

BioMed Realty Trust

The Landmark at Eastview
Electronic Tenant Handbook

Created on February 5, 2012

Building Amenities: Conference Room

All Conference Room reservations are made via the [Interactive Conference Management System](#).

[Catering](#) is available for all the conference rooms. Orders may be placed via the web site or by leaving a voicemail at the following: (914) 345-5556, (914) 345-5557 and (914) 345-5548.

All Conference Rooms are situated in [Building 765](#).

- The Rockland - First Floor

50 Theatre style
A/V Equipment, wireless internet service available
Ph: (914) 345-5508

- The Lyndhurst – Mezzanine

15-20 Boardroom
A/V Equipment
Ph: (914) 345-5551

- The Sunnyside - Mezzanine

10-12 Boardroom
A/V Equipment
Ph: (914) 345-5550

- The Atrium

West Side – up to 30 people
East Side – up to 75 people
Both can be used as Dining and/or Conference Facilities

- The Tarrytown

This is a semi-open space
Suitable for informal lunches/meetings up to 50 people



BioMed Realty

Building Amenities: Fitness Center

The Landmark Fitness Center, located in Building 765, opened in March 2011 and provides a fabulous modern and spacious location to work-out or take a fitness class. It comprises 8,700 sq ft and consists of two classrooms, a free weight area, and equipment ranging from spin bicycles to treadmills, ellipticals, and circuit training machines. The bathrooms are equipped with both showers and lockers, and a towel service is provided Monday through Friday. The Fitness Center is available to all tenants and employees without a membership fee, but a Waiver must be signed and returned to the Building Management Office before access can be provided.

For tenants who wish to organize a fitness class for employees, please call Building Management at (914) 345-5500.

The hours of operation are as follows:

Monday – Sunday: 4:00 am – 9:30 pm

[Click here to see photos of the Fitness Center](#)



Building Amenities: Grounds

To enquire about using areas of the grounds for functions, please call the Building Management Office at (914) 345-5500.



Building Amenities: The Landmark Cafe

The Landmark Café

The new Landmark Café and Conference Center is located in Building 777 on the south side of the campus and comprises 13,400 sq ft of spacious dining, and lounge space. It can accommodate up to 265 people for dining purposes but may also be used for large gatherings and events of up to 390 individuals. In addition to the full-service Café, a Coffee Bar for late afternoon snacks and light fare is open until 4 pm each day, and during the warm season, a patio for outside dining that looks out onto the courtyard may be used. Wireless internet service is available throughout the Café and lounge area.

The hours of operation are as follows:

Monday to Friday

Breakfast:	7:30 am-10:00 am
Lunch:	11:30 am-2:30 pm
Coffee Bar:	2:00 pm-4:00 pm – serving snacks, desserts, and coffee

Service at The Landmark Café is provided by Flik with a program of healthy, fresh menu items that includes Hot Entrees, Grill and Deli, Salad Bar, Hot Soups, Grab-and Go, and fresh Pizza made daily as well as a catering service.

For catering requests, please call:

Bill Arco, Chef Manager (914) 345-5557

[To see photos of this beautiful new space, click here](#)

[Flik](#)
[Flik Catering](#)
[Weekly Menu](#)

The Bridge Café, located on the Spine Bridge of Building 777, now serves as a Grab-and-Go station that includes sandwiches, salads, soups, and snacks.

The hours of operation are as follows:

Breakfast:	7:30 am-10:30 am
Lunch:	11:30 am-1:30 pm



Building Amenities: On-Site Amenities

Beautifully maintained estate grounds

- Tennis Courts
- Jogging trails and walking paths
- Courtyard with seating area

Services and facilities

- Full service cafeteria, catering
- Conference facilities
- Fitness Center
- USAlliance Federal Credit Union
- ATM
- Barbershop
- Free parking
- Free shuttle bus service to Tarrytown and North White Plains Metro North train stations
- Public transportation - Westchester Bee-Line bus service

Security

- 24/7 indoor and outdoor patrols of all vital areas and parking lots
- TV camera monitors for entrances and exits
- Computerized Card Access System
- Lobby security guard

Facilities

- [Conference Room](#)
- [Fitness Center](#)
- [Tennis Courts](#)
- [Grounds](#)
- [Landmark Cafe](#)

Services

SERVICE	CONTACT	TELEPHONE	E-MAIL	MORE INFORMATION
Barber		(914) 345-5585		Open only on Mondays, 9:00 AM - 5:00 PM
Yoga Class	Lara Demberg	(914) 588-8166	ldvoloto@gmail.com	Please click here for a class flyer
Yoga Class	Patty Schneider	(914) 564-1631	patty@thejoyofmovement.com	Please click here for a class flyer
Fitness Class	Donna Thomas	(914) 512-7964		Please click here for a class flyer

Spinning	Ann Marie Polchinski		annmarietrainer@aol.com	Please click here for a class flyer
----------	-------------------------	--	--	---

Transportation

- [Shuttle Bus Service](#)
- [Bee-Line Bus #27 Schedule](#)
- [MetroNorth Railroad Schedules](#)
- [Vanpools and Carpools](#)

Work Order Request

- [Submit a request](#)



Building Amenities: Parking

Please park only in designated [parking areas](#) in the parking lot to which you've been assigned, and use only one spot. Do not park in delivery or loading zones.

When parking, please take all valuables with you and lock your car as Building Management does not accept responsibility for lost or stolen goods.

Any Tenant leaving his or her car overnight in the parking lot must forward notification of such to the Building Management Office 24 hours in advance with the following information:

1. Employee's name, company, and contact number
2. Color, make, model and year of the vehicle
3. State and license plate number

[Click here to download a Overnight Parking Notification Form](#)



Building Amenities: Shuttle Service

The Landmark at Eastview provides two shuttle services: North White Plains and Tarrytown

Daily Schedule for NWP:

Morning Pick-up from North White Plains Train Station

- 8:07 am
- 8:35 am

Evening Pick-up – The Landmark at Eastview

- 5:00 pm
- 5:35 pm
- 6:30 pm

Daily Schedule for TT:

Morning Pick-up from Tarrytown Station

- 8:05 am
- 8:40 am

Evening Pick-up – The Landmark at Eastview

- 4:50 pm
- 5:30 pm
- 6:20 pm

[Please click here for Shuttle Service Schedule](#)

Metro North Train Schedules

For current train schedule to North White Plains Train Station, use the link below:

http://as0.mta.info/mnr/schedules/sched_form.cfm

BeeLine Bus #27 Schedule

For current bus schedule to and from The Landmark at Eastview, use the link below:

http://transportation.westchestergov.com/images/stories/Schedules/Route_27_Fall10.pdf

Vanpools and Carpools

- www.metropool.com
- www.nuride.com



Building Amenities: Tenant Communications

Current Tenants

- [ACS State and Local Solutions, Inc.](#)
- [Another 9 LLC](#)
- [Aerolase](#)
- [ARMGO Pharma, Inc.](#)
- [Bayer Healthcare](#)
- **Christian Eisenbeiss**
- [Combe Incorporated](#)
- [EpiCept](#)
- [Momentive Performance Materials](#)
- **Profectus Biosciences, Inc.**
- [Progenics Pharmaceuticals](#)
- [PsychoGenics, Inc.](#)
- [Regeneron Pharmaceuticals, Inc.](#)
- **TechnoVax**
- [US Alliance Federal Credit Union](#)
- [Vista Electrical Contractors](#)

In addition to your contact with your Property Manager and Leasing Representative, BMR monitors tenant opinions and keeps tenants up-to-date with the following communications vehicle:

BMR's site on the World Wide Web - <http://www.biomedrealty.com>.

