



WELCOME TO ONE GATEWAY CENTER

On behalf of the Property Management Staff of Onyx Management Group, welcome to One Gateway Center. Since it is our desire to offer the highest quality services to our tenants, this property is managed with a customer-oriented approach designed to provide you with an exceptional level of service that exceeds your expectations. It is our utmost desire to maintain all avenues of communication to ensure that these services are rendered satisfactorily.

With our capable staff of an on-site Property Manager, Support Staff, Engineers and qualified Contractors, we are here to accommodate your needs and maintain efficient operation.

From time to time, the Property Manager will make visits to your office. However, feel free to contact the Management Office at any time with any inquiries you may have. Should any of your calls occur after normal business hours, please contact the One Gateway Security Desk at (973) 623-7859.

The Management Office is located on the 2nd floor of One Gateway. Our normal business hours are from 8:00 AM to 5:00 PM Monday through Friday.

Onyx Management Group
One Gateway Center, Suite 210
Newark, New Jersey 07102
Tel: 862-231-2655 Fax: 973-623-1306



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I PROPERTY MANAGEMENT DIRECTORY

Property Management Staff

On Site Staff:

Jessica Halpin

Property Manager

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Noemi Padilla

Property Administrator

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Thadd Maskel

Chief Engineer

tmaskel@onyxequities.com

Management Office – Phone – (862) 231-2655 Fax – (973) 623-1306

Main Security Desk – Phone – (973) 623-7859

Security Operations & I.D. Center - Phone – (973) 273-1301

II BUILDING SERVICES

Property Management Engineering Staff

Building Housekeeping Staff

Evening Janitorial Services

Refuse/Recycling

Office Renovations

Security Services

Post and Duties

Security Escorts

Access Control Systems

Special Keying

HVAC

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Overnight Delivery Drop Boxes

One Gateway Center Parking Garages



PROPERTY MANAGEMENT ENGINEERING STAFF

The Property Management Engineering Staff is responsible for maintaining the building's heating, ventilating and air conditioning systems, electrical functions, elevators, plumbing systems, etc. This work is performed both when the need arises and also in the course of preventative maintenance to ensure continuing operation without interruption.

The Engineering Staff will handle calls regarding variations of temperature, lighting, difficulties with the building water piping, fire alarms and operation of its elevators, as well as any minor repair/maintenance items that may require attention. Should you experience problems in any of these areas requiring immediate attention, you may call the Management office at (862) 231-2655. Your call will be answered and dispatched by the Management Office. For non-emergency items, a work order should be entered into our online system by one of your designated office staff. This will send an alert direct to the engineering staff, and your request will be answered as quickly as possible.

Our Engineering personnel are on-site Monday through Friday 7:00 AM until 11:00 PM. In the event of an emergency after hours, you may call the One Gateway Security Desk at (973) 623-7859. The Security Desk is manned 24-hours per day, 7 days per week 52 weeks per year. Our staff is on call 24-hours per day via cellular telephone.



BUILDING HOUSEKEEPING STAFF

Building Management's Housekeeping staff is comprised of men and women to address general housekeeping needs. Daily litter pick-up, general cleaning and restocking of washroom facilities, monitoring and maintenance of lobbies, elevators, stairwells and building entrances is provided continuously throughout the day. Special needs within your tenant area may be requested by calling the Management Office who will coordinate your request with the Manager of Janitorial Services.

Evening Janitorial Services

The building janitorial services are performed daily, Monday through Friday, except on select holidays as specified in your lease. All common area lobbies and washrooms will be cleaned nightly and maintained in the highest standard of cleanliness. The nightly cleaning of tenant areas will take place after 5:30 PM and will consist of the vacuuming of all trafficked areas, sweeping and damp mopping of vinyl floor areas, dusting, and wastebasket trash removal. A periodic schedule, either weekly or monthly for certain items will cover high dusting and dusting of blinds, vacuuming of all carpeted areas and upholstered furniture. It is up to each tenant to arrange for the maintenance of interior office areas that are not covered under cleaning specifications in your lease. Special clean-ups after parties or special late night meetings are the tenant's responsibility to arrange with the Management Office.

