

**First Stamford Place
Electronic Tenant® Portal**

Created on January 18, 2025

Construction & Other Policies: General Rules & Regulations

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

Construction & Other Policies: Moving Procedures

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

- Notify the Tenant Services Coordinator at 203-353-5241 as soon and as much in advance as possible as to the date and time of your scheduled move. All moving arrangements must be cleared by the Tenant Services Coordinator. All moves will be scheduled on a first come first served basis.
- Remember large office moves (3 or more pieces of furniture) may only occur on the weekends or after 6:00 pm, Monday thru Friday. Large deliveries (other than furniture) must be prearranged with the Tenant Services Coordinator, but are usually permitted after 6:00 pm, Monday thru Friday and on weekends.
- Large moves must be handled through the freight elevator. The building will provide pads to protect the freight elevator.
- The loading dock is the only building entrance permitted for large moves. We strongly encourage you to reserve this area for all large moves and deliveries. Any exceptions to this entry point must be authorized in advance by the Tenant Services Coordinator. If other areas of access are approved, the mover must protect floors and walls with acceptable material to prevent damage.
- The mover or contractor must provide a CERTIFICATE OF INSURANCE prior to the move. The mover or contractor must be bonded and carry a minimum of \$1 million dollars combined single limit, property damage and public liability insurance. The Certificate of Insurance should be issued, as follows:

Certificate Holder:
ESRT First Stamford Place SPE, L.L.C.
Empire State Realty Trust
300 First Stamford Place, Suite 220
Stamford, CT 06902

Additional Insured:
ESRT First Stamford Place SPE, LLC
Harbor Group Management Co., LLC
HG Receiver, LLC as court appointed receiver for ESRT First Stamford Place SPE, LLC

We request that you secure a Certificate of Insurance for your firm as well.

- You and your mover or contractor will be responsible for any damage to the building incurred during the move. To avoid unnecessary damage:
- Pad or otherwise protect all entrances, doorways, and walls affected by the move.
- Cover all floors traversed during the move with appropriate material.
- Your mover or contractor must immediately report to the Security Desk/Concierge any electrical problems or equipment breakdowns that occur during the move which may affect building operation.
- Our building has a strict "NO SMOKING" policy. Moving crew members are not permitted to smoke in any area of the building.
- The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby or hallway. Do not park moving vehicles in marked Fire Lanes.
- Please use the service elevator for all deliveries. Upon request, all after-hours deliveries of small packages will be held at the Concierge/Security desk in the Lobby.

[Back to Top](#)

Construction & Other Policies: Smoking

Harbor Group Management would like to remind all of our First Stamford Place Tenants and their visitors that our building has a strict "NO SMOKING" policy in effect in or near any of the buildings or garage.

Construction & Other Policies: Life Safety & Emergency Procedures

Accidents

If an accident occurs within your office suite, please notify the Management Office or call the Security Desk immediately. An employee of Harbor Group Management will be dispatched to the scene of the accident and will perform the following:

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

Bomb Threat

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

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

- If a threat is received by phone, try to attract someone's attention in the office discreetly and quietly while listening to the caller.
- Try to keep the caller talking as long as possible. Ask the person to repeat parts of the message. Remain calm.
- Write down the message and obtain as much relevant information as possible.
- Immediately after the call, notify the Building Management Office at 203-353-4011, who will notify the following:
 - Local Police
 - In-house Security
 - Staff
 - Tenants
- The building staff will assist the local authorities in:
 - Evacuation in part or in full
 - Search for the device
- Building Staff will maintain a close relationship at all times with the local authorities to ensure maximum protection of the occupants, the building, and themselves.
- When the alert is over, the Building Office shall notify all Tenants. An explanation to the Tenant's representative will be as complete as possible.

Civil Disturbance

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

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

Elevator Malfunction

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the emergency button within the cab will alert Building Management that the elevator is malfunctioning. The security officer will establish two-way communication with elevators occupants until help has arrived.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.

