

# **SCHEDULE C**

**31 West 52<sup>nd</sup> Street  
New York, NY 10019**

## **BUILDING STANDARD CONSTRUCTION SPECIFICATIONS**

### **Revision**

November 3, 2020

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I. **INTRODUCTION**

The Paramount Group, Inc. staff at 31 West 52<sup>nd</sup> Street looks forward to working with the Tenant and Contractor as fellow members of your "Project Team." We want to ensure that the construction is completed smoothly and results in maximum tenant satisfaction.

All construction at 31 West 52<sup>nd</sup> Street must be done in compliance with the Standard Specifications and Landlord requirements as detailed in this text. All work must be performed in compliance with all applicable Federal, State and Local Laws, Regulations, Building Codes and Zoning Ordinances. In the event of a conflict, current Laws and Regulations supersede these Specifications. **ALL trades, including, second tier sub-contractors, MUST be union and affiliated with the NYC Builders' Trade Council.**

Approval must be received in writing from the Property Management Office prior to the commencement of any Tenant alteration/construction work.

PARAMOUNT GROUP, INC.		
EMPLOYEE	POSITION	EMAIL ADDRESS
Mike Spagnola	Property Manager	<a href="mailto:mspagnola@paramount-group.com">mspagnola@paramount-group.com</a>
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John Fallon	Director of Security	<a href="mailto:jfallon@paramount-group.com">jfallon@paramount-group.com</a>

II. **PRE-CONSTRUCTION**

A pre-construction meeting must be held with the Tenant, Architect, Engineer Consultant, General Contractor, and Landlord's Agent. As the project progresses, correspondence and questions should be addressed to:

Paramount Group, Inc.  
31 West 52<sup>nd</sup> Street, Basement  
New York, NY 10019

Attention: Property Manager

The Tenant must designate a representative (Tenant Representative) and inform Paramount Group, Inc. (Property Manager) in writing of the individual's name. **(Use Paramount Project Form 005)**. The Tenant's Representative must be able to make decisions on behalf of Tenant regarding clarification of documents and must be authorized to accept financial responsibility on the Tenant's behalf.

#### **A. Plans**

1. The tenant shall submit two (2) sets of preliminary construction drawings of the proposed work to the Property Management Office for approval. These plans will be reviewed by the Building's Management Staff for safety, impact on neighboring Tenants, and consistency with the Building's operational strategies.
2. The first submittal shall be a space study indicating the proposed office layout and all exits required. The Tenant, at this time, should also be ready to indicate any special requirements.
3. The tenant shall also submit one (1) set to each of the following for their review and comments: (addresses and contacts can be found in **Appendix B**).
  - a) **Building Engineer Consultant**
  - b) **Building Code Consultant**
  - c) **Building Hygienist**
  - d) **Building Fire Alarm Contractor**
4. The second submittal of plans shall be a complete set of construction documents, consisting of demolition, architectural, mechanical, electrical, structural and plumbing, as applicable. These drawings should indicate all special requirements, i.e., plumbing, special electrical, floor loading, etc.

**In addition, all alterations and new installations shall be in compliance with The Americans with Disabilities Act of 1990 (ADA), and subsequent revisions/additions to said Act.**

5. Prior to any construction, two (2) sets of drawings must be stamped and signed as "APPROVED" by the Property Manager and Chief Engineer. This indicates agreement on the plans to be used for construction.
6. All plans shall be dated and shall identify the Architect's name, address and telephone number, Tenant's name and suite number. All submissions to be on sheets 30" x 42" or 24" x 36", drawn to a minimum scale of 1/8". Tenant should maintain a file of copies of all transmissions to the Property Management Office.
7. Please note that plans and drawings must not be folded.
8. Final Drawing Submissions:
  - a) Final drawings ("As-Builts") shall be submitted in ".TIF" and CAD format, and one (1) printed hard copy
  - b) Drawings must be capable of printing full size.
  - c)

## **B. Filing/Permits**

1. Building permits will be filed by the tenant, at Tenant's expense, using the approved Building Code Consultant in order to ensure consistency with Building Standards.
2. The asbestos form (ACP5), which is needed for filing, must be obtained at the Tenant's expense, by the Building Hygienist.
3. Tenant shall be responsible for payment of all filing fees, all controlled inspections, permits, and all other code mandated testing/inspections which will be performed by the Building Code Consultant or Building's independent consultants.
4. Copies of all certificates of approval and all permits must be delivered to the Property Management Office prior to the commencement of work or upon their receipt, whichever occurs earlier.
5. Construction Filing and Completion Certificates: Tenant shall at its sole expense obtain all necessary permits prior to commencement of any work and all sign-off/inspections immediately following the project's completion. The attached Construction Checklist (Appendix D) indicates the required documentation which must be provided to the Property Management Office in order for Tenant's construction to begin and upon completion of the construction. If the applicable Completion of Construction documentation is not received promptly upon completion of construction, the Landlord may obtain these sign-offs and tenant shall reimburse Landlord (upon demand and as additional rent under the Lease) for all costs incurred in connection therewith including an administrative fee of 15% of the total amount of costs incurred.