Refuse/Recycling

At no time is a tenant permitted to remove trash from their space to the common areas, without prior approval from the Management Office. Any large accumulation of cardboard, files, etc., must be kept within the demised premise (never in corridors or elevator lobby areas) until arrangements have been made with either the Management Office.

Removal of trash other than paper and cardboard (old furniture, heavy equipment, copiers, computers, etc) must be pre-arranged with the Management Office and our waste removal contractor. At no time will the tenant dispose of heavy equipment in the refuse container located at the loading dock area. Contact the Management Office for arrangements.

The State of New Jersey mandates a recycling program to eliminate recyclable items from the waste stream.



Property Management has instituted a recycling recovery program. The format is simple. All paper, including cardboard, may be disposed at the desk. In fact, any paper or cardboard may be mixed, except that which has been food contaminated. (e.g., napkins, paper/styrofoam, cups, etc.) Aluminum, glass and solid waste items must be placed in separate containers either in a coffee room, kitchen, cafeteria, or any centralized location of your office, or in several locations of your space. Placement of recycling containers can be arranged through the management office.

Larger items including cardboard boxes, etc. can be disposed of by placing green discard labels (supplied by janitorial provider) on the item(s) and placing them near trash receptacles. Please be advised that items not marked with the label will not be removed.

No plastic liners are to be used in the paper containers at the desk or copy room areas. Plastic liners will be used for glass, aluminum and solid waste containers only. Liners are supplied by the janitorial service.

For more information please contact the Management Office.



OFFICE RENOVATIONS

From time to time, a tenant may have a special need regarding renovations to tenant's layout, additional air diffusers, lights, outlets, painting, etc. Any of these or similar requests relating to your space proper must first be directed to the Management Office for review. You will then be advised as to the feasibility of such requests and how we may help facilitate same. The Management Office will review the project and advise you as to the necessary requirements to be met (permits, insurance certificates, licenses, construction standards for work and material, updated drawings, etc.) and will be able to provide you with an estimate for such work. It is our desire to perform the work for you in an efficient, economical and timely fashion.

No renovations may be made to tenant's space without the expressed, written consent of the Property Management Office pursuant to the provisions of your lease.



SECURITY SERVICES

Security at One Gateway Center is a high priority. We have developed a professional staff and have implemented sophisticated procedures to maximize the personal safety of our tenants. Security is provided 24-hours a day, 7 days a week.

A security supervisor is on site at all times and may be reached by calling either the Security Desk located in the main lobby or the Management Office. (See Directory Listing)

Post and Duties:

Management: The Security Manager is responsible for all security personnel. He provides the communication and ensures post orders are being maintained. He coordinates schedules, having responsibility for the continued training of all officers, monitoring of all security systems and has direct contact with tenant representatives.

Supervisor: Tours all posts. Responsible for all security personnel on each shift. (24-hours, 7 days a week, 365 days a year)

Security Operations Center: This post is the heart of the complex's physical security systems. Here we monitor surveillance cameras and our card access system, as well as prepare employer access cards.

Main Lobby: Security personnel positioned at reception desk 24-hours per day, 7 days a week, 365 days a year to greet invitees to the building, monitor select surveillance cameras, fire alarms and elevator operations for One Gateway. This position provides information and assistance to visitors entering the building.

Loading Dock Officer: A multi-faceted position that schedules deliveries, furniture moves and all access into the building via the loading dock entrance at One Gateway; 7:00 AM – 6:00 PM Monday through Friday.

In addition to our security officers, the security at One Gateway Center is composed of many elements including electronically monitored closed circuit television cameras, motion detectors, remote door strikes, elevator and stairwell emergency call buttons and two-way radio communications between the Management Office staff, engineering, janitorial and security staffs. Electronic locks on stairwell doors provide additional security. During the course of each year, our security staff is responsible for organizing and coordinating annual fire drills as well as periodic seminars.



Security Escorts:

Individuals who may need to work after hours can contact the Security Desk (973) 623-7859 to request an escort to your vehicle. This is a free service provided to our tenant's 24-hours per day, seven days per week. We encourage you to participate in this service if you feel at all uncomfortable walking alone to your parking area.