Emergency Contacts

Building 100 Concierge/ Security Desk	203-353-4001
Building 200 Concierge/ Security Desk	203-353-4002
Building 300 Concierge/ Security Desk	203-223-7898

All desks are manned 7 days a week, 24 hours a day.

Harbor Group Management Management Office	203.353.4000
---	--------------

City of Stamford Emergency Service Telephone Listings:

Fire Department	911 or 203-977-5555
Police Department	911 or 203-977-4444
Ambulance	911
Stamford Hospital	203-325-7000
Poison Control Center	800-343-2722
Metro North Police (located at the Stamford Transportation Center)	203-363-5722 or 5723
Federal Bureau of Investigation New Haven, CT	203-777-6311

Evacuation

Stairwell locations and point of Egress

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

Fire Wardens and Deputy Fire Warden's Duties

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

Harbor Group Management First Stamford Place understands the importance of good communication with its tenants in emergency situations. First Stamford Place conducts 2 fire drills per year. The management team meets with all fire wardens prior to every fire drill to go over evacuation procedures, reporting of handicap personnel, and staging areas.

All tenants are required to assign a fire warden, asst. fire warden and 2 searchers (1 male and 1 female). The management team records all the warden's names on a spreadsheet and all wardens are required to report the building staff in the lobby when their space has been fully evacuated. If wardens fail to communicate with building personnel a thorough search will be conducted of their space by the Stamford Fire Dept. Fire Wardens are also required to notify building personnel the location of any handicap or disabled person so that the Fire Dept. maybe notified for rescue.

All First Stamford Place employees have been trained through Fire Safety seminars on how to respond in fire emergencies and evacuations. All personnel have assigned duties ranging from directing of employees to staging areas, reporting to fire exits, communicating with security at fire command station and guiding Fire Dept. personnel to point of fire or emergency.

First Stamford Place has averaged an evacuation time of 5.5 minutes for a 7-story building with almost 800 employees. After every fire drill the Property manager meets with all Fire Wardens to discuss the timing of evacuation or any lapse of procedures that may have occurred.

Fire and Life Safety

Safety

The safety of the occupants at First Stamford Place is the number one priority of ownership and management. The building is equipped with the following systems to insure the safety of its occupants:

Fire Detection

First Stamford Place has a state-of-the-art Fire Detection System comprised of the following components:

- Smoke Detectors on each elevator lobby
- Duct detectors in return air plenums
- Manual pull stations on every floor
- Horns and strobe lights on every floor
- Water flow and tamper switch on sprinkler systems
- Elevator recall
- Fan shutdown
- Central station notifications

Emergency Lighting

Strategically positioned on each floor in the building are emergency lights that allow Tenants to safely exit the building during a power failure.

Standpipe Sprinkler System

First Stamford Place has a combination standpipe/sprinkler system. The building is fully sprinklered on every floor in combination with a standpipe system in Stairwell A.

This system is equipped with supervisory alarms consisting of both water flow switches and tamper switches. These alarms are connected to the building's central fire alarm system and, if activated, will sound an alarm at the command center.

Power Failure

Additionally, the fire alarm system is equipped with a battery back-up in case of a power outage.

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

Flooding

If a flood or leak should occur, building management should be notified immediately. While waiting for emergency personnel to respond, Tenants should safeguard and remove any valuable papers or documents from the affected area, and if possible, unplug electrical equipment in this affected area.

Emergency personnel will, upon arrival, isolate the source of water and proceed with the clean up operation.

Homeland Security

First Stamford Place 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.

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.