The site contains information on BMR's portfolio of properties, including floor plans and area maps, as well as BMR company news including press releases, financial reports, and other information.



Building Amenities: Tennis Courts

There are two tennis courts and they are open from May 01 – September 30. Reservations are required and must be made in 1 hour increments. Please use the [Service Request System](#). Keys are available from Security and must be returned there. If courts are used on a Friday, keys must be returned to Security on Monday.



Building Amenities: Newsletter

The Landmark now produces a quarterly newsletter, the first of which was issued during the last quarter of 2008. This newsletter contains updates on the on-going development at the site, accounts of the various events held periodically on campus, photos, and other articles of interest to tenants.

[Q-4 2008](#)

[Q-1 2009](#)

[Q-4 2010](#)

[Q-1 2011](#)

[Q-2 2011](#)

[Q-3 2011](#)

[Q-4 2011](#)



Building Amenities: US Alliance Federal Credit Union

Hours of Operation:

Monday - Thursday: 8:00am -
4:00pm

Friday 8:00am - 3:00pm

The US Alliance Federal Credit Union is located on the G-Level South Spine behind the main reception area of Building 777. For more information on services, please go to <https://www.usalliance.org/html/home.htm>

ATM

The ATM is located on the G-Level South Spine behind the main reception area of Building 777. There is no service fee charged by US Alliance Federal Credit Union for transactions.



Building Amenities: Suggestions

Suggestion Form

777 Old Saw Mill River Road, TarryTown, NY 10591
P: 914-345-5500

Please use this form to contact us with any suggestions.

Please enter information for the required fields. Please try again.

Thank you, your suggestion has been submitted to us.

• Required

- First Name #SESSION.fname#
- Last Name #SESSION.lname#
- Company #SESSION.title#
- E-mail #SESSION.email#
- Phone #SESSION.phone
- Address 1 #SESSION.address1#
- Address 2 #SESSION.address2#
- City #SESSION.city#
- State
- Zip Code #SESS
- Country #SESSION.country#
- Suggestion

Submit

Building Operations: Building Management

The following personnel are available to address your needs:

Title	Name	Phone Number	E-Mail
Senior Director, Leasing & Development	Laura Woznitski	(914) 345-5512 (Cell) (858) 842-8569	Laura.Woznitski@biomedrealty.com
Senior Property Manager	Christina Damiano	(914) 345-5524 (858) 414-3072	Christina.Damiano@biomedrealty.com
Assistant Property Manager	Catherine Morrissey	(914) 345-5514 (858) 472-3643(Cell)	Catherine.Morrissey@biomedrealty.com
Facilities Manager	Frank Taylor	(914) 345-5518 (914) 403-1837(Cell)	Frank.Taylor@BioMedRealty.com
Senior Manager, Facilities	Michael Cahill	(914) 345-5506 (858) 472-4240(Cell)	Michael.Cahill@biomedrealty.com
Project Manager, Development	Tiffany Phipps	(914) 345-5513 (858) 472-9159(Cell)	Tiffany.Phipps@biomedrealty.com

Title	Name	Phone Number	E-Mail
Property Coordinator	Tanishawan Daniels	(914) 345-5525	Tanisha.Daniels@biomedrealty.com
Facilities Coordinator	Caitlyn McNerney	(914) 345-5517	Caitlyn.McNerney@biomedrealty.com
Administrative Assistant	Lilian Pena	(914) 345-5502	Lilian.Pena@BioMedRealty.com
Loading Dock Manager	J. Antonio Guzman	(914) 345-5562 (914) 774-1607 (Cell)	Antonio.Guzman@BioMedRealty.com
Security Account Manager	John Kulsha	(914) 345-5561 (914) 403-1839	
Lobby 777 Reception		(914) 345-5560 (914) 345-5539	John.Kulsha@biomedrealty.com
Director, Real Estate Operations	Michael Bodendorf	(914) 345-5509 (858) 472-8934(Cell)	Michael.Bodendorf@BioMedRealty.com



Building Operations: Building Hours/Holidays

Hours of Operation

- Monday – Friday / 8:00am – 6:00pm

Holidays

Holidays:	2010	2011
New Years Day	January 1	January 1
Martin Luther King Day	January 18	January 17
Presidents Day	February 15	February 21
Memorial Day	May 31	May 30
Independence Day	July 4	July 4
Labor Day	September 6	September 5
Thanksgiving Day	November 25	November 24
Christmas Day	December 25	December 25



Building Operations: Leasing Contacts

The leasing representative to contact for information on [available space](#) at The Landmark at Eastview is:

Title	Name	Phone Number	E-Mail
Associate Leasing & Development	Morgan Weinstein	(617) 551-5224 (858) 663-8226 (cell)	morgan.weinstein@biomedrealty.com

The leasing representative for BioMed Realty Trust, Inc. is listed below with their contact information.

East Coast Offices

Title	Name	Phone Number	E-Mail
Associate Leasing & Development	Morgan Weinstein	(617) 551-5224 (858) 663-8226 (cell)	morgan.weinstein@biomedrealty.com
Senior Director, Leasing & Development	Bill Kane	(617) 551-5932 (617) 217-2171 (cell)	bill.kane@biomedrealty.com

Building Security: Overview

The Landmark at Eastview provides 24-hour security, the office of which is located in the reception area of Building 777, also known as the Spine Building. The main entrance to the campus is through the lobby of Building 777. A security guard is on duty at the reception desk in the lobby to direct visitors, vendors, and contractors, as well as to address any other concerns throughout the day. All visitors are required to sign in at the reception desk, wear a Visitor Name Tag while on the premises, and sign out before leaving. Should you have any security concerns or issues, please do not hesitate to contact our [Security Account Manager](#) at (914) 345-5561.



Building Security: Building Access For Contractors and Vendors

Vendors and contractors requiring access to the building to perform work on base building components must provide 24-hour advanced written notification to the Property Manager. This notification should include:

- Name of Vendor/Contractor
- Names of those carrying out the work in the building
- Date when work will be performed
- Scheduled time of arrival and departure
- Description of work to be carried out
- Certificate of Insurance

Prior approval is required before any work may be performed in the Premises including without limitation, installation of telephones, computer and communications equipment, electrical devices and attachments, and installations of any nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment or any other physical portion of the Building.

Where appropriate, Tenant should ensure that the Rules and Regulations of the Building are observed by any vendors/contractors rendering service to the Building on their behalf.