ACCESS CONTROL SYSTEMS

The building entrance doors at The Gateway Center are controlled by a proximity Entry Management System. Entrance areas include the Market Street Entrance, Raymond Plaza West Entrance at One Gateway, the Gateway Center Mulberry Street Entrance, as well as the Three Gateway Parking Garage. The doors open automatically at 6:00 AM and lock automatically at 7:00 PM, Monday through Friday. The building is locked Saturdays, Sundays and all holidays as per your lease. Access to and from Penn Station is available Monday through Friday 6:00 AM – 11:00 PM, Saturdays 7:00 AM - 7:00 PM, and Sundays 9:00 AM - 5:00 PM

The building's access cards are compatible with the parking garage system for monthly parkers. If you are provided a building access card, that same card may be programmed for the parking garage. If you are not provided a building access card, the garage will provide you a card for access to the garage only.

Building access is provided after hours via an access card. Every tenant is provided one card per 1,000 square feet of leased office space (25,000 sq. ft. equals 25 cards). Should more access cards be necessary, they are available through the Management Office for an additional fee. (Parking card allocations are determined by your lease.)

Each card may be programmed with individual access levels (i.e., Saturdays 9:00 AM to noon with no access permitted at any other day or time; or with 24-hour access, 7 days per week.). Reprogramming cards or replacement of lost or stolen cards is available through the Management Office for an additional fee.

Many Gateway Center tenants have an Electronic Access System to monitor access to their space. You may arrange to have a system installed for your demised premises by contacting the Management Office.

To obtain a photo identification card which will allow access to the building and/or parking garage(s), a request, in writing, on company letterhead should be directed to the Management Office. You must include:

Employee Name
Tenant Name
Building
Office/Floor Number
Telephone Number
Employee ID Number or Social Security Number
Hours of Access Permitted
Name of Person Authorizing Access Card

It takes approximately two (2) working days for the card to be activated. Should cards be lost or stolen, there will be an additional fee for replacement.



SPECIAL KEYING

All keys are keyed to a building Master Key System. New tenants receive two (2) keys per lockset free of charge. Additional keys may be purchased through the Management Office.

Requests for Lock Work must be made through the Management Office. This key system is necessary to allow building personnel access to all areas in the event of an emergency. For this reason, management requires that no locks be changed or additional locks/bolts be added to any door within your suite without coordinating this request through the Management Office.



HVAC SYSTEMS

Heating and air conditioning, in season, are provided Monday through Friday, 7:00 AM to 6:00 PM. All efforts are made to maintain temperatures at a comfortable level of 72-75 degrees in the summer and 68-72 degrees in the winter. Should the temperature level change abruptly or exceed a reasonable level in your office, please contact the Management Office and an engineer will be dispatched to adjust the condition.

After Hours HVAC

Heating and air conditioning are not provided on Saturday, Sunday or holidays (unless specified in your lease). Should you require HVAC service after normal operating hours, individuals authorized by each tenant should follow these procedures:

One Gateway:

Perimeter units can be activated by pushing the respective "reset" button. To receive air conditioning through the core unit as well, please notify the Management Office at least 24-hours in advance.



TELEPHONE AND DATA INFRASTRUCTURE PROFILE

Existing Service Providers

Verizon, Telcove, MCI / Worldcom, Metromedia, AT&T, Cogent, and Cablevision
Lightpath, Light Tower, and Zayo (Z-Colo)

Types of Service

Analog and digital including fiber optic, CATV

General Description

Copper and fiber optic entrance facilities with basement level demark point with conduit in both central and dedicated risers to each floor's telephone closet.

Verizon, Telcove, and Metromedia have single points of access. MCI / World com and AT&T each have two points of access.

Cogent has a 144 count multi-mode fiber optic network installed with service to each floor. Z-Colo provides an array of Ethernet products (10bT, 100bT, Gig E, DIA). There is a Central Equipment room in the basement that has supplemental cooling and a back-up diesel generator. Coaxial, Cat-5 and Cat-3 wiring is supported. An average three week install lead time is required.

CATV hubs / nodes are available on all floors from Cablevision. This provides alternate broadband service via cable modems as well as cable television service.