Medical Emergency

In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please

1. Call Emergency Services at 911.
2. Provide the Emergency Dispatcher with the following information:
 - Your name
 - Your Building's name and address
 - Your specific floor number, and the exact location of the emergency
 - Any pertinent details of the accident or illness
3. Do not move the injured/ill person. Attempt to make them as comfortable as possible.
4. If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
5. Call the Management Office at 203.353.4000. Inform management that you have called 911 and briefly describe the nature of the emergency.
6. The emergency unit will be with you shortly and will administer all necessary medical assistance.
7. Determine, if possible:
 - Name, address and age of injured/ill person
 - The nature of the problem, as best you can surmise
 - All known allergies and current medications taken by the individual
 - A local doctor

The Management, Engineering and Security staff will do all they can to ensure the patient's comfort while awaiting the arrival of the medical rescue team. Although we assume no liability for our assistance, we strongly encourage Tenants and employees to become familiar with First Aid, as well as the contact information and protocol used to alert emergency services.

Pandemic Preparedness

What you Need to Know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

Importance and Benefits of Being Prepared

- The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.
- When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.
- A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.
- As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at www.pandemicflu.gov/plan/checklists.html.
- The Department of Health and Human Services (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:

- Pandemicflu.gov

This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.

- [Centers for Disease Control and Prevention \(CDC\)](http://Centers for Disease Control and Prevention (CDC))

The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline—1-800-CDC-INFO (1-800-232-4636)—that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to inquiry@cdc.gov.

- [Department of Homeland Security \(DHS\)](http://Department of Homeland Security (DHS))

DHS is working on a “Business Planning Guide,” which will be posted on the DHS home page and on Pandemicflu.gov as soon as it is completed. Also, for business-specific questions, the DHS has created an e-mailbox—DHSPandemic@dhs.gov.

- BOMA Resources

BOMA/Greater Toronto Pandemic Flu Report

The report addresses the threat to commercial buildings from an avian flu pandemic.

The resources above will provide a lot of information, but we also encourage you to:

- Listen to local and national radio
- Watch news reports on television
- Read your newspaper and other sources of printed and Web-based information
- Look for information on your local and state government Web sites
- Consider talking to your local health care providers and public health officials.

Severe Weather

Building management constantly monitors weather conditions on a daily basis. If a hurricane or tornado alert is in effect, the following will be performed:

- All Tenants will be notified
- Building personnel will secure all equipment and material on the roof, building exterior and sidewalk, which could move and cause damage to the building occupants and the public.
- Depending on the severity of the storm, it may require a shutdown to some or all HVAC equipment for safety. Tenants will be notified accordingly.

- All glass swing doors in the Lobbies will be locked.
- All Tenants will be requested to close their blinds or shades to limit their exposure to glass breakage, should it occur. Where possible, Tenants should temporarily relocate their workstations away from the windows.
- If any window should break, Tenants should close off area involved and notify the Management Office immediately.
- Tenants will be kept informed of weather status.

Toxic Hazards

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

[Back to Top](#)

Introduction: Welcome

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of 100/200/300 First Stamford Place and to facilitate your company's operations. There is a great deal of information contained within this handbook; take the time to familiarize yourself with this handbook and it will become a valuable resource for you and your company. Please note that the Building Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Building Management Office, and we will assist you from there.

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

Welcome to 100/200/300 First Stamford Place, a premier Harbor Group Management property.

Introduction: About First Stamford Place

First Stamford Place is a premium quality Class A office complex comprised of three architecturally similar mirrored glass office towers – 100, 200 and 300 First Stamford Place. Built between 1984 and 1986, the property contains approximately 778,271 square feet of rentable space and sits above a three level structured parking facility containing 1,822 parking spaces.

The building facades consist of pre-cast panels and glass curtain walls. An \$8 million complex wide improvement program included a new tenants-only fitness center with state of the art equipment and locker facilities, a renovated and expanded kitchen and dining facility, upgraded common area corridors, renovated restrooms and elevator cabs, and a new building management system.

In addition, the beautiful landscaping surrounding the complex was recently upgraded to include new trees, bushes, sod and perennials to go along with a new irrigation system installed through out. A new cascading waterfall feature was also installed in the 100 lobby to compliment the interior landscaping.