Building Security: Security Access System

In order to ensure the security of the Property, all access to the Campus should be through the main lobby of Building 777. For tenants, access cards are required to enter any of the buildings at all times. A numerical range of pass cards are assigned to each tenant upon occupancy. The Building Management Office tracks the range of cards assigned to each tenant. However, it is the tenant's responsibility to track which card number is assigned to each employee. Notification of any changes in employment or other access privileges for any employee should be given immediately to the Management office so that updates to records and the access system may be made. Should you experience any problems with your security access card, please contact our [Security Account Manager](#) at (914) 345-5561.

If a card is lost, the tenant should contact the Security Account Manager to obtain a replacement card for which there will be a \$10 charge per card. Malfunctioning cards will be exchanged at no additional cost by contacting the Security Account Manager.



Building Security: Deliveries

Mail

Tenant mailboxes are located in the main lobby of Building 777. Each tenant is issued a mailbox upon occupancy. One key to the mailbox is provided to each tenant. Any additional mailbox keys may be purchased from the Building Management Office. Both the [U.S. Postal Service](#) and [FedEx](#) make stops at Building 777 from Monday to Friday at approximately 5pm. Mail for both of these services can be left at the reception desk at any time during the day. There is no weekend or holiday mail.

Loading Dock

The main loading dock is available for deliveries on the south-east side of Building 777 and at each respective building. All deliveries should be directed to the main loading dock between the hours of 8:30 am - 4:00 pm., unless other arrangements have been made in advance. There is a 30-minute limit on deliveries. Should you have any questions with regard to deliveries, please call the Loading Dock Manager at (914) 345-5562.



Building Security: General Office Security

Security Procedures

To help keep your building secure, we ask that all personnel be alert and report any suspicious people or activities immediately to your [Property Manager](#).

- Please advise your Property Manager of any suspicions or concerns.
- In extreme emergencies, contact the local Police Department.

Tenant Precautions

To maintain a safe working environment, the following procedures should be observed:

- Be suspicious of any unauthorized person who enters your suite and when confronted makes excuses that they are lost or looking for another company.
- Tenants with more than one entry door should keep all doors locked except the reception area door.
- Never leave your reception area unattended when your suite entry door is unlocked.
- Companies that permit employees to go to lunch at the same time should lock the entry door before leaving.
- All tenants should enforce a company policy that the last person leaving at the close of a business day is responsible for locking all doors.
- Always lock your valuables in your desk or take them with you when you leave your work area.
- Always lock your car and conceal all valuables and packages in the trunk of your car.



Building Security: Key & Lock Policy

Keys will be furnished by the Building Management Office for each door entering the leased premises. Additional locks should not be installed on any door or within the property without the prior written consent of the Property Manager. Requests for suite entry locks to be changed or for additional keys should be done via the [Service Request System](#).



Building Security: Lost and Found

All items found in or around the Premises should be brought to the Security Office located in the main lobby in Building 777.



Building Security: Solicitation

Soliciting, canvassing and peddling in the building are prohibited. To assist the Building Management Office, if you become aware of anyone conducting any of the above activities on the property, immediately call the Property Manager at (914) 345-5510.

Building Services: Building Signage and Directory

Monument signs are located at the entrance to the Property displaying the company's name. A Building standard plaque will be mounted on the entry door to the suite and where necessary, additional directory signage will be located around the Building.

The Building Management Office must approve custom signs that deviate from the building standard. No signs are to be taped, stapled, tacked, or adhered to walls but should be professionally installed in order to maintain the image of the Building.

Prior to occupancy, signage request forms are provided to each tenant. However, should you require extra listings or signs at a cost to the tenant, please contact the Building Management Office. Requests for changes to signage should be made via the [Service Request System](#).



Building Services: Cleaning

Janitorial services are provided by the Building Management Office in accordance with the terms outlined in each tenant's lease agreement. Additional cleaning, above the standard provided cleaning services, may be provided at an additional cost. Please contact the Building Management Office for details via the [Service Request system](#).



Building Services: Elevators

The building elevators are regularly inspected and professionally maintained by a specialized maintenance company. Should the elevator stop when you are in it, utilize the emergency phone within the elevator.

If normal electric service to the building is interrupted, the elevators will stop temporarily. Be patient and utilize the phone.

Elevator equipment and performance are constantly monitored. Should you at any time experience any irregularity or difficulty with elevator service, please report it immediately to the [Security Account Manager](#).



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 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.

[Fire Prevention Checklist](#)

[Bomb Threat Report](#)

[Tenant Emergency Contact Form](#)

[Overnight Parking Notification Form](#)

[Carpool Parking Permit](#)

[Suggestion Form](#)



Building Services: HVAC

Heating, ventilation and air conditioning are provided twenty-four hours per day, seven days per week and every effort is made by the Building Management Office to provide maximum comfort levels for all building occupants. If any problems with climate control should arise, please submit a [Service Request](#). For after-hours HVAC requests, please contact the Building Management Office at (914) 345-5500.



Building Services: Maintenance Requests

[Click here to log into the Service Request System](#)



Building Services: Recycling & Green Initiatives

BioMed Realty Trust, Inc. is a member of the United States Green Building Council (USGBC), a non-profit organization working to make green buildings available to everyone, and has received LEED certification for a number of its buildings across the country. BMR is committed to helping improve the environment by identifying new recycling opportunities and expanding the Building's recycling efforts. Over the last few years, The Landmark at Eastview has undertaken many initiatives to green the campus as a way of participating in the growing environmental movement. The following are a few examples:

- Plastic, paper, cardboard, and glass are currently collected for recycling. The latest addition to this recycling program has been the central staging of a collection box in the main lobby of Building 777 for used household batteries. Tenants are encouraged to use this; all batteries collected are sent for recycling along with those used throughout the various buildings.
- All restroom paper products, as well as the janitorial cleaning products, used through the campus area Green Seal Certified.
- Pallets are collected for recycling where they are shredded to be used for mulch.
- Following the recent refurbishment of the lobby flooring, the old carpeting was recycled. In all future renovations, BMR is committed to using low VOC and recycled products and materials, along with more eco-friendly products such as bamboo panels, paperless hand dryers, etc., whenever possible.
- Landscape improvements over the last several years have, for the most part, included xeric plantings. This is the use of both drought-tolerant and indigenous plants in the original areas of the campus that do not contain a sprinkler system. Deer resistant plants have also been used throughout and the courtyard sprinkler system is rigidly controlled to avoid waste.
- In 2009, a lighting retrofit of the common areas, bathrooms, and exterior was completed with the result that the most energy efficient bulbs and ballasts are now being used. All old bulbs and ballasts are collected and sent off-site for recycling.
- Installation of VFD's and a new electric chiller has resulted in considerable energy savings.
- 17 Parking spaces have been set aside as reserved/preferential parking spaces for carpooling.
- Bicycle racks are available for tenants at each Building.
- Used cooking oil from the on-site cafeteria is collected and recycled for reuse as a biodiesel.
- Living walls have been installed in the main lobby on campus as a way to beautify the built environment and contribute to human health and well-being.

