

# Greenwich Office Park Operations

## Property Management

The Management Office for Greenwich Office Park is located in Five Greenwich Office Park, 2nd floor, suite 200. Office hours are 8:30 AM to 5:00 PM, Monday through Friday, except holidays. The telephone number is 203-422-6700 and the facsimile number is 203-422-6797. The after-hours telephone security number is 203-343-1873, leave a message and someone will get right back to you.

The following personnel are available to address your needs:

<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>E-Mail</b>
Christian Bilella	Senior Vice President	203-422-6700	<a href="mailto:cbilella@gpsmgt.com">cbilella@gpsmgt.com</a>
Joanne Santora	Assistant Property Manager	203-422-6700	<a href="mailto:jsantora@gpsmgt.com">jsantora@gpsmgt.com</a>

<b>Name</b>	<b>Title</b>	<b>Phone Number</b>
Anthony Burrows	Chief Engineer	203-422-6700
Wilson Zuniga	Engineer	203-422-6700
Manny Zuniga	Engineer	203-422-6700
Julian Ingram	Engineer	203-422-6700

If you encounter a problem or have a suggestion, please call the Management Office at 203-422-6700 x102 and we will ensure that the appropriate action is taken.

To respond in a timely manner, please select one administrative liaison from your office who will be responsible for making all calls to the Management Office, thereby limiting the number of individuals calling with concerns or service requests. This will enable a faster response and avoid confusion.

## Leasing

*For all leasing inquiries please contact:*

David Block  
CBRE  
*Executive Vice President*  
203-325-5340  
[david.block@cbre.com](mailto:david.block@cbre.com)

[Click here to see available space at Greenwich Office Park](#)

## **Engineering and Maintenance Requests**

[Click here to access the Greenwich Office Park Tenant Work Order Portal](#)

Greenwich Office Park utilizes Appfolio for our work orders. All engineering and maintenance requests can be entered through this system. If the service is a chargeable item, it will be reflected on your next monthly statement. Management will use its best efforts to provide cost estimates (if applicable) prior to the issuance of a work order.

The Greenwich Office Park maintenance department provides the upkeep on building standard items such as light fixtures, door hardware, temperature control and equipment in public areas. Tenant premises' requests such as general picture hanging, light bulb replacement, minor repairs and moving of light furniture will require a minimum hourly charge plus overhead and tax. Prices may vary depending on the specific job to be performed and prices are subject to change at any time without notice.

- All requests from Tenants for service should be coordinated through one person in your office whom you designate as the Tenant contact.
- Maintenance personnel are not permitted nor equipped to move heavy furniture. Your delivery people must provide their own handling of all heavy equipment.
- Due to insurance restrictions, the maintenance staff is not permitted to loan any tools or equipment (this includes hand trucks and ladders).

Please Note: The type of job to be done and maintenance staff availability may limit our ability to perform these additional tasks.

### **Water Leaks**

Any water leaks should be immediately reported to the Management Office at 203-422-6700 x102 (203-348-1873 after hours). Persons discovering such leaks should be certain to provide their name, their company's name, floor location and extent of leak. If water is coming through the ceiling, and it is feasible, close all open drawers in the vicinity, move papers or work in progress, place wastebaskets or buckets under leak(s), and move furniture.

## **Building Hours**

Monday – Friday            8:00 a.m. – 6:00 p.m.  
Saturday                    (Upon written request)

## **Building Management Office Hours**

Monday – Friday            8:30 a.m. – 5:00 p.m.

## **Holidays**

The Building will be closed on:

New Year's Day  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

Building services may be made available on an after-hour basis with scheduled advance notice.

## **Rent Payments**

Rent payments should be sent via Wire Transfer. Please contact the Property Management Office for wire transfer details.

If a wire payment cannot be completed, payment of rent and other sums due can be made as follows:

- **Via USPS:**  
New Greenwich Park LLC  
PO Box # 825179  
Philadelphia, PA 19182-5179
- **Via overnight mail (FedEx, UPS):**  
PNC BANK C/O NEW GREENWICH PARK LLC  
LOCKBOX NUMBER 825179  
525 Fellowship Rd., Suite 330  
Mt. Laurel, NJ 08054-3415

## **Security**

Security services are provided by Century Protective Services. For all concerns and questions, please contact the Management Office at 203-422-6700 x102.

Although the security staff patrols the parking areas frequently we cannot be responsible for theft or damage to your vehicle. Please lock your vehicle at all times and keep cellular phones and valuables out of sight.

Security service is provided nights and weekends, seven days a week, including holidays. Security is contracted through an outside vendor who supplies trained, uniformed, unarmed guards for the property.

Should you notice solicitors or other suspicious persons during normal business hours, please contact the Management Office at 203-422-6700 x102. If possible, obtain a business card.

## **Building Signage**

Your company name and building number will be placed on the main Greenwich Office Park directory and your company name and floor number will be placed on the lobby directory of your building. Building Management will provide this initial Tenant directory signage, while any approved changes will be at Tenant's expense via work order.

