

**To: All Tenants**

**From: St. Denis Offices**

In an attempt to improve the safety, healthfulness and attractiveness of our work environment here at St. Denis, Cambridge management would like to clarify and remind all tenants of certain rules and policies pertaining to our building's operation.

The origins of these reminders vary. Some are mandated by the New York City fire code and insurance liability requirements. Others come from the last page of your lease in accordance with Article 36 of same lease. Still others originate in common sense, courtesy and decency.

### **St. Denis Rules**

- 1) All rugs, mats, chairs, white noise devices etc. must be removed from all corridors and halls at the end of a workday. Any items remaining at closing time will be collected and disposed of by building staff.
- 2) Bathroom plumbing fixtures shall not be used for any purpose other than those for which they were designed. Plants, paint, watering cans, carpet cleaning etc. Must be handled in utilities sink located in basement.
- 3) No garbage, rubbish or recyclable material may be deposited outside elevator banks or anywhere else in our building's hallways and corridors. Garbage will be picked up by building staff between the hours of 3:00 pm and 6:00 pm monday thru friday. You may also bring such rubbish to the basement yourself for disposal and recycling. If you are unable to accomplish either of the prior two tasks, you may log into [StDenisOffices.com](http://StDenisOffices.com) and submit a maintenance request, or call 212-673-4114 and a member of the building staff will retrieve said rubbish from your office.
- 4) No signs, advertisements or proclamations may be posted or affixed to any public space of the building premises.
- 5) All recyclable materials must be separated from garbage by each tenant and placed into separate receptacles for removal by building staff.
- 6) Tenant may not allow any installations or construction to be preformed within their space by any contractor, friend etc. without the prior approval of Cambridge management and then only after proper proof of Workman's Compensation and Liability coverage and a license where applicable are provided to the management.

Hopefully this reminder will result in a cleaner, safer and more attractive environment for us all. Remember these qualities reflect on the building's tenants as well as on its management. So lets work together to keep St. Denis an attractive, safe and pleasant place in which to work.