Building Management continues to look for ways by which to further green The Landmark for the benefit of our Tenants, as well as our Planet.

Emergency Procedures: Bomb Threats

If someone at your office receives a telephone bomb threat please accurately fill out a [Bomb Threat Report Form](#). Every phone should have a bomb threat card near or attached to their phone. Please notify your Property Manager immediately at (914) 345-5509.

You are entitled to evacuate your suite without the building's approval; however, building staff will need to assist you in this process.

If an item is found that is suspect:

- Keep clear of the package.
- Do not handle the item.
- Do not attempt to open the item.
- Do not place the item in water.
- Do not remove any binding material (i.e. string, tape, etc.).
- Do not pull or cut any material that protrudes.
- Do not place the item in a confined space.

Letter or Parcel Bombs

Threats against a corporation and its personnel may come through parcel systems. All employees should be alert to this type of threat and take precautionary measures to detect such dangers. When a written threat is received, save all material, including any envelope or container and avoid handling the evidence. Every effort must be made to identify fingerprints, handwriting, postal marks, etc. If you have any reason to believe that a letter parcel is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent.

Here are some indications that a letter or parcel might be hazardous:

- Stained
- No return address
- Poorly packaged
- Unusual appearance or feel
- Peculiar odor



Emergency Procedures: Civil Disturbance

Should a riot or civil disturbance start outside the Building, immediately lock all entrances to your suite and/or building and notify the police. We will keep you informed as events progress.

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: Earthquakes

During an Earthquake

When you feel an earthquake, duck under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other heavy objects that could fall. Watch out for falling plaster and ceiling tiles. Stay undercover until the shaking stops, and hold onto your cover. If it moves, move with it. Below are some additional tips for specific locations:

If you are in a HIGH-RISE BUILDING, and not near a desk or table, move against an interior wall and protect your head with your arms. Do not use the elevators. Do not be surprised if the alarm or sprinkler systems come on. Stay indoors. Glass windows can dislodge during the quake and sail for hundreds of feet.

- If you're OUTDOORS, move to a clear area away from trees, signs, buildings, electrical wires, and poles.
- If you're on a SIDEWALK NEAR BUILDINGS, duck into a doorway to protect yourself from falling bricks, glass, plaster, and other debris.
- If you're DRIVING, pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over.
- If you're in a CROWDED STORE OR OTHER PUBLIC PLACE, do not rush for exits. Move away from display shelves containing objects that could fall.
- If you're in a WHEELCHAIR, stay in it. Move to cover, if possible, lock your wheels, and protect your head with your arms.
- If you're in the KITCHEN, move away from the refrigerator, stove, and overhead cupboards. (Take time NOW to anchor appliances, and install security latches on cupboard doors to reduce hazards.)
- If you're in a STADIUM OR THEATER, stay in your seat and protect your head with your arms. Do not try to leave until the shaking is over, and then leave in a calm, orderly manner. Avoid rushing toward exits.



Emergency Procedures: Elevator Operations

The building elevators are regularly inspected and professionally serviced by a specialized maintenance company that also monitors the elevator's performance and equipment. In the event a malfunction or disruption of service occurs or an elevator stops when occupied, the emergency phone within the elevator should be used to contact the service provider. Follow all instructions provided. **NO ATTEMPT SHOULD BE MADE TO EVACUATE THE ELEVATOR.** Only elevator service company personnel, and fire department personnel, should attempt to correct an elevator malfunction or to remove an occupant. The Building Management Office will communicate with passengers who are trapped inside a jammed elevator in order to avoid panic and to caution against forcing the elevator doors open.



Emergency Procedures: Emergency Contacts

Fire & Police Emergencies 911

South Side – Town of Greenburgh

Police Department

Town of Greenburgh Police Department
188 Tarrytown Road
White Plains, NY 10607
(914) 682-5300 – Non Emergency Contact
Number
Fax (914) 949-7116

Fire Department

Town of Greenburgh is covered by
Elmsford Fire Department
15 South Stone Avenue
Elmsford, NY 10523
(914) 760-9367 - Non Emergency Contact
Number

Elmsford Fire Department
EMS Division
P.O. Box 282
Elmsford, NY 10523
(914) 592-6555 on Emergency Contact Number

North Side –Town of Mount Pleasant

Police Department

Town of Mt. Pleasant Police Department
1 Town Hall Plaza
Valhalla, NY 10595
(914) 769-1941 – Non Emergency

Fire Department

Town of Mt. Pleasant is covered by
Hawthorne Fire Department
25 Home Street
P.O. Box 211
Hawthorne, NY 10523
(914) 769-2141 – Non Emergency Contact
Number

Tenant After Hours Emergency Phone Number

In case of any emergency such as theft, fire or other incident after normal business hours, the Property Manager will contact the designated emergency contacts from your company. This procedure allows us to alert you as soon as possible in case of any unforeseen circumstances.

The notified personnel are responsible to act immediately upon receiving instructions from the Property Manager or the fire or police departments.

Please use the "[Tenant's Emergency Contact Information](#)" form to give us your company's emergency contact names and phone numbers.



Emergency Procedures: Evacuation

EMERGENCY EVACUATIONS

We suggest that you adopt emergency plans that are suited to your concerns using the following as guidelines.

- Safety wardens should be appointed by each tenant to coordinate evacuation. This person should be someone who commands the respect of fellow employees, stays calm in emergencies, and is very familiar with appropriate exits, pull stations, and fire extinguishers.
- When the notice to evacuate is given, safety wardens should immediately gather the group together and walk, not run, to the closest exit stair and begin descending. Walk down, out and away from the building.
- Safety wardens should ensure their group stays together, and should take a head count once evacuation is complete.
- Tenants should stay away from the building and from any emergency equipment.
- If there is a fire, make sure a 911 call has been placed and the Property Manager has been notified.
- Establish procedures for evacuation of persons with disabilities.
- Post a floor diagram within your suite so staff can clearly see designated exits.

The following points should be included in your emergency evacuation plan:

- Develop a complete checklist for emergency shutdown procedures.
- Instruct and train personnel to implement the shutdown procedures.

NON-EMERGENCY EVACUATIONS

In the event of an extended power failure, loss of water pressure, extreme weather conditions, etc., it may become necessary to evacuate the building.

Please follow these guidelines for non-emergency evacuations:

- Prepare to evacuate by taking personal belongings and securing your workstation.



Emergency Procedures: Fire & Life Safety

When we experience a building fire alarm condition at any BMR building, the following procedures must be followed:

1. Tenants are to evacuate the building immediately, by proceeding to the nearest stairwell, descending to the lobby level and exiting the building. Tenants are not to congregate in the lobby and are not to re-enter the stairwell for any reason.
2. Tenant designated personnel should verify that all employees are accounted for, including handicapped personnel.

Tenant designated personnel should identify and remain with all handicapped persons, or persons needing assistance, in the elevator lobby on the floor they occupy.