Mindful of the needs of business tenants, Harbor Group Management has installed fiber optic wiring for high speed Internet access. First Stamford Place also provides structured parking in a garage with direct access to the buildings. Services includes round-the-clock security, security patrol car and card access to the buildings.

The property is located on a 15-acre site in Stamford, CT at Exit 7 of I-95, the Connecticut Turnpike, the major thoroughfare connecting New York City with the New England States.

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Portal just as you would a traditional internet site. After clicking anywhere on the main page, there is a Table of Contents that provides links to various Chapters. Upon entering a Chapter, links to specific information are provided in Sub-Sections. You may return to the Table of Contents by clicking the appropriate link on every page.

Special Features

This Electronic Tenant® Portal has special features, such as a [Forms](#) section that contains a number of downloadable and printable administrative forms. In order to be able to use these features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use. To obtain the software for free, [click here](#).

Updates

The Electronic Tenant® Portal is updated on a regular basis. If you have trouble accessing the Electronic Tenant® Portal or need assistance, please contact the Building Management Office.

Introduction: Contact Information

The staff of First Stamford Place is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located at 300 First Stamford Place. Please do not hesitate to contact the management office at:

Phone: 203.353.4000
Fax: 203-353-4010

Address:
300 First Stamford Place
Stamford, CT 06902

The following personnel are available to address your needs:

General Manager

Clara Sanchez
CLSanchez@harborg.com

Tenant Services Coordinator

RHenson@harborg.com
203.353.5241

Field Cleaning Manager

Joe Pena
JPena@harborg.com
203.353.4057

Introduction: Mobile Property

Go Mobile...With Mobile Property!

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

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

Step 1: Access the Mobile Site:

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

<http://firststamfordplace.info>

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

iPhone / iPad:

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

BlackBerry:

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

Android:

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

Security: Building Access

Each employee is required to use a security card to gain access to the building and parking garage during business hours and off-hours. Please call the Tenant Services Coordinator at 203-353-5241 for an access card application. These forms together with a list of all your employees at this location should be delivered to the Tenant Services Coordinator who will then issue the access cards and car stickers. To ensure your security as well as that of other tenants, we ask that security access cards be returned to the management office for individuals no longer in your employ. In addition, we ask that each month you provide the Tenant Services Coordinator with an updated employee list.

Security: General Office Security

Many thefts and crimes against people occur during regular business hours and are usually perpetrated under the pretext of legitimate business. Offenses committed when the buildings are closed to the public often indicate laxity in control of passkeys, security cards and alarm systems.

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

At all times and in all situations, Tenants should immediately complete the [Incident Checklist](#) provided in this handbook and advise the [Management Office](#) at 203.353.4000 of any security incident or emergency.

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

1. Never leave your reception area unattended. Do not allow visitors or couriers to pass beyond the reception area unless the receptionist who is aware of the nature of their business knows them.
2. Beware of the repairman attempting to pick up a machine for repair. Question the person, obtain identification and check with his office for verification.
3. Never leave purses, wallets or other valuable items on or under desk. Keep these items out of sight.
4. Do not keep cash or stamps in an unlocked drawer. Valuables should be kept in a safe, if available.
5. Do not carry large sums of money. Do not leave your wallet in a jacket hung over your chairs or behind your door.
6. Never allow visitor traffic in storage areas. Do not make storage rooms easily accessible from the main business area.
7. Be alert to persons who enter an office under the pretext of seeking employment. Keep applicants in your sight at all times. Distribute applications while you phone your firm's personnel manager.
8. Immediately report all suspicious persons, peddlers, or others purporting to be canvassing to the Management Office or the security desk. Do not attempt to apprehend or detain these persons.
9. Have your car keys in your hand when leaving the building and entering the garage so you may enter your vehicle quickly. Be sure to lock your doors once inside.
10. Do not allow a person unknown to you to follow you into the building when entry is required by an access card.
11. Do not enter an elevator if it is occupied by a suspicious looking person. Simply walk away.
12. Inspect the locking hardware on your office suite doors. Notify the Management Office if repair or replacement is necessary.
13. Do not keep valuable or moveable belongings near doors. Record serial numbers of office equipment.
14. Contact the Management Office if security system access cards or office keys cannot be accounted for or are missing.
15. Report all lost security cards to the Management Office immediately so that they cannot be used by unauthorized persons.
16. Always lock your door from inside when working late or early.
17. Be certain that your employees who require after-hours access to the building are given access cards.