## **C. Insurance**

Satisfactory evidence of proper insurance coverage must be filed with the Property Management Office before commencement of any work. Work will not commence without an Insurance Certificate being filed with the Property Management Office. Specifications for Insurance Certificates are in **Appendix A**.

## **D. Approved Contractors and Sub Contractors**

1. All work shall be performed by the Approved Building Contractors only. Names and telephone numbers of Building Approved Contractors are to be found in **Appendix B**.
2. The General Contractor or Tenant must provide a list of the subcontractors, and their respective work responsibilities, to the Property Management Office prior to commencement of construction. **(use Paramount Project Form 001)**
3. **Contractors must employ the services of union labor, affiliated with the NYC Builders' Trade Council only.** Tenant and Contractor shall make every effort to avoid labor disputes and shall indemnify the Landlord and Landlord's Agent against any such disputes.
4. The use of other contractors is subject to Landlord's approval.

#### **E. Construction Schedule**

The Contractor will prepare a work schedule to be approved by the Property Management Office and the Tenant. The schedule should include work start date and the anticipated completion date. Prior to and during the construction phase, Contractor shall provide weekly work schedules detailing daily work hours. Regular Building business hours are from 8:00 a.m. to 6:00 p.m. (Monday-Friday). Contractor should also indicate (day and time) when the freight elevator(s) will be needed for demolition/construction purposes. It will be the responsibility of the Contractor to notify the Property Management Office if the schedule changes. The construction schedule should be based on the work to be performed as indicated on the Tenant's Approved Construction Documents.

### **III. CONSTRUCTION PERIOD**

#### **A. Supervision**

1. A foreman in the employment of the Contractor is required to be on the job site at all times when any work is in progress. The foreman should make himself known to the Chief Engineer, and introduce any replacement, be they temporary or permanent.
2. All after-hours work by Contractors must be scheduled through the Management Office (212) 767-2666 or email [31wdist@paramount-group.com](mailto:31wdist@paramount-group.com)

#### **B. Security**

1. All Contractors must cooperate with the Building's security personnel and comply with the Building's security procedures.
2. Contractor will provide all employee names and comply with instructions on Project Form 003 attached.
3. All doors must be closed and locked at the end of each workday.
4. The Property Management Office is to provide locks and keys for the construction site at the Tenant's expense. At no time shall the Property Management Staff of Paramount Group, Inc. be locked out of the construction site.

#### **C. Fire Safety**

1. All necessary fire protection (i.e. fire extinguishers) must be in place throughout the construction process. These fire protection requirements shall be provided by the Contractor at Tenant's expense, and as directed by the Property Management Office, and as required by local code.
2. Properly equipped and trained fire watch personnel shall be posted whenever any type of welding, cutting, or burning is taking place.
3. Specific approval must be obtained from the Property Management Office any time

work may produce smoke, heat, flame, or heavy dust, or anytime work could potentially cause damage to sprinkler pipes or heads. This includes use of acetylene torches and demolition. This written approval is required in order to coordinate the proper deactivating and reactivating of the appropriate portions of the Building's sprinkler and Fire Alarm System. Said deactivating and reactivating shall only be done by Building personnel.

4. All flammable materials (thinners, adhesives, oily rags, gasoline, etc.) must be stored in an approved NFPA (Code 30) fire cabinet at the end of each workday. Cabinets are to be provided by the Contractor. Acetylene oxygen and propane tanks must be removed from the premises at the end of each workday.
5. Any additional reasonable fire protection requested by the Property Management Office shall be provided by the Contractor.
6. The Contractor will protect the Public, Tenant, and Building property by installing all necessary signs, dust protection and all other safety measures required for this work. These reasonable requirements shall include, but not be limited to, ensuring the core Class E system (pull stations, warden telephone and common-area smoke detectors) remains in full operation throughout construction.