If the alarm condition dictates, your local Fire Department, who will respond to the floor, will direct evacuation of handicapped personnel.

3. Once the alarm condition has been secured by the Fire Department, tenants will be advised to re-enter the building and resume normal business activities.
4. As a reminder, please DO NOT call to inquire if you need to evacuate. Upon hearing the building fire alarm, all occupants must evacuate their space. Anyone found in the building during an alarm is subject to fine by the local Fire Department.

Notify your Property Manager and give the following information:

- Exact location of fire
- Extent of the fire
- Smoke conditions
- Approximate number of occupants
- Status of occupants, any immediate danger? Any trapped?
- Is evacuation underway?



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: Homeland Security

BioMed Realty Trust, Inc. recommends that each Tenant have an emergency action plan in place to help their employees prepare for and react quickly to a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Westchester County Security and Safety Measures

<http://keepingsafe.westchestergov.com/>

Indian Point

http://keepingsafe.westchestergov.com/index.php?option=com_content&view=article&id=2555&Itemid=4423

Westchester County Department of Emergency Services

<http://emergencyservices.westchestergov.com/>

New York State Emergency Management Office

<http://www.semo.state.ny.us/index.cfm>

<http://www.semo.state.ny.us/programs/recovery/>

Department of Homeland Security

<http://www.dhs.gov/dhspublic>

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

<http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response

<http://www.bt.cdc.gov/>

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

In an emergency, official information will be broadcast on the Emergency Alert System (EAS).

Primary EAS stations for Westchester are:

WFAS-AM	1230	White Plains
WFAS-FM	103.9	White Plains
WLNA-AM	1420	Peekskill
WHUD-FM	100.7	Peekskill
WZZN-FM	106.3	Mount Kisco
WXPS-FM	107.1	Hawthorne
NEWS 12	Ch12 CABLE	Westchester



Emergency Procedures: Hurricanes

Hurricanes are one of nature's most destructive forces. Hurricanes may extend up to 400 miles across and can severely damage areas hundreds of miles inland.

Areas and Properties at Risk

Coastal areas, especially near the Gulf of Mexico and along the Eastern Seaboard, are at greatest risk from hurricanes. Inland regions near these areas also are at risk although, generally speaking, the farther away from the coast, the less direct effect a hurricane will have.

Preventive Measures

Today's satellite imagery enables the NWS to track hurricanes for days, so there usually is time for preventive measures to be taken. At the minimum, a Property Manager should have one day's notice, as hurricane watches will be upgraded to hurricane warnings when the hurricane is expected to strike an area within 24 hours.



Emergency Procedures: Medical Emergency

If someone becomes ill or is injured and requires immediate assistance:

- Dial 911 or your emergency response department. Provide detailed information on the location of the ill or injured person.
- Unless trained, do not attempt to render any first aid before assistance arrives.
- Do not attempt to move a person who has fallen and appears to be in pain.
- Attempt to obtain the following information from the ill or injured person:
 - Name, if not known
 - Description of symptoms
 - Allergies
 - Medications
 - Major medical history (heart condition, asthma, diabetes, etc.)
- Remain at the scene after emergency personnel have arrived to provide information.
- Planning for such emergencies includes being trained in emergency first aid procedures and CPR.

Please notify our Security Account Manager of any medical emergencies. (914) 345-5561



Emergency Procedures: Power Outage

All office buildings and common areas are served by emergency generators. In the event of power failure, these generators will provide emergency power for certain basic building functions. Those functions include:

- Activating emergency lights on each floor throughout the building, including all Exit signs.
- Activating all stairwell lighting.
- Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems.
- Recalling all elevators to the ground floor lobby. (One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed.)

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so, please remain in your offices. Please **DO NOT CALL** the Management Office unless you need to notify us of the location of a disabled employee.



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 adhere 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: Tornadoes

Some tornadoes strike rapidly, without time for a tornado warning, and sometimes without a thunderstorm in the vicinity. When you are watching for rapidly emerging tornadoes, it is important to know that you cannot depend on seeing a funnel: clouds or rain may block your view. The following weather signs may mean that a tornado is approaching:

- A dark or green-colored sky.
- A large, dark, low-lying cloud.
- Large hail.
- A loud roar that sounds like a freight train.

If you notice any of these weather conditions, take cover immediately, and keep tuned to local radio and TV stations or to a NOAA weather radio.

Introduction: Welcome

The Landmark at Eastview research park is located in central Westchester County near the Hudson River on approximately 150 beautifully landscaped acres in the Saw Mill River Valley. This multi-tenant campus, formerly known as the Butler Estate, is owned by BMR-Landmark at Eastview LLC, and managed by [BioMed Realty Trust, Inc.](#)

Three new buildings were constructed and completed in 2008, adding approximately 360,000 square feet of research space to the existing campus. [Please click here for an aerial photo.](#) Linked by a series of bridges, the new buildings are designed to be stand-alone and to support multiple tenants, though they are currently leased by one tenant.

With a total of eight major buildings on the campus, as well as a central power plant, Landmark at Eastview is the premier multi-tenant biotech, medical and pharmaceutical laboratory and office facility in New York State. The buildings, which are known for their natural settings and distinctive architecture, contain over 1.1 million rentable square feet of sophisticated research and development facilities and high-tech office space with gracious [amenities](#). Currently, a wide range of [tenants](#) inhabit the facilities.

The campus is bordered on the north and west by Pocantico Hills, the Rockefeller 3,000-acre estate which is destined to be state parkland. To the east is Route 9A, a north-south road with office buildings, a hotel, the New York Medical College, two IBM facilities, the Cross Westchester Executive Park and the Mid-Westchester Corporate Park. Adjacent to the property, along its southern border, is Fairview Corporate Park, and to the south and west are various state parklands and the Tarrytown Reservoir.

The Landmark at Eastview's strategic location in Westchester County affords easy access to New York City, Connecticut, and New Jersey. It offers an appealing, suburban research and development environment at economic suburban rates together with the advantage of business and financial links to New York City. Westchester County is a prized business location, home of Fortune 500 companies including IBM and PepsiCo.

For information on [available space](#), please contact Laura Woznitski at Laura.Woznitski@biomedrealty.com. [Directions](#) to The Landmark at Eastview.



Introduction: About The Landmark At Eastview

Landmark Building 777

Building 777 (365,790 rentable square feet) serves as the hub of the Landmark at Eastview. The main reception desk and the cafeteria are located in this building, as are the banking services.

The building, designed by The Kling Partnership, features a dramatic lobby and a glass-enclosed walkway. This building contains extensive research laboratories and ancillary space. The walkway, which spans Old Saw Mill River Road, supports two floors of offices.

The laboratory space is suitable for all laboratory conditions from wet chemistry to biotech use.

Floor Plans

- [Building 777 - Level 1](#)
- [Building 777 - Level 2](#)
- [Building 777 - Level S - North](#)
- [Building 777 - Level G - North](#)
- [Building 777 - Level S - South](#)
- [Building 777 - Level G - South](#)
- [Building 777 - Level C](#)

[Click here to view General Building Information](#)

Landmark Building 765

Building 765 (207,821 rentable square feet), designed by The Kling Partnership, is a state-of-the-art research and development laboratory with two floors for laboratories and a central mezzanine of support offices. The center of the building is a glass-enclosed atrium encompassing the full 3-story height of the building.