Security: Key and Lock Policy

All lock sets shall be compatible with the building's master key system.

Security: Lost and Found

Please contact the Management Office at 203.353.4000 to claim items that have been lost or found in the building.

Security: Moving In / Deliveries Procedures

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

- Notify the Tenant Services Coordinator at 203-353-5241 as soon and as much in advance as possible as to the date and time of your scheduled move. All moving arrangements must be cleared by the Tenant Services Coordinator. All moves will be scheduled on a first come first served basis.
- Remember large office moves (4 or more pieces of furniture) may only occur on the weekends or after 6:00 p.m., Monday through Friday. Small deliveries (other than furniture) must be prearranged with the Tenant Services Coordinator. These small deliveries are usually permitted from 10:00 a.m. to 11:30 a.m.; 2:30 p.m. to 4:00 p.m., and after 6:00 p.m., Monday thru Friday and on weekends.
- All large deliveries and moves must be supervised by the building engineer. Tenants are responsible for any overtime charges that may incurred. Please schedule these deliveries/moves ahead of time with the Tenant Services Coordinator.

All deliveries and moves must be handled through the loading dock and the service elevator. We strongly encourage you to reserve these areas for all large moves and deliveries. Any exceptions to this entry point must be authorized in advance by the Tenant Services Coordinator. If other areas of access are approved, the mover must protect floors and walls with acceptable material to prevent damages.

The moving contractor must provide a CERTIFICATE OF INSURANCE with the following requirements shown below:

Contractors Certificate of Insurance Requirements

The Insurance required of the Contractor and all subcontractors shall be supplied by companies licensed to do business in the State of Connecticut and acceptable to the Owner and shall be written for not less than the limits of liability specified below, or that required by law, whichever is greater.

Contractor/Vendor shall obtain, at its own expense, a comprehensive general liability insurance policy, which shall name the Owner, Fee Owner (if applicable), Managing Agent, its officers, directors and employees as additional insureds, with limits of liability of at least \$1,000,000, (insurance limits should be confirmed according to company policy and the scope of work being performed) combined for bodily injury and property damage. All such insurance shall be primary of any other valid and collectible insurance of Owner/Managing Agent. The insurance shall provide for all claims for personal injury, wrongful death property damage arising out of the performance of this agreement.

- Worker's Compensation, as required by statute and Employer's Liability in the amount of the legal limit per person, per incident.
- Commercial General Liability Insurance via combined single limit (CSL) coverage shall be maintained for not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage, with a policy aggregate of not less than \$3,000,000 for Bodily Injury and Property Damage, with umbrella Liability insurance coverage of \$3,000,000 per occurrence. Automobile Liability Insurance providing coverage for all owned, leased, hired or non-owned vehicles in which the minimum limit of liability for injuries, including accidental death and property damage, shall be \$1,000,000 for any one occurrence with excess liability insurance coverage of not less than \$3,000,000 per occurrence.
- Completed Operations Liability coverage for a period of two years following Substantial Completion of the Work, with a policy aggregate of \$3,000,000.
- Builder's Risk Insurance, to the extent not included under the General Liability Insurance required to be provided by the contractor.
- Certificate of Insurance renewal shall be delivered to the Owner at least fifteen days prior to the expiration of any insurance policy.
- All insurance required to be provided by the Contractor shall be primary and non-contributing and any coverage possessed by the Owner shall be excess over the Contractor's coverage and deductibles.