Contacts

Lighttower Fiber Networks: Ade Ademilola – Enterprise Account Executive / ade.ademilola@crowncastle.com / Telephone No. 973-287-5238

Lightpath: Christine Solomon / christine.solomon4@alticeusa.com / Telephone No. 201-644-2135 / Customer Care: 866-611-3434

Cogent: Roger Flores / rflores@cogentco.com / Telephone No. 212-257-7236

zColo: Angel Otero / Field Engineer / Telephone No. 973-792-6160 /
Other: 877-926-5687

Optimum Services/Internet / Phone / TV Service: Sean Gilmore / Acct Executive / sean.gilmore@alticeUSA.com / Telephone No. 973-668-8216



LOADING DOCK/FREIGHT ELEVATOR USAGE

Loading Dock hours are 7:00 AM to 6:00 PM and **Freight Car hours are 7:00 AM to 5:00 PM Monday through Friday.** Should assistance be required transporting shipments to your office, arrangements can be made through the Management Office.

Extended Use of Loading Docks/Freight Elevator Usage

In order to arrange for large deliveries requiring extended use of the loading dock and/or freight elevator after hours, requests should be made in writing to the Management Office at least 24-hours in advance. After hours usage is available. Current hourly charges will apply. Please note insurance coverage from your vendors may be required before arrangements can be made. Also see Delivery and Move Procedures.

Vehicle Parking

The loading dock can only accommodate vehicles under 13'6". No small vehicles or courier cars are permitted to park in the loading dock. All time limits, rules and regulations will be enforced. A service lot next to the loading dock is available to suppliers with small deliveries.

Larger deliveries requiring more than (30) minutes must be scheduled for loading dock use after normal hours by contacting the Management Office. Contractors may not park any vehicle or trash containers on the loading dock at any time.

All parking related questions should be directed to the Management Office for the appropriate building as listed on the enclosed directory.

Equipment Removal

To remove any large items from the building (e.g., computers, typewriters, office machines, etc.), please forward a letter on company letterhead to the Management Office authorizing the removal and have the person removing the item carry a copy of the letter when exiting the building.



U.S. POSTAL SERVICES

Mail delivery and pick up will be provided daily, Monday through Friday, at One Gateway. The building's mailroom is located in the basement near the loading dock entrance. Access to this area may be obtained via the service elevator, through the stairwell at the main lobby, or from the loading dock ramp.

A mail box shall be provided to you by the Management Office. We are requesting that you advise us of the volume of mail your office generates to determine the container size you will need. The dimensions of the mailboxes are as follows:

Small - 6-1/2" W	x	5-1/4" H
Large - 13" W	x	5-1/4" H

Your mail will be delivered directly to the mailroom and deposited into the assigned mailbox daily (Monday through Friday). You will be issued a key to the mailroom and to your mailbox. Drop off of out-going mail will also be handled at the mailroom. The evening mail pick-up is between 5:15 PM and 5:30 PM, your mail should be downstairs by 5:00 PM

The building's address is One Gateway Center, Suite 210, Newark, New Jersey, 07102.

Outgoing mail slot is located in the main lobby or in the building service corridor mailroom. The weekday collection times are located at each receptacle. There are mail receptacles located near the Raymond Plaza West and 100 Mulberry entrances.

Overnight Delivery Drop Boxes

Federal Express and UPS drop boxes are located in the walkway between the Concourse and the Gateway III Parking Garage.

In addition, Federal Express has a drop box located in the One Gateway service corridor.



ONE GATEWAY CENTER PARKING GARAGES

There are two parking garages adjacent to One Gateway Center. Both garages are managed by LAZ Parking. Parking at the One Gateway & Three Gateway garages are available to both tenant/employees and visitors to One Gateway Center on a daily and monthly basis.

While the One Gateway parking garage is open 24-hours per day, 7 days per week, the Three Gateway parking garage is staffed as follows:

Monday - Friday	5:30 AM - 12 midnight
Saturday	7:00 AM – 3:00 PM
Sunday	9:00 AM – 1:00 PM

When the Three Gateway parking garage is unstaffed, access is provided to all monthly parkers via their access card.