The laboratory space is suitable for all laboratory conditions from wet chemistry to biotech use.

Floor Plans

- [Building 765 - Ground Floor](#)
- [Building 765 - Upper Level](#)

[Click here to view General Building Information](#)

Landmark Building 771

Building 771 (72,894 rentable square feet) was designed by Skidmore, Owings and Merrill. The laboratory, formerly used by IBM as an electronics lab for flat screen technology, has been retrofitted at a cost of \$5 million and features a reverse osmosis system. The offices surround an inner court yard.

The laboratory space is suitable for all laboratory conditions from wet chemistry to biotech use.

Floor Plans

- [Building 771 - Basement](#)
- [Building 771 - 1st Level](#)

[Click here to view General Building Information](#)

Landmark Building 769

Building 769 (106,422 rentable square feet) contains 4 stories of research laboratories and office space. The laboratory space is suitable for all lab conditions, from wet chemistry to biotech use.

Floor Plans

- [Building 769 - Level 1](#)
- [Building 769 - Level 2](#)
- [Building 769 - Typical Floor Plan](#)

[Click here to view General Building Information](#)

Landmark Building 767

Building 767 (74,864 rentable square feet) contains 3 stories of research laboratories and office space. The building was designed by the firm of Skidmore, Owings and Merrill.

The laboratory space is suitable for all lab conditions, from wet chemistry to biotech use.

Floor Plans

- [Building 767 - Level 1](#)
- [Building 767 - Level 2 & 3](#)

[Click here to view General Building Information](#)



Introduction: About Biomed Realty Trust

[BioMed Realty Trust, Inc.](#) is a fully integrated, self-administered and self-managed real estate investment trust (REIT) that commenced operations following its initial public offering in August 2004.

BioMed is an entrepreneurial company focused on Providing Real Estate to the Life Science Industry®. With over \$3.6 billion invested in state-of-the-art research facilities, we have assembled a world-class portfolio of life science buildings concentrated in the seven core U.S. life science markets of Boston, San Diego, San Francisco, Seattle, Maryland, Pennsylvania and New York/New Jersey.

We currently own or have interests in 82 properties, which comprise 144 buildings with approximately 12.1 million rentable square feet.

BioMed's best-in-class group of professionals bring the unique skills and specialized expertise in life science and biotech real estate, finance, development, construction and law. Our real estate team has the ability to identify properties in locations that provide life science organizations with access to the partners, people and resources that they need to grow. Our development professionals have the deep technical expertise to enhance these properties, translating life science user requirements into the appropriate physical infrastructure, including chemistry, biology and specialty use laboratory environments. BioMed's property management team possesses the wide-ranging skills required to operate and manage our facilities to provide the best research and working environments for our tenants.



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 an [Electronic Service Request System](#) 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 call the Management Office at (914) 345-5500.

Policies and Procedures: Building Rules and Regulations

1. The sidewalks, lobbies, passages, elevators and stairways shall not be obstructed by the Tenant or used by the Tenant for any purpose other than egress from and to the Tenant's offices. The Landlord shall in all cases retain the right to control or prevent access thereto by any person whose presence, in the Landlord's judgment, would be prejudicial to the safety, peace, character or reputation of the Building or of any tenant therein.
2. The toilet rooms, water closets, sinks, faucets, plumbing and other service apparatus of any kind shall not be used by the tenant for any purpose other than those for which they were installed, and no sweepings, rubbish, ashes, chemicals, or other refuse or injurious substances shall be placed therein or used in connection therewith by the Tenant, or left by the Tenant in the lobbies, passages, elevators or stairways of the Building.
3. The Tenant shall not permit its employees, invitees or guests to smoke in the lobbies, passages, corridors, elevators, vending rooms, restrooms, stairways or any other area shared in common with other tenants in the Building. Nor shall the Tenant permit its employees, invitees, or guests to loiter at the building entrances for the purpose of smoking. The Tenant may permit smoking by its employees, invitees, or guests only within its Premises. If the Tenant does not permit smoking within the Premises, then Tenant is responsible for ensuring compliance to the Building's "No Smoking" policy by Tenant's employees, invitees and guests. If the Tenant has a designated area within the Premises for smoking then such designated area shall include an exhaust system that vents to the exterior of the Building, such system to be approved by the Landlord and to be installed by Tenant at Tenant's sole cost and expense.
4. No skylight, window, door or transom of the Building shall be covered or obstructed by the Tenant, and no window shade, blind, curtain, screen, storm window, awning or other material shall be installed or placed on any window or in any window space, except as approved in writing by the Landlord. If the Landlord has installed or hereafter installs any shade, blind or curtain in the Premises, the Tenant shall not remove it without first obtaining the Landlord's written consent thereto. No nails, hooks or screws shall be driven or inserted into any part of the Building except by the Building maintenance personnel nor shall any part of the Building be defaced by Tenant.
5. No sign, lettering, insignia, advertisement, notice or other thing shall be inscribed, painted, installed, erected or placed in any portion of the Premises which may be seen from outside the Building, or on any window, window space or other part of the exterior or interior of the Building, unless first approved in writing by the Landlord. Names on suite entrances shall be approved by and only by the Landlord and at the Tenant's expense, using lettering of a design and in a form approved in writing by the Landlord. The Tenant shall/will not erect any stand, booth or showcase or other article or matter in or upon the Premises and/or the Building without first obtaining the Landlord's written consent thereto.
6. The Tenant shall not place any additional lock upon any door within the Premises or elsewhere within the Building, and shall surrender all keys for all such locks at the end of the Lease Term. The Landlord shall provide the Tenant with two (2) keys per lock at no cost to Tenant. Additional keys will be provided to Tenant at Tenant's expense. Tenant shall not have any duplicate keys made.
7. The delivery of towels, ice, water, food, beverages, newspapers and other supplies, equipment and furniture will be permitted only under the Landlord's direction and control.
8. The Tenant shall not do, nor permit to be done, anything which obstructs or interferes with the rights of any other tenant of the Building. The Tenant shall not keep anywhere within the Building or the Land any matter having an offensive odor, or any kerosene, gasoline, benzine, camphene, fuel or other explosive or highly flammable material.
9. If Tenant desires to install signaling, telegraphic, telephonic, protective alarm or other wires, apparatus or devices within the Premises, the Landlord shall direct where and how they are to be installed and except as so directed, no installation, boring or cutting shall be permitted. The Landlord shall have the right (a) to prevent or interrupt the transmission of excessive, dangerous or annoying current of electricity or otherwise through the Building or the Premises, (b) to require the changing or wiring connections or layout at the Tenant's expense in the event any such wiring installed by Tenant causes electrical interference, (c) to require compliance with such reasonable rules, and (d) immediately to cut wiring or do whatever else it considers necessary to remove the danger, annoyance or electrical interference with apparatus in any part of the Building. Each wire installed by

the Tenant must be clearly tagged at each distribution board and junction box and elsewhere where required by the Landlord, with the number of the office to which such wire leads and the purpose for which it is used, together with the name of the Tenant or other concerned, if any, operating or using it.