#### **D. Cleaning/Building Protection**

1. In order to minimize any adverse impact on other Building tenants, spaces affected by demolition or construction dust or dirt shall be cleaned by the Contractor's labor to the satisfaction of the Property Management Office. Such spaces include floors, walls and ceilings of multi-tenant corridors, and elevator lobbies and cabs. Spaces not satisfactorily cleaned shall be re-cleaned by the Property Management Office and charges shall be billed back to the Tenant. Cleanup work is, however, the responsibility of the Contractor.
2. Dust which accumulates from work done during normal business hours shall be cleaned continuously, and that which results from after-hours work shall be cleaned after work is completed.
3. If no work is planned for the following morning, additional follow-up cleaning of public areas is required no later than 8:00 a.m. the following day to clean dust which may have settled during the night. This requirement includes weekends.
4. For floors, a broom clean condition is to prevail. The job site is to be maintained in a clean condition. Trash shall be removed at the end of each day and will be carted away from the Building by Contractor at Tenant's expense. Debris is not to be left in piles in the Tenant space/work area, public areas such as corridors or freight lobbies, or Loading Dock. Containers must be promptly returned to the work area and not left in common areas. Debris, containers, incoming material, tools and the like may not be stored anywhere outside the work area.
5. Masonite panels and other padding must be used to protect all walls, floors and elevators from any damage which may be caused by moving demolition debris or construction materials through any part of the Building. Panels must be taped to eliminate the risk of tripping.
6. On multi-tenant floors, corridor protection will be removed each night before

business hours and the corridor cleaned as described above.

7. The Contractor is to use rubber wheeled carts in removing debris and trash from Tenant's space. Under no circumstances shall metal wheeled carts be allowed. All doors are to be protected with paper and cardboard.
8. Any damage done to the corridors inclusive of freight hall doors, during demolition/construction must be repaired by Contractor at the Tenant's expense upon completion of the project. Corridor specifications can be obtained from the Property Management Office.
9. Appropriate precautions must be taken by Contractor to protect filters on the A/C units from clogging when construction dust is heavy. Contractors should notify the Property Management Office in advance when such construction activities seem likely. As determined by the Chief Engineer, filters will be replaced at the Tenant's expense.

#### **E. Use of Building Maintenance Personnel**

1. All labor rendered by Building personnel to coordinate or assist in any work, or to ensure the quiet enjoyment of other Tenants, shall be charged to the Tenant at the Building's prevailing service rates.

#### **F. Disruptive Work**

1. Any construction work causing excessive noise, vibrations, or odors such as coring, chipping of columns or floors, setting of anchors, painting with lacquer, etc. shall not be performed during normal business hours.
2. The definition of "Excessive Noise" or "Disruptive Work" is at the discretion of the Property Management Office.
3. Any work which disrupts Tenants must cease immediately upon request of the Property Management Office and be rescheduled for completion after-hours.
4. All Contractors and sub-contractor's employees must carry themselves in a professional manner whenever they are in the Building's common areas (i.e., no inappropriate language or rough housing in the Building loading dock area or freight cars.)

#### **G. Freight Elevators**

1. The freight entrance is located at 52<sup>nd</sup> Street. Details of freight elevator locations, specifications and hours of operation are in **Appendix C**.
2. All construction personnel must use the freight elevators for all travel within the Building and when arriving or leaving the site. Passenger elevators are off limits.
3. Freight elevator use during normal business hours is for routine deliveries only. No exclusive use of these elevators can be granted during this time. Arrangements for after-hours elevator service should be made with the Tenant Service Coordinator. The Tenant will be charged at prevailing rates.
4. All workers exiting the Building with materials, toolboxes, etc. must show Building



- passes to the freight elevator operators. The operators will collect these passes.
5. The Contractor must clean the freight elevator and all areas affected by the work after each use.
  6. Any hatch opening requests must be signed off (approved) by the Tenant. Note: hatch openings should be requested at least 24 hours in advance.

#### **H. Demolition and Construction Debris**

1. **All demolition, debris removal, and transporting of large quantities of construction materials must be done before or after regular Building business hours.**
2. All construction debris must be removed from the Building within 24 hours. All Building Standard material removed during the construction of any Tenant space and not re-used by Tenant will be turned over to the Property Management Office at the Building's option.
3. Containers must be emptied and returned to the workspace promptly. Containers may not be stored in the Loading Dock at any time.

#### **I. Storage**

1. Contractors are not to store any equipment in building electrical or phone closets, mechanical rooms, or freight halls. Storage must be coordinated with either Property Management or the General Contractor and shall in most cases be confined to the construction site.