Parking arrangements may be made and information regarding rates may be obtained from the parking garage management, LAZ Parking

One Gateway Parking Garage	973-623-1023
Three Gateway Parking Garage	973-643-0812



III. RULES AND REGULATIONS

Smoking Policy

 Location of Designated Smoking Areas

Solicitation Policy

Additional Rules and Regulations



SMOKING POLICY

Smoking is prohibited in any elevator, lobby, stairwell, restroom, common areas, and anywhere inside the complex. Smoking must be taken outside the building to one of the designated smoking areas. We ask that you please use the ash urns outside to dispose of your extinguished cigarettes.

Location of Designated Smoking Areas:

One Gateway: Raymond Plaza West (across from Penn Station). Smoking should be kept a fair distance from the entrance doors. Ash urn is located in the area near the U.S. postal mailbox. Please use the ash urn to dispose of your extinguished cigarettes. Please note that smoking is **NOT ALLOWED** at the Market Street Entrance.

Three/Four Gateway: Rear entrance located behind the Mulberry Street escalators. Please note that smoking is not permitted near the entrance. Please adhere to smoking areas posted.



SOLICITATION POLICY

There is a “no solicitation” policy in effect within the building. Selected solicitations, such as Hilton Hotel specials or restaurant gift certificates may occasionally be delivered by Management, but will only be allowed via hand delivery by security personnel or via E-mail from the management office.

We ask your cooperation in trying to eliminate these nuisance interruptions during the business day by not engaging in conversation with or accepting the literature from any solicitor that enters your suite. Politely tell them there is to be no soliciting in the building and ask that they please leave.

Please inform Security when solicitors are in the building.



ADDITIONAL RULES AND REGULATIONS

Specific rules and regulations are outlined in your lease. Please review them at your earliest convenience and if you have any questions or comments contact the Management Office.



IV. GENERAL TENANT INFORMATION

Construction of New Tenant Area

Tenant Space Repairs/Construction

Delivery and Move Procedures

Tenant Responsibilities - General Maintenance

Tenant Space Security

Tenant Directory Signage

Office Directory Listing



CONSTRUCTION OF NEW TENANT AREA

As Property Management readies your space for occupancy, you will be in direct communication with our Property Manager. He or she will work closely with you to assure all necessary work is completed in advance of your targeted date of occupancy.

A letter regarding new tenant installation, which outlines your responsibilities and construction job timetable, will be forwarded by the Property Manager to fully explain such details. All inquiries as to construction preparation are to be directed to the Property Manager. Once the space is ready, a “walk-through” will be conducted with a representative of your firm and the Property Manager. A punch list will be executed for the review and a check of all work performed.

Upon acceptance of the space by your firm, two (2) keys per door lock within the space proper (if applicable), as well as the entrances to your space, will be turned over to your appropriate tenant representative. For entrance to the building before or after normal business hours (6:00 AM - 7:00 PM, Monday through Friday), access cards will be issued (one per 1,000 sq. ft. of rentable space). Additional cards will be charged at the current rate. For additional information, see Tenant Space Security.

Card access to your suite that interfaces with the building’s system is an available option to you for your tenant area. The Property Manager will be happy to discuss this option with you.

Any and all construction being provided for you by a contractor other than through the Property Management office, **MUST** be coordinated with the Management Office **PRIOR** to commencement of work.



TENANT SPACE REPAIRS/CONSTRUCTION

Tenants are prohibited from making any alteration or improvements to the premises without the prior written consent of the Management Office. The Management Office must approve all contractors, vendors, and technicians, including telephone services, performing work for a tenant within the building.

All contractors who have received approval to perform work within the building will be required to submit a Certificate of Insurance naming owner and building management as additional insured PRIOR to the commencement of work.

Any damages caused to the premises as a result of this work will be repaired by the Management Office at the tenant's expense.

All repair work should be reported by calling the management office at (862) 231-2655 prior to start for access and security notification.



DELIVERY AND MOVE PROCEDURES

The following instructions pertain to the original move-in, any interim deliveries, removal of furniture, regardless of the size of the move and move-outs.

Prior to the actual date of your present or future moves, it will be necessary to provide the Management Office with the name of your moving company, their company representative and their phone number. You are to have them supply the Management office with a Certificate of Insurance. Contact the Management Office for details on insurance certificate requirements. Their certificate of insurance must be in possession of the Management Office PRIOR to the move. This is for your protection as well as the Building Owner & Property Management Company and it may not be waived.