The Certificate of Insurance shall have the following information:

CERTIFICATE HOLDER:

ESRT First Stamford Place SPE, L.L.C.
Empire State Realty Trust
300 First Stamford Place, Suite 220
Stamford, CT 06902

ADDITIONAL INSURED:

ESRT First Stamford Place SPE, LLC
Harbor Group Management Co., LLC
HG Receiver, LLC as court appointed receiver for ESRT First Stamford Place SPE, LLC

[Back to Top](#)

Security: Property Removal

To assist in the protection of your personal property, we have generated a [Property Removal Pass](#) for your use. This pass must accompany furniture, equipment, cartons, etc. being removed from the premises. The property pass must be presented to security at the time of removal and checked for appropriate authorization, which will assure them that the items being removed are being done so with the full knowledge and permission of the Tenant. A memorandum listing all property authorized for removal must accompany the [Property Removal Pass](#).

Security: Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Management Office at 203.353.4000 and we will send appropriate personnel to escort them off of the premises.

Services: Accounting

Click [here](#) to view accounting information.

Services: ATM

There is one located by the Barber & Beauty Shop and one located in the Café.

Services: Barber & Beauty Shop

The First Stamford Place Barber & Beauty is located in the lobby of Building 100, East side. Hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday. A barber and beautician are on site, inquire within. Call 203-961-9384 for an appointment.

Services: Building Management

The staff of First Stamford Place is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located at 300 First Stamford Place. Please do not hesitate to contact the management office at:

Phone: 203.353.4000

Fax: 203-353-4010

Address:

300 First Stamford Place
Stamford, CT 06902

The following personnel are available to address your needs:

General Manager

Clara Sanchez

CLSanchez@harborg.com

Property Manager

Amber Griffith

ArGriffith@harborg.com

203.353.4011

Tenant Services Coordinator

RHenson@harborg.com

203.353.5241

Field Cleaning Manager

Joe Pena

JPena@harborg.com

203.353.4057

Services: Building Signage

Directional signage is provided to each Tenant's office on each floor adjacent to each elevator lobby. The cost for identification signage on office entrance door(s) is the Tenant's responsibility. To insure that all signage conforms to First Stamford Place's "building standard," please contact the Tenant Services Coordinator at 203-353-5241 for signage installation.

Services: Car Wash

Fine Lines Auto Spa is located on the B-2 level under Building 300 of the parking garage. It offers a simple wash to full detail service on tenant's automobiles. Call 203-327-2099 for more information.

Services: Child Care Facilities

Bright Horizons Children's Centers provides convenient, high quality childcare on the complex for infants, toddlers and pre-schoolers. The center operates from 7:00 a.m. to 6:00 p.m., Monday through Friday and enrollment may be scheduled on a full or part-time basis. For more information, call Bright Horizons at 203-323-1972 or visit their website at brighthorizons.com.

Services: Cleaning

The building is cleaned by First Stamford Place Cleaning Services, which serves as the exclusive provider of cleaning services to First Stamford Place. Please contact the Tenant Services Coordinator at 203-353-5241 to review your company's requirements for cleaning services.

Services: Concierge/Security Desk

The Concierge/Security Desk is manned 24 hours a day, 7 days a week. In addition to: monitoring the closed circuit security cameras and the fire emergency system; distributing Property Passes to tenants for materials leaving the building; and maintaining the visitor log, the Concierge directs visitors and couriers to your office, and operates the desk for "lost and found" items.

First Stamford Place Security patrols the building grounds and parking areas. The parking areas behind and under the buildings are also monitored continually by a closed circuit television system. Should you have any questions regarding security, please contact our office at 203.353.4000.

Services: Conference Center

The Conference Center is located on the first floor lobby in Building 100.

- Three (3) different layout options.
- High performance air filtration (MERV-13)
- AtmosAir bipolar ionization air purification system
- Enhanced cleaning (green whenever possible and proven CDC approved disinfection for COVID-19).
- High Speed Wi-Fi.
- Whiteboard for use in training sessions.
- Projector and screen setup available.
- Catering available upon request.