### **IV. MECHANICAL and DESIGN SPECIFICATIONS**

#### **General**

The following items, addressed in the paragraphs below, are among those that must conform to the Building Standard Specifications:

- HVAC Systems
- Electrical Installations
- Fire Alarm
- Plumbing
- Telephone Hookups
- Walls
- Entryway doors, hardware and locks, electric strike, staining of entry doors
- Signage, Intercom
- Radiator Enclosures
- Solar Screens and Shades
- Fireproofing

**Note #1:** The Building Chief Engineer must be contacted to review the scope of work

with the Contractor prior to the commencement of any mechanical/electrical work. At this time, a walk-through of the work area shall be conducted, and all field conditions noted and addressed.

**Note #2:** Any alterations or new installations shall be in compliance with The Americans with Disabilities Act of 1990 (ADA), and subsequent revisions/additions to said Act.

#### A. HVAC

1. New tenants have the option of connecting their ductwork to the existing floor units or, in smaller spaces, to their own units. All Tenant units must have Property Management's approval prior to installation.
2. The standard air distribution system for the Building is low pressure ductwork using self-contained, thermally powered diffusers with plenum relief. No additional wiring or wiring controls are required.
3. Any ductwork or other related HVAC mechanical equipment to be abandoned in Tenant's premises as a result of Tenant's Improvements shall be removed by Tenant back to the base building connection point. Prior to removal, Property Management must be notified in order to approve the extent of removal and to coordinate the disconnection of related ductwork, plumbing and electrical work and the reclaiming of refrigerants. This work is to be made part of demolition work.
4. Air Balancing tests on new or modified ductwork are to be verified/witnessed by the Chief Engineer of the Building.
5. Building Standard Refrigerant (Comfort Cooling)

Paramount Group, Inc. requires that all new installations of comfort cooling equipment at 31 West 52<sup>nd</sup> Street be equipped with R410-A refrigerant.

#### B. Electrical

1. All electrical homeruns shall be in 3/4" EMT or 3/8" EMT or rigid conduit.
2. Remaining wiring may be installed in Greenfield as code permits.
3. Any use of BX cable is prohibited.
4. All lighting fixtures must be energy efficient. Approved plans indicating these fixtures must be submitted to the Property Management Office prior to ordering the fixtures.
5. No back-to-back electrical outlets are allowed in adjacent offices. A minimum of one foot of space between electrical outlets is required.
6. No sub-panels or piggyback panels are allowed in Building electrical closets.
7. Tenant electrical panels are required to be in the Electrical Closets.
8. Temporary lights must be provided at all elevator lobbies, fire exits, and equipment rooms on a 24-hour basis. All temporary lights and wiring must be removed at the completion of the project.
9. All power, including existing, must be routed back to the core electrical closet, and

any penetration into the electrical closet must be fire-stopped.

10. All electrical wiring/conduit/cabbling (including telephone) to be abandoned as a result of Tenant's Improvements within Tenant's premises shall be removed back to the source of connection by Tenant at Tenant's expense. Prior to removal, Property Management must be notified in order to approve the extent of removal and to coordinate the disconnection of related electrical work. This work is to be made part of demolition work.
11. The electrician is responsible for final inspection and sign-off by the Bureau of Electrical Inspection regardless of the length of time it takes to schedule an inspection date. It is the responsibility of the electrical contractor to ensure that an A433R form is filed.
12. If approved core drilling is performed, the floor slab must be coordinated with Property Management to ensure that there are no conflicts with existing conduits or plumbing.

#### **C. Plumbing**

1. Access doors must be installed at every wet column for accessibility to the valves.
2. All piping to be abandoned as a result of Tenant's Improvements within Tenant's premises shall be removed back to the source of connection by Tenant at Tenant's expense. Prior to removal, Property Management must be notified in order to approve the extent of removal and to coordinate the disconnection of related plumbing work. This work is to be made part of demolition work.