For your protection, as well as that of the Building Owner, Property Management will provide stand-by personnel to monitor any move in or out of the building. When moving in, this service is provided courtesy of your landlord. On move out, all monitoring costs are a tenant responsibility.

The building has a freight elevator located at the loading dock/basement level. This elevator MUST be reserved in advance for any move or delivery. Due to our large tenant base, please be sure to contact the Management office to confirm arrangements. Please note there is an hourly charge for freight elevator usage.

In addition, the following requirements must be adhered to protect the building:

- (A) Protection of all floors with Masonite, plywood or other appropriate materials.
- (B) Protection of corners in building entrance ways, lobbies and corridors with cardboard.

Because every move generates significant amounts of trash, please be sure to instruct your moving company to remove any packing crates or boxes. If you anticipate a need to utilize the building's facility for disposal of this refuse, you must notify The Management office in advance so that we may arrange for this special service and advise you of costs.



TENANT RESPONSIBILITY - GENERAL MAINTENANCE

Each tenant is responsible for the maintenance of their space with respect to damage to walls or painting thereof, and extraordinary care of floor covering. Kitchens, executive washrooms and specialized air conditioning of computer terminal rooms also fall under this category. However, our Maintenance and Housekeeping staff can be responsive to any of these areas of concern, including providing these services at an additional fee. When applicable, the tenant will be invoiced for such needed services.

In accordance with your lease and at a rate specified therein, after hours, weekend and holiday provision of building heating, ventilating and air-conditioning will be provided upon written request by the tenant 24-hours prior to the needed service, on Friday by midday for Saturday or Sunday requirements. Emergency calls (less than 24-hour notice) for overtime HVAC will be accommodated at the tenant's additional expense.

Accumulations of old files, furniture, etc. may require periodic clean-up. It is the responsibility of the tenant to arrange through the Management Office a special container for disposal of same. Arrangements for removing this special refuse from the building may be made either with the Management Office or the Janitorial Manager. Labor will be charged at the current hourly rate.



TENANT SPACE SECURITY

It is the responsibility of the tenant to secure the tenant space at the end of the workday, regardless of what time that may be. Cleaning services are generally begun at 5:30 PM. Should you leave prior to that time, be sure to lock your space and turn off all lights and electrical appliances. The Janitorial Supervisor will then permit entry for the evening's cleaning.

Access to the building proper will necessitate the use of card access after 7:00 PM each evening until 6:00 AM the following business day and after 7:00 PM Friday until the normal opening time of 6:00 AM Monday, unless otherwise provided by your lease. It will be the tenant's responsibility to determine which employees need access to the building after hours. If visitors are anticipated after hours, kindly make specific arrangements for their entry without breaching the building security through our security personnel. Propping doors open or other such compromising actions are strictly forbidden. If additional or temporary access cards are needed, please call the Management office.

Please be advised that the building may be locked on a number of holidays (as per your lease), New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day, requiring the use of card access to gain admittance. HVAC and janitorial services are not provided on these holidays.

Tenants may not install any security devices or additional locking mechanisms nor change any locks without prior approval from the Management office. If such devices are approved for installation, it is the tenant's responsibility to set the alarms of their space once janitorial services are completed. Any arrangements to have the janitorial staff provide this service MUST be prearranged with the janitorial contractor and your Management Office. Remember, any lock changes or re-keying to the entrances of your space are strictly forbidden unless handled through Management Office.



TENANT DIRECTORY SIGNAGE

The Property Management Office will provide a listing of your firm for our main lobby and floor directories, upon your occupancy in the building. Any future changes and/or additions to the signage and directory listing must be requested through the Management Office and any costs for same are the responsibility of the tenant.

No tenant may display a sign or notice in any area of the building visible to the public without prior written approval from the Management Office. All requests for lettering on the entrance to your suite must be made in writing to the Management Office and be approved prior to installation.

Only one tenant name per suite on the floor directory.



OFFICE DIRECTORY LISTINGS:

Management Office	Phone: 862-231-2655	Fax: 973-623-1306
Main Security Desk	973-623-7859	
Security Operations Center	973-273-1301	
One Gateway Security Desk	973-623-7859	
One Gateway Parking Garage	973-623-1023	
Three Gateway Parking Garage	973-643-0812	