The Conference Center is available to all tenants and can be reserved up to 24 hours in advance. The conference rooms may be reserved for full day increments. The configuration/layout type should be included in the reservation. Rates are \$442 per day.

All room rentals reservations must be cancelled within 24 hours to avoid being charged the rental fee.

[Click here](#) to view the Conference Center Packet.

Should you have any questions please contact Ruqqiya Henson at RHenson@harborg.com.

Services: Dry Cleaning & Alteration Service

First Stamford Place offers tenants' door to door dry cleaning and tailoring services. Mr. Peter Rallis, owner of Classic Deluxe Cleaners located on Hope Street in Stamford will be providing the services.

Mr. Rallis will be visiting each office individually to drop off registration forms as well as discount certificates. Each client will be issued a dry cleaning bag labeled with their personalized information. The bags will be picked up three days per week from a central closet or storage area established within the tenant's space and returned to the same location.

Tailoring and alteration services will be provided by appointment only. Please contact Peter or Penny Rallis at 203 324-4536 or e-mail them at bpr53@optonline.net to arrange for an appointment.

Services: Elevators

Six traction elevators and three additional hydraulic elevators service the parking levels in the 100 and 300 buildings. There are four hydraulic elevators and two hydraulic in the 200 building. We do not have any freight elevators at the property.

Services: Fee Schedule

Service rates are as follows:

	Straight Time	Overtime
Porter	\$65.52	\$98.28
Engineer	\$92.82	\$139.23
Security Guard	\$40.00	\$60.00

Services: First Stamford Place Café

Located in the lobby of Building 100 West side. Features fresh brewed Starbucks coffee, smoothie bar and grab-and-go food options. Available Monday through Friday 7:00 a.m. - 4:00 p.m.

[First Stamford Place Café Flyer](#)

Services: First Stamford Place Grille

The First Stamford Grille is located in the lobby of Building 100 West side. A deli/cafeteria offers a varied menu of hot foods, salads and sandwiches daily. The hours of operation are from 7:00 a.m. until 2:00 p.m.

The Grille is managed by Corporate Image Dining Service, Inc. It offers delivery and full catering services. Call 406-2725 for more information.

Services: First Stamford Place Hilton Partnership

- First Stamford Place tenants may receive a rate of 15% off best available rate.

Please contact the Harbor Group Management's Management Office for further assistance.

Services: Fitness Center

The First Stamford Place Fitness Center is located in the lobby of Building 200. Hours of operation are from 6:00 a.m. – 8:00 p.m., Monday through Friday. Please email Tenant Services Coordinator at RHenson@harborg.com to request a membership application.

Services: Forms

For your convenience, we have included downloadable and printable PDF document forms. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at www.adobe.com.

- [Access Card Form](#)
- [Overnight Parking Form](#)
- [Shuttle Bus Schedule](#)
- [Certificate of Insurance Requirements](#)
- [Tenant Information Sheet](#)
- [Property Removal Pass](#)

Services: Holidays

First Stamford Place is officially closed on the holidays noted below. If you require any services on any of these holidays, such as HVAC (heating, ventilation, and air conditioning) cleaning, etc., please contact the Tenant Services Coordinator at 203-353-5241 at least two business days in advance of the holiday. Subject to your lease, there may be a charge for services on these holidays.

New Year's Day
Martin Luther King, Jr. Day
Good Friday
Memorial Day
Independence Day
Labor Day
Rosh Hashanah
Thanksgiving: Thursday & Friday
Christmas

If you require any services on Saturday or Sunday or after business hours on weekdays, such as overtime HVAC (heating, ventilation, air conditioning), special or supplemental cleaning, etc., please contact the Tenant Services Coordinator at 203-353-5241 at least two business days in advance of the weekend. Subject to your lease, there may be a charge for services on the weekend.