10. No furniture, package, equipment, supplies, or merchandise may be received in the Building, or carried up or down in the elevators or stairways, except prior to 8:00 a.m. and after 5:00 p.m. so as not to disrupt the normal business hours of the Building, and only after Tenant gives notice thereof to the Landlord. The landlord shall have the exclusive right to prescribe the method and manner in which any of the same is brought into or taken out of the Building. Landlord shall have the right to exclude from the Building any heavy furniture, safe or other article which may create a hazard and to require it to be located at a designated place in the Premises. The Tenant shall not place any weight anywhere beyond the safe carrying capacity of the Building, which Landlord represents as being 100 pounds per square foot. The cost of repairing any damage to the Building, or any part of the Land caused by taking any of the same in or out of Premises, or any damage caused while it is in the Premises or the rest of the Building, shall be borne by the Tenant.
11. Subject to Landlord's reasonable security requirements, the Tenant shall have access to the Premises at all reasonable times. The Landlord shall in no event be responsible for admitting or excluding any person from the Premises. In case of invasion, hostile attack, insurrection, mob violence, riot, public excitement or other commotion, explosion, fire or any casualty, the Landlord shall have the right to bar or limit access to the Building to protect the safety of occupants of the Building.
12. The use of any room within the Building as sleeping quarters is strictly prohibited at all times.
13. The Tenant shall keep the windows and doors of the Premises (including those opening on corridors and all doors between rooms entitled to receive heating or air conditioning service and rooms not entitled to receive such service) closed while the heating and air conditioning system is operating, in order to minimize the energy used by, and to conserve the effectiveness of, such systems. The Tenant shall comply with all reasonable Rules and Regulations from time to time promulgated by the Landlord with respect to such systems or their use.
14. With respect to work to the Premises being performed by Tenant with the approval of Landlord, Tenant will refer all contractors, contractors' representatives and installation technicians rendering any service to them to the Landlord for Landlord's approval before the performance of any contractual services. This provision shall apply to all work performed to the Premises including, but not limited to, installation of telephones, telegraph equipment electrical devices and attachments, doors, entrance-ways and any and all installations of every nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment and any other physical portion of the Building.
15. Landlord will not be responsible for lost or stolen personal property, money or jewelry from or for personal injury (including death) occurring on or in the Premises or public or common areas in the Buildings or on the Land regardless of whether such loss occurs when the area is locked against entry or not.
16. Landlord shall have the power to prescribe the weight and position of safes and other heavy equipment or items, which shall in all cases, to distribute weight, stand on supporting devices approved by Landlord. All damages done to the Building by the installation or removal of any property of Tenant, or done by Tenant's property while the Building, shall be repaired at the expense of the Tenant.
17. Canvassing, soliciting and peddling in the building and the office building area are prohibited and tenants cooperation to prevent the same would be greatly appreciated.
18. Tenant shall not use, generate, manufacture, store or dispose of on or about the Premises or transport to or from the Premises any flammable explosive, radioactive materials, hazardous wastes, toxic substances or related materials (a) in any manner which fails to comply in all material respects with all applicable federal, state and local laws, ordinances and regulations, whether now existing or hereafter enacted, and (b) without notifying Landlord in writing prior to any such use, generation, manufacture, storage, disposal or transportation of the specific details thereof. In addition, Tenant shall, upon demand by Landlord, notify Landlord of all materials and substances used, generated, manufactured, stored, disposed of in, or transported to or from, the Premises.
19. Tenant will not make, or permit to be made, any use of the Premises, Building or Land, or any part

thereof, which (a) would violate any of the covenants, agreements, terms, provisions and conditions of this Lease, (b) is directly or indirectly forbidden by any statute, law, ordinance or governmental regulation, (c) may be dangerous to life, limb or property, (d) may invalidate or increase the premium cost of any policy of insurance carried on the Premises, Building or Land, or any part thereof; to be used in any manner so as to impair, or tend to impair, the character, reputation or appearance of the Premises, Building or Land in the sole judgment of Landlord, or (f) will impair or interfere with any services performed by Landlord, its agents, employees, servants, officers and contractors for the Building or Land, if any.

20. Tenant will not (a) advertise or use the name of the Building or Premises for any purposes other than that of the business address of Tenant or (b) use any picture or likeness of the Building, the Land or the Premises in any circulars, notices, advertisement, publications or correspondence.
21. For the purpose of these Rules and Regulations, all references to, and duties, obligations and restrictions imposed on Tenant shall be deemed to include Tenant and its employees, agents and invitees; and Tenant shall control and be responsible for its employees, agents and invitees.
22. Nothing in these Rules and Regulations shall give any Tenant any right or claim against the Landlord or any other person if the Landlord does not enforce any of them against any other tenant or person (whether or not the Landlord has the right to enforce them against such tenant or person), and no such non-enforcement with respect to any tenant shall constitute a waiver of the right to enforce them as the Tenant or any other tenant or person.
23. The Landlord shall have the right to rescind, suspend or modify the Rules and Regulations and to promulgate such other Rules and Regulations as, in the Landlord's reasonable judgment, are from time to time needed for the safety, care, maintenance, operation and cleanliness of the Building, or for the preservation of good order therein. Upon the Tenant's having been given notice of the taking of any such action, the Rules and Regulations as so rescinded, suspended, modified or promulgated shall have the same force and effect as if in effect at the time at which the Tenant's Lease Agreement was entered into (except that nothing in the Rules and Regulations shall be deemed in any way to alter or impair any provision of such Lease Agreement).



Policies and Procedures: Construction Guidelines

In situations where non-building personnel are contracted to carry out work within your suite, please contact your Property Manager to obtain proper construction guidelines. This policy includes all types of construction including heating, electrical, plumbing, and general contracting.

Additionally, please note: All outside vendors and sub-contractors are required to furnish the Property Manager with a Certificate of Insurance prior to performing any work on the premises.

Prior to any job being awarded, the name of the general contractors and all sub-contractors must be submitted to the Property Manager for approval.

The building architect must review and approve all alteration and construction drawings prior to the commencement of construction.

All construction drawings must be "CAD" compatible and a CAD disk must be delivered to the Property Manager prior to commencement of construction. Final "As-Built" drawings and disks must be delivered to Property Manager within 30 days of completion of construction.

Tenant or contractor must secure any and all building and demolition permit applications required by the work. Additionally, tenant or contractor must provide Landlord with copies of said permits.

Contractors shall take all necessary precautions for the safety of all persons on the worksite. Contractors shall comply with all facility/property safety rules and regulations and applicable Federal, State and local safety laws, rules and regulations necessary to prevent injury to persons or damage to property.