The door signage displayed in the common areas must be approved by the Building Management.

[Building Signage Form](#)

## **Mail Service**

- [United States Postal Service](#)
- [Federal Express](#) – There is one Federal Express drop box at Building Four.
- [UPS](#) – There is one UPS drop box as you exit the park onto Valley Drive.

Each courier hand delivers packages and postal mail to each Tenant space.

The Greenwich Office Park is serviced by the [Greenwich Post Office](#), Valley Drive, Greenwich, Connecticut 06831, phone (203) 625-3168.

## **Parking**

Free parking is provided for the use of Tenants, their employees, and their guests as specified in your Lease Agreement. Visitor spaces are for visitors only. Please respect these spaces. Please remind all employees and guests to park only in their company's marked spaces or any unmarked space.

A bicycle parking area for Greenwich Office Park employees is located to the right of the upper parking deck at Building Five. This location is central to the park and located near the fitness center showers for those who prefer to freshen up before work. Please remember to use a lock when parking your bicycle.

Please drive carefully and slowly on the property. Your observance of the "STOP" signs, as well as the directional signs is appreciated.

Any accident at the Greenwich Office Park should first be reported to the police, then to the Management office at 203-422-6700 x102.

### **Overnight Parking**

There shall be NO overnight parking , and Tenant shall cause its personnel and visitors to remove their vehicles from the parking area at the end of the working day (except in the case of an employee's business travel or emergency, Please supply landlord car make model and plate number).

If any vehicles owned by Tenant or by its personnel or visitors remains in the parking area overnight and the same interferes with the cleaning or maintenance of said area, any costs or liabilities incurred by Landlord in removing said vehicle to effectuate cleaning or maintenance, or any damages resulting to any vehicle or to Landlord's equipment or equipment owned by others, by reason of the presence of or removal of said vehicle during such cleaning or maintenance shall be paid by Tenant to Landlord, as Additional Rent.

### **HVAC**

Heating, Ventilation, and Air Conditioning services are provided during normal business hours, 8:00 AM – 6:00 PM Monday through Friday. To achieve maximum comfort, please adhere to the following guidelines:

- Please refrain from placing credenzas, movable partitions and other furniture closer than five inches from the induction units to insure proper air flow and ventilation.
- On particularly warm sunny days, blinds should be drawn, as they are an integral part of the design of the building HVAC system. During the winter, blinds should be left open to take advantage of the sun's warmth.
- Please keep windows closed at all times.
- To ensure comfort levels, perimeter units can be pre-set to turn on early the next day. To save energy, they should be set on low.

Should temperature levels change abruptly or exceed reasonable comfort limits, please contact the Management Office at 203-422-6700 x102.

### **After-Hours HVAC:**

Air conditioning and heating are provided from 8:00 AM to 6:00 PM Monday through Friday. Tenants may request after-hours air conditioning services for an additional charge by submitting a written request to the Management Office 48 hours in advance.

There is an hourly charge for extending air conditioning or heating hours.

## **Janitorial Services**

Offices will be cleaned as outlined in the Cleaning Specification of each Tenant's lease. Normal cleaning includes dusting, vacuuming, emptying wastebaskets, etc. Should you have a special cleaning request, please contact the Property Management Office at (203) 422-6700 or input the request into the [Tenant Work Order Portal](#). In the event an oversight does occur in your office, please notify the Management Office so that appropriate action can be taken.

- Trash to be removed by cleaning personnel that is not in the usual waste baskets should be clearly marked "trash".
- Office debris will be removed by the housekeeping staff, but care should be taken by your personnel to place on or in the wastebaskets only that which is to be discarded. Retrieval of discarded items is virtually impossible because trash is disposed of in a compactor.
- Try placing a common trash receptacle in the pantry or other common area instead of having individual receptacles desk side. Studies show that this increases office recycling and decreases landfill waste.
- Cleaning personnel are not required nor expected to remove large packing cases or shipping boxes. Special arrangements must be made with your moving or delivery company or directly with the cleaning vendor for such removals.
- The cleaning staff is instructed not to disturb anything on top of desks and to clean only those desks which have been cleared off at night.
- Please place coffee grounds in plastic bags for disposal, not in any plumbing facility.
- Cups containing liquid should not be placed in waste baskets. All liquids should be poured in proper drainage facilities.
- Single Stream Recycling began in Greenwich on August 1, 2011. This method of recycling allows for an increase in items to be recycled, and results in a decrease in our trash output.
- In order to avoid contamination, tenants are asked to separate their recyclables into the following two categories:
  - Paper/Newspaper/Cardboard
  - Plastic/Glass/Metal

## **Pest Control**

Please call the Management Office to arrange an appointment should there be any evidence of pests in your suite. Should the Management Office determine that housekeeping is insufficient, we reserve the right to charge accordingly.