#### **D. Fire Alarm**

1. Due to the complexity of the Life Safety systems at 31 West 52<sup>nd</sup> Street, any tie-ins and disconnect must be coordinated with the base building's fire alarm vendor  
Cross Fire & Security Company  
(718) 234-8600  
Michael Casini
2. The Contractor or Electrician shall furnish electrical drawings to Cross Fire prior to the commencement of construction. These drawings shall include Fire Alarm System (which should be a separate drawing), Riser Diagram and Sequence of Events. The Contractor is responsible for coordinating all work with Cross Fire. All Fire Alarm Equipment must be purchased through Cross Fire. Cross Fire will make the final tie-in of all fire devices to the DGP panel on the respective floor(s). A Fire Alarm Plan/Work Approval Application (PW-1) must be filed through the Building Code Consultant, and a work permit obtained prior to any work on the fire alarm system. Cross Fire will provide the Electrician with a modified riser plan of the Building's Fire Safety System. This plan shall show the new equipment installed by the Tenant. The engineer who designed the mechanical systems shall sign and seal the riser plan. Also, the electrical contractor shall complete an A433R Form which certifies the correct installation of the fire alarm devices. The signed and sealed plan and A433R Form must be given to the Building's Code Consultant to complete

the fire alarm filing and sign-off.

3. New tenants shall not be allowed to occupy their space until their fire alarm systems are online.
4. Refer to Appendix F – Fire Alarm System Specifications.

#### **E. Telephone**

Building Standard telephone outlets must be wired with tubing through the wall above the ceiling line. It is the Tenant's responsibility to install all telephone wire and extend tubing to telephone closet as required by local code requirements. If exposed wire is allowed and used, it must be securely fastened in bundles to the slab above so as not to impose additional loads on the ceiling, ceiling support system, duct work, light fixtures, etc. All telephone and data cables are to be made of approved fire-resistant wire (such as Teflon coated) or concealed in EMT when running through a return air plenum. No Tenant Equipment is allowed in Building Mechanical Equipment Rooms (MER's) or telephone closets. Tenant Equipment is allowed only in the Tenant's space.

#### **F. Walls**

All walls must penetrate the ceiling. Interior partition studs must extend to the underside of the slab above. All demising partitions and corridor walls must be extended completely; drywall and studs must extend to the underside of the slab above, per New York City Codes.

#### **G. Entry Way Doors, Hardware, etc.**

1. Entry Way Doors - All Tenant Entry Doors on the public corridors of multi-tenant floors are to be:
  - 3'0" w x 9'0" h x 1 3/4" t (single door)
  - 6'0" w x 9'0" h x 1 3/4" t (double doors)
  - (1) One-hour UL rated fireproof
  - Full mortise locks and butts
  - Double top blocking
2. Hardware and Locks - All entry door hardware must conform to the Building Standard Specification. **Refer to Paramount Project Form 004.** All Locks, including interior locks, must be Schlage® EVEREST™ PREMUS XP high security locks with interchangeable cores. Cylinders must be interchangeable core type and fit into Building Standard door hardware. Building standard hardware and cores are available through the building's hardware vendor at the tenant's expense.
3. Signage - Building Standard Signage (frame, size and color) must be used. Signage is to be ordered by the Management Office at the Tenant's expense. The sign graphics must be submitted to the Management Office four (4) weeks prior to the Tenant's move-in date.

#### **H. Window, Solar Screens and Draperies**

1. The Building Standard shades and solar screen must be approved by Property Management. Window frames and trim cannot be painted.

**I. Fireproofing**

Fireproofing must be approved by Property Management Office. Fireproofing installation shall conform to the standards as detailed in **Appendix E**. In the event any structural steel is exposed as a result of construction, thorough fireproofing shall be required as part of Contractor's scope of work.

**J. Sprinkler Heads**

All sprinkler heads must be new or if re-used, then inspected to ensure they are not heads previously identified by the Consumer Product Safety Commission as being recalled. O-ring sprinkler heads produced by Central Sprinkler Company, Gem Sprinkler Company and Star Sprinkler Inc. were recalled in 2001. Further information on this recall is available at the CPSC website [www.cpsc.gov](http://www.cpsc.gov)

**K. Floors (Core Drilling)**

1. Any core drilling must be approved by the Building Management's structural engineer.

**V. CONSTRUCTION SIGN OFF**

See **Appendix D** for a list of required documentation which must be provided to the Property Management Office in order for Tenant's construction to receive the necessary sign-offs. If the applicable documentation is not received promptly the Property Management Office shall, at the Tenant's expense, make the necessary arrangements to obtain these sign-offs.

**VI. MATERIAL / PRODUCTS**

If building standard materials are not used, the tenant is responsible to maintain adequate stock for repair. Extra materials cannot be stored in electrical, telephone or mechanical rooms.

**A. Locks**

See Locks, Keys and Door Hardware Specifications

**B. Restroom**

Check with Paramount Group, Inc. Property Management