In addition, contractors shall:

- Ensure that their employees are trained in industry standard safety rules and practices, and in job specific procedures.
- Perform all work in a safe manner.
- Provide necessary safety equipment for their employees.
- Report injuries and incidents, no matter how slight, (including property damage) immediately to Property Manager.
- Not operate property/facility valves or equipment without the Property Manager's or designated alternate's approval, except in a life threatening emergency situation.
- Hold a pre-job safety meeting and other safety meetings as needed during the execution of the job.

Building Standard Specifications are available for review, if needed.

Post construction clean-up (included but not limited to vacuuming and inside window cleaning) is the contractor's responsibility. All material stored in the tenant's premises by the contractor or sub-contractors is to be removed upon or prior to job completion.

All connections to and/or testing of fire/life safety and or other base building systems is to be performed after 6:00 pm from Monday through Friday, or on weekends, and shall be coordinated with the Property Manager and the appropriate base building vendor. All such work shall be at the expense of tenant.

Contractors' dumpsters shall be placed as directed by the Property Manager. **The area around the dumpster MUST be kept clean on a daily basis by the contractor.**

No smoking is allowed in the construction area or in any common area of the building.



Policies and Procedures: Insurance Requirements

Prior to moving or having work done within your space, all tenants, sub-tenants, contractors and vendors must furnish Property Manager with a proper Insurance Certificate showing:

1. The Contract Documents include the following: Services Contract together with all schedules and exhibits thereto.
2. Contractor shall provide and maintain the following minimum insurance with the following named additional insureds:

Additional Insureds:

- **Owner:** BMR-Landmark at Eastview LLC
- **Owner's Other Additional Insureds:** BioMed Realty, L.P., BioMed Realty Trust, Inc., BMR-Landmark at Eastview LLC.

Commercial General Liability:

Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence, bodily injury and property damage and \$2,000,000 general aggregate. Must include \$50,000 fire legal liability (each loss) and \$2,000,000 products/completed operations aggregate. Must include personal injury and products and completed operations for three (3) years after final payment.

Automobile Liability:

Minimum limit of \$1,000,000 combined single limit bodily injury and property damage. Coverage must include all vehicles owned, leased, hired or borrowed.

Excess Liability:

Umbrella/Excess Liability insurance in the amount of \$1,000,000 each occurrence and general aggregate.

Workers' Compensation and Employer's Liability Insurance:

Workers' Compensation must be in compliance with all statutory laws of the State of New York. Employer's Liability must be at least in the amount of \$1,000,000 for bodily injury by accident for each employee, \$1,000,000 for bodily injury by disease for each employee, and \$1,000,000 bodily injury by disease for policy limit. The Contractor's and Subcontractor's Worker's Compensation policies shall be endorsed to waive subrogation against the Owner, the other additional insureds and their respective consultants and agents.

Insurance Company Rating:

All insurance carriers shall have a minimum policy holder rating of "A" and a financial category rating of class XII by the A.M. Best Company.

A "fax" copy should be sent to the Property Manager from the insurance carrier immediately, and then followed up with the original by mail.



Policies and Procedures: Moving Policy/Equipment Removal

The Building Management Office must be notified as soon as possible with details of an impending move or removal of equipment or furniture, etc. and, in the case of removals of such, must receive written and signed authorization from Tenant. (Extracted from Rules and Regulations). The guidelines listed below must be followed:

1. The Building Management Office must be notified with 24 hours notice of any and all movement of personal and/or Tenant-owned property into or out of the Building.
2. All equipment, furniture, supplies, etc. shall be moved before 8:00 am or after 5:00 pm, Monday through Friday or between 8:00 am – 5:00 pm on Saturday and Sunday, unless otherwise approved in writing by the Management Office.
3. The building loading dock and freight elevators must be utilized for access to the Tenant floor during a move. Scheduling for the reservation of these areas must be coordinated with the Management Office.
4. The moving contractor must provide a Certificate of Insurance with the proper endorsements to the Building Management Office prior to the move.
5. All common area floors must be protected by pads or cardboard on the walls and by masonite on the floor during the move. Masonite sheets should be butted together and taped down in order to prevent trip hazards. All dollies and handcarts must be equipped with rubber wheels.
6. A Tenant representative must be present to supervise the move.
7. Tenant's moving company is responsible for the breakdown and removal of all boxes, padding materials, and any other associated trash from the common areas upon completion of the move. Disposal of trash in the building's dumpster will not be permitted unless prior arrangement has been made with the Building Management Office.
8. Any damage to the Building and/or Property shall be the responsibility of the Tenant.



Policies and Procedures: Smoking Policy

The Building has been designated a non-smoking building. Smoking is prohibited in any of the common areas of the building such as elevator lobbies, corridors, meeting rooms, restrooms and stairwells as well as all office suites. Tenants, visitors, contractors, and vendors may only smoke in designated smoking areas located outside the Building where disposal containers are available.



The Neighborhood: Driving Directions

The Landmark at Eastview is strategically located in central Westchester County and access to the research park is excellent. Manhattan is 30 minutes away by train or automobile. Connecticut is only 15 minutes away via the Cross Westchester Expressway, and New Jersey is 15 minutes away via the Tappan Zee Bridge.

[Click here to download a local map with directions](#)

Northbound: From Manhattan West Side: Henry Hudson Parkway to Saw Mill River Parkway North to Exit 23 - Eastview. Turn right at bottom of ramp (at light) onto Old Saw Mill River Road. Go straight (there are two more traffic lights for a total of three). Make a right after the third light into the circular Main Entrance/Visitor Parking (under the overhead bridge).

Northbound: From Manhattan East Side: FDR Drive North over Willis Avenue Bridge onto the Major Deegan North - Rt. 87/NYS Thruway to Saw Mill River Parkway North exit (2nd after Ardsley/Yonkers toll). Stay on Saw Mill to Exit 23 - Eastview. Follow directions from above.

Southbound: I-684 or Taconic State Parkway South to Saw Mill River Parkway South. Get off at Exit 23 - Eastview. At the traffic light at the bottom of the ramp, make a left turn onto Old Saw Mill River Road. Go through three traffic lights, making a right turn into the circular Main Entrance/Visitor Parking (under the overhead bridge).

Eastbound: New York State Thruway across Tappan Zee Bridge toward I-87 South (stay to the right after the toll). Follow the signs for the right-hand exit marked "Saw Mill River Parkway-North". Take the Saw Mill River Parkway to Exit 23 - Eastview. Turn right at bottom of ramp (at light) onto Old Saw Mill River Road. Go straight (there are two more traffic lights for a total of three). Make a right after the third light into the circular Main Entrance/Visitor Parking (under the overhead bridge).

Westbound: From I-287, take Exit 3 - Sprain Brook Parkway - North. Get off at the next exit - 100 - 100C. At the top of the ramp (there is a traffic light), make a left onto 100C, going over the highway and continuing straight for approximately 1 mile. The road will bear right onto Old Saw Mill River Road. Follow for approximately ¼ mile and make a left into the Main Entrance/Visitor Parking, directly after passing under the overhead bridge.