Services: HVAC

The standard hours of operation of the heating and air conditioning systems are 7:00 a.m. – 6:00 p.m. Monday through Friday, excluding holidays. Special arrangements should be made for any HVAC needed outside of those hours.

Supplemental condenser water is available at the following additional charge:

- First Stamford place buildings 100/300 - \$118/ton/month
- First Stamford place building 200 - \$180/ton/month

Click [here](#) to view detailed information regarding supplemental condenser water.

Services: Leasing

The leasing company for First Stamford Place is Newmark Group, located at 80 Washington Boulevard, Stamford, CT 06901. The main phone number is 203-531-3600.

Services: Mail Service

Mail is delivered to the building once a day, Monday through Friday, directly to each tenant's locked mailbox. Regular outgoing mail can also be dropped off here in the postal service box for Buildings 100/200/300. Pick-up time is, Monday through Friday at 4:00 p.m.

Mailboxes for tenant's incoming mail are located in the following areas:

- Building 100 – in the corridor behind the East elevators (in back of the security desk)
- Building 200 – behind the stainless steel doors along the East elevators
- Building 300 – in the corridor behind the West elevators

Normal mail delivery will be made at these locations.

The USPS outgoing mailbox is located on the outside of the building 100 Loading dock.

The Federal Express and UPS drop boxes are located inside the building 300 loading dock

Services: Maintenance Requests

All tenant service request must be reported to the Tenant Services Coordinator via the work order system at [Building Engines](#). First Stamford Place Property Management staff are available to assist you with all of your maintenance requests including – but not limited to – painting, re-carpeting, minor furniture moves, or any other miscellaneous repairs. If you require any of these services, please contact the, Tenant Services Coordinator at 203-353-5241.

There may be a fee for the service requested, subject to your lease.

Services: Recycling

First Stamford Place participates in all mandated recycling programs. First Stamford Place Cleaning Services has advised all tenants that all recyclables must be disposed of in a separate container from regular office trash. Smaller recycling containers can be located at each workstation or there can be a large recycle container in a center location – such as pantry or copier area. Please be sure to mark the container “RECYCLE.” For further information, please call the Tenant Services Coordinator, at 203-353-5241.

Services: Security

First Stamford Place is manned by security personnel 24 hours a day, 7 days a week. The staff consists of Harbor Group Management employees as well as staff from an outside security company. All security staff have been trained to act in a professional and courteous manner at all times. Harbor Group Management has some of the highest standards in the industry for their own employees and requires adherence to these standards from the security company personnel.

Closed Circuit Television

The CCTV system is in place to assist the security staff in performing their jobs by extending the range of their visibility. The system consists of cameras at strategic points in the building with associated monitors at the security desk. Security staff members are trained in monitoring these cameras and how to respond to any emergency.

The following security personnel are available to assist tenants, as well as their guests:

- Building 100 Concierge/Security Desk - 203-353-4001
- Building 200 Concierge/Security Desk - 203-353-4002
- Building 300 Concierge/Security Desk - 203-223-7898

Services: Shoe Shine

Harbor Group Management has made arrangements to provide door-to-door shoe shine/repair service to each of our tenants at First Stamford Place. These services are available upon request. The contact person is:

Cleber Vianna

info@viannashoerepair.com

646-710-0508

Services: Shuttle Service

A shuttle service will be provided to and from the Stamford Railroad Station in the morning and evening for those taking the train to work.

Services: Telephone Service

Velstar is Harbor Group Management's in-house telecom advisor providing all tenants with access to a portfolio of voice, internet and phone system options from over 90 service providers ensuring unbiased, useful information in considering your communication needs. Tenants benefit from the convenience of a single resource that offers turn-key communication solutions with a broad range of options from many different service providers.

Please call 855-474-1700 or 212-882-1345 ext. 101 to speak with a Velstar advisor or e-mail: sales@velstar.com.