase all the property around it. Following his father's advice, Samuel Rudin would eventually acquire a majority of the properties surrounding 153 East 54th Street and, to this day, the building remains a cornerstone of the Rudin portfolio. The family went on to build an apartment building at 136 East 55th Street and an office building at 641 Lexington Avenue on this site.

As the Rudin passion for New York real estate grew, Sam and his brothers Edward, Henry and Nathan created the management and leasing company, Rudin Management Co., in the early 1920's to handle the management aspects of their growing portfolio. This simple principle of vertically integrating all aspects of real estate with a hands-on approach to management has attracted some of the world's most prestigious tenants to Rudin's residential and commercial buildings.

After World War II ended, Sam and his sons Jack and Lewis set out to expand their holdings and positively influence the skyline of New York. Initially they built apartment buildings and then in 1955 began constructing office buildings (415 Madison). Sam's philosophy was that "all these good people who were renting apartments needed offices to work in as well." As a result he began building an apartment building at the same time an office building was under construction. Sam was particular about the locations he chose. His motto "if you can get there by subway, I want to own it" has served the family well. The second and third generations have followed this credo by creating and expanding a portfolio of real estate that is easily accessible to the finest underground transportation system in the world.

Following Sam's death in 1975, his sons, Jack and Lewis, took over the company and expanded the portfolio with the construction of 40 East 52nd Street, 1675 Broadway and 560 Lexington Avenue. Building upon Sam's philosophy, the family was extremely active in philanthropic and civic affairs. In 1971, Lewis along with other business, real estate and civic leaders, created the [Association for a Better New York](#) in response to the fiscal crisis.

As chairman of [ABNY](#), Lewis led many civic initiatives including leading the city out of potential bankruptcy in 1977; buying bullet proof vests for the NYPD; defeated the deductibility of local and state taxes in 1986 and pushing for the Concorde to land at JFK. Lewis earned the prestigious CBE from Queen Elizabeth for his hard work on this effort. Lewis Rudin died on September 20, 2001.

In the early 1990's William Rudin was named president of Rudin Management by his uncle, Jack, and father, Lewis. At that time the real estate market in New York was anemic with over 30 million square feet of vacant space. William Rudin spearheaded the family's role in the revitalization of downtown, creating a center for high tech companies at 55 Broad Street. Silicon Alley was born and lower Manhattan became a Mecca for high-tech companies. This project set a new direction for Rudin. Just as Sam had only wanted to own properties close to mass transit, Rudin now integrates this concept broadband connectively into the fabric of the family's real estate.

Sam only wanted real estate with access to mass transit, the third generation, consisting of Eric Rudin, Beth Rudin DeWoody and Madeleine Rudin Johnson only wants real estate that has broadband connectivity to the outside world. This philosophy is evident in the design of 3 Times Square and 32 Avenue of the Americas, two of the most technologically advanced properties in the world today.

This philosophy has been integrated throughout the Rudin portfolio and the Rudin name is now synonymous with high-tech real estate. Real Comm, the most influential source for energizing trends in combining technology and real estate, has acknowledged Rudin in 2003 as one of the top ten innovative owners in America and gave Rudin its top real estate development award in 2004.

## **Introduction: About 345 Park Avenue**

From the center of midtown, 345 Park Avenue offers its tenants the highest level of access to Grand Central Terminal, Rockefeller Center, NYC bus and subway systems and the fine dining, shopping and culture of Manhattan's most exciting business neighborhood. This 44-story building is home to several of the worlds most prestigious firms. Click on the link below to view more about 345 Park Avenue.

[www.345parkave.com](http://www.345parkave.com)



## **Introduction: Operating Instructions**

### **Navigation**

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

### **Special Features**

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

### **Updates**

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information.

If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office.

**Policies and Procedures: Building Rules and Tenant Alterations**

Please contact the Building Manager, Robert Hirst, for the building rules and regulations pertaining to building alteration work.

## **Policies and Procedures: Insurance Requirements**

All contractors / vendors working in 345 Park must have insurance meeting the Rudin Management Company requirements and must submit evidence of same. For additional information concerning insurance requirements, please contact Robert Hirst @ 212-284-8473.

[Insurance Reg 345  
Park Avenue \(2\) 8-13- Attachment](#)

## **Policies and Procedures: Moving Procedures**

All moving arrangements must be made through the Building Management Office. To minimize inconvenience to other tenants, moves can only be scheduled before 8:00AM or after 6:00PM, Monday through Friday, or at any time Saturday and/or Sunday.

Please contact Robert Hirst @ 212-284-8473 or [rhirst@rudin.com](mailto:rhirst@rudin.com).

## **Policies and Procedures: Bicycle Policy**

The building has a designated area in the parking garage to comply with Local Law #52, relating to tenant bicycle access.

Please visit [www.nyc.gov/bikesinbuildings](http://www.nyc.gov/bikesinbuildings) for tenant requests and bicycle access plan.

## **Policies and Procedures: Parking Garage**

The Park-Lex Garage, (located on 52nd street between Park and Lexington Avenue) is open Monday to Friday from 6:15AM to midnight, and on Saturdays from 7AM to 2AM Sunday morning. All cars entering the garage are subject to inspection by Building Security.

Current garage management policy provides for a 25% discount on parking fees for hybrid vehicles.

**Policies and Procedures: Smoking**

As per New York City Law, smoking is not permitted in any commercial building. In addition, smoking is not permitted within 25 feet of any building entrance.

## **Policies and Procedures: Emergency Contact Information**

The Building Office must be supplied with the home and emergency telephone numbers of three key managers employed by each tenant. It is occasionally necessary for Building Management to inform tenant representatives about a situation, which may affect a tenant's premises. If you haven't already, please provide the necessary contact information and return it to the building office and keep us informed of any changes.