

**The Wanamaker Office Building  
Electronic Tenant® Portal**

**Created on May 2, 2024**

## **Amenities: ATM**

A [\*Citizen's Bank\*](#) ATM is located at the North side Mezzanine level.

## **Amenities: Atrium**

An elevated Atrium is located on the 9th Floor, which is linked to the landmark Crystal Tea Room, in the existing light well located in the center of the building above the famous Wanamaker Grand Court.

It is approximately the same scale as the Grand Court and provides dramatic, interior office views as well as pleasant, convenient meeting space for office workers or receptions in its sun-drenched interior. Please contact the [Management Office](#) if you would like to reserve the Atrium.

### ***Atrium Usage - Rules & Regulations***

- The Management Office is to be called at least 72 hours in advance to reserve the Atrium. The Atrium is an amenity that is offered to all tenants located at The Wanamaker Office Building.
- A Certificate of Insurance, naming Wanamaker Office Lease L.P. as Certificate Holder, and Philadelphia Center Realty Associates L.P., TIC 1301 Chestnut Property Owner, LLC, Amerimar Wanamaker Management Co. II, Inc., 1301 Chestnut Associates, L.P., Wanamaker Office Lease GP Inc., Rubenstein Partners, L.P., and Rubenstein Properties Fund II, L.P. and any other entities where required by written contract named as additional insureds, is required from all outside vendors.
- All deliveries for the Atrium are to be scheduled with the Management Office at least three (3) business days in advance. The loading dock is open from 6:30 AM to 4:30 PM. Any deliveries before or after listed times are billable with a four (4) hour minimum.
- NO SMOKING is permitted in any common areas of the building (including restrooms and fire tower stairways).
- Contact the Management Office to request the removal and return of all the tables and chairs in the Atrium. A charge will be incurred for movement of this furniture. Tenants should not attempt to move these items.
- During business hour (8:00 AM to 6:00 PM) events, sound levels (i.e. music or speakers) must be approved by the [Management Office](#) prior to the event.
- Balloons are not permitted inside the Atrium. The Skylight is protected with an infrared sensor that will activate the Building's fire alarm system should a balloon reach the ceiling.
- No tables, stages, etc. are may block the north side of the Atrium which is the entrance to a tenant suite.
- Proper directions to the Atrium must be presented to all guests. Access will only be permitted from the south bank of elevators.
- No trash or debris is to be left in the Atrium following an event. A charge will be incurred for removal of any trash, etc.
- Signs or other announcements require prior approval to be placed in the Lobby for your Atrium event. Please contact the [Management Office](#) for approval.

Please click on the links below to access Atrium forms:

[Atrium Indemnification Agreement](#)

## **Amenities: Access to the SEPTA Concourse**

A subway entrance corridor and two-story lobby connect the commuter tunnel to the office building lobby via the North parking garage elevator, an escalator and a stairway.

## **Amenities: Bike Room**

The Wanamaker Office Building has a new bike room located in the P-2 southwest corner of the garage. This room is provided exclusively for use by the Tenant employees in our building.

The bike room has been equipped with a standard bike rack along with a tiered bike storage system. Directions for use of the tiered bike system can be found on the [Bike Room Policy and Procedures](#).

Lockers are available for daily storage of helmets/bike shoes, etc.

Bike owners must provide their own locks for bikes and lockers. Please lock bikes to racks at all times.

Included in the bike room is a bike repair station. The station provides access to the most commonly used repair tools along with a tire pump.

## **Amenities: Express Delivery Drop-Box**

***Federal Express***, and ***UPS*** drop-boxes are located in the 5th and 10th floor freight lobbies on the Northeast side of the Building.

## **Amenities: Fooda**

### ***Fooda***

- *Fooda* provides pop-up restaurant services in the Atrium each day Monday through Friday, 11:45 AM - 1:45 PM.
- For more information, and to sign up to receive the daily menu visit [www.fooda.com](http://www.fooda.com).

## **Amenities: Fitness Center**

Located on the south side of the 8th floor, this state of the art Fitness Center includes cardio and strength training equipment as well as full locker room facilities and is available to all tenant employees with their employer's approval and after reviewing and signing a [Fitness Center Waiver Form](#).

[Fitness Center Rules & Regulations](#)



## **Amenities: Lobby Cafe**

[Passero's Gourmet Coffee](#) - Located at street level in the North Lobby.

## **Amenities: Macy's**

**A [Macy's Department Store](#) encompasses the first three (3) floors of The Wanamaker Building.**

The Wanamaker Building is also home to the famous Wanamaker Organ located in the Grand Court of Macy's. Originally built for the 1904 St. Louis World's Fair, the organ is the largest fully functioning pipe organ in the world. Learn more about this historic treasure at [www.wanamakerorgan.com](http://www.wanamakerorgan.com).

## **Amenities: Parking Garage**

[LAZ Parking](#) offers 660 parking spaces on Levels P1, P2 and P3 of The Wanamaker Building.

- Monthly rates are \$280.00 for a non-reserved space with a \$20.00 refundable card deposit.
- Reserved spaces are available on the main floor, @ \$350.00, per month.
- Monday through Friday daily rates are \$4.00 per quarter hour.
- The early bird daily rate (in by 9:00 AM and out by 6:00 PM) is \$18.00, and \$26.00 for up to 12 hours, if in or out after these times.
- The rate for a 24-hour period is \$30.00. For more information on monthly or daily rates, contact [LAZ](#) at (215) 567-4228.

**COVID-19: COVID-19**

Please [click here](#) for our COVID-19 return policy.

## **Emergencies: Active Shooter**

Each Tenant Company must develop a workplace violence prevention and response policy. The following is intended to provide guidance in the event an active shooter situation develops.

### **CONTACTING AUTHORITIES - When you are safe:**

#### **Call 9-1-1 and be prepared to give the following information concerning the incident:**

- Your exact location (building, floor, room number)
- Specific location and direction of the assailant(s)
- Number of assailant(s)
- Sex, race and age of assailant(s)
- Clothing color and style
- Number injured, types of injuries

#### **Run - if there is an accessible escape path, attempt to evacuate the premises.**

*Be sure to:*

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

#### **Hide - if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.**

*Your hiding place should:*

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

*To prevent an active shooter from entering your hiding place:*

- Lock the door
- Blockade the door with heavy furniture

*If the active shooter is nearby:*

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

*If evacuation and hiding out are not possible:*

- Remain calm
- Dial 9-1-1, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

#### **Fight - As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:**

- Acting as aggressively as possible against him/her

- Throwing items and improvising weapons
- Yelling
- Committing to your actions

[Top of Page](#)

# Emergencies: Bomb Threat

## TELEPHONE THREAT

*If you receive a bomb threat, the following procedures must be followed:*

1. Keep the caller on the line as long as possible. Ask him / her to repeat the message. Write down every word spoken by the person.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, ask him / her for the information.
3. Inform the caller that the building is occupied and that detonation of a bomb could result in death or serious injury to many innocent people.
4. Pay particular attention to background noises, such as motors running, music playing and any other noise that may give a clue as to the location of the caller.
5. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

***Immediately after the caller hangs up, report the threat to:***

- **1st** - Police - Call 9-1-1
- **2nd** - Your Company Management
- **3rd** - Security Command Center - Call (267) 439-4083

## WRITTEN BOMB THREAT

When a written message is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided.

**Report the threat to:**

- **1st** - Police - Call 9-1-1
- **2nd** - Your Company Management
- **3rd** - Security Command Center - Call (267) 439-4083

## SUSPICIOUS PACKAGE

***Be observant - if you notice something out of the ordinary (i.e. thermos in a restroom, brief case in hallway) do not touch it. Report the package to:***

- **1st** - Police - Call 9-1-1
- **2nd** - Your Company Management
- **3rd** - Security Command Center - Call (267) 439-4083

**What happens when a bomb threat is received and reported:**

1. *Tenants are notified as a group* - Time is very critical - the longer it takes to notify the Security Command Center increases the delay in notifying everyone.
2. *All two-way radio communications end as a precaution* - Security Command Center becomes central communication center.
3. *Once on site, Fire and Police Departments take control of the situation* - Management/Security is to assist. Fire Department takes charge of the situation and as a precaution begins to hook up hoses, block streets, clear all areas beforehand in the event of an occurrence.
4. *Police assist until Bomb Squad arrives* - Bomb Squad only takes care of the situation at hand and does not make the decision as to whether to evacuate the building.
5. *Once Fire and Police Departments start to escalate the situation* - Building Management starts their escalation procedures.

**NOTE:** In the event the building is evacuated, tenants should assign staging areas to assemble to ensure all employees are accounted for and have evacuated safely. These areas are determined by which fire tower stairway is closest to each suite for emergency exist. Refer to [Building Staging Areas](#) section.





## **Emergencies: 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 mezzanine level and the police will be summoned.

## **Emergencies: Elevator Malfunction**

**ELEVATOR MALFUNCTION:** If an elevator fails to operate properly, immediately notify the [Management Office](#) or security officer stationed at the Reception desk.

**ELEVATOR ENTRAPMENT:** If you are detained inside of the elevator cab due to a malfunction, REMAIN CALM. By pressing the "Alarm" button inside the elevator, the security officer at the Reception desk will be notified and will communicate with you by use of intercom.

## Emergencies: Emergency Contacts

### **EMERGENCY TELEPHONE NUMBERS**

#### **All Emergencies**

	<b>911</b>
<a href="#">Building Management Office</a>	(215) 851-0406
Building Security / After-Hours Emergencies	(267) 439-4083
Fire Department (Non-Emergency)	(215) 686-1385
Police Department (Non-Emergency)	(215) 686-3060
Jefferson University Hospital Emergency Dept.	(215) 955-6840
Pennsylvania Hospital Emergency Rm.	(215) 829-3358
University of Pennsylvania Hospital	(215) 662-3920
Penn Presbyterian Medical Center Emergency Rm.	(215) 662-8000

**REMEMBER TO ALWAYS DIRECT EMERGENCY SERVICE TO 1300 MARKET STREET, "JUNIPER STREET ENTRANCE" BECAUSE IN AN EMERGENCY SITUATION EVERY SECOND IS CRITICAL.**

- **AMBULANCE:** 9-1-1
- **FIRE:** 9-1-1
- **POISON CONTROL CENTER:** (215) 386-2100
- **POLICE:** 9-1-1
- **SEPTA POLICE RADIO DISPATCH:** (215) 580-4131
- **MANAGEMENT OFFICE:** (215) 851-0406

#### **NON-EMERGENCY PHONE NUMBERS:**

- Police, 6th District: (215) 686-3060
- Fire Department (Information): (215) 686-1385

**Important Notes** If you call 911 as a result of a medical emergency, please be sure also to notify [Building Management](#) with your name, call-back number and location so that security may swiftly guide the paramedics to your exact location. If the audible alarm within the building sounds, please do not call the Management Office, unless you have something specific to report. Building Management is aware of the noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so Management may attend to the situation as quickly and efficiently as possible.

# Emergencies: Fire & Life Safety

## FIRE DRILLS

- In accordance with the Philadelphia Fire Code and for your safety, Fire Drills are held twice a year. There will be one (1) full building evacuation and one (1) floor evacuation to the nearest fire tower stairway each year. Fire drills will occur during regular business hours and also in the evening during the 2nd and 3rd working shifts. These are pre-scheduled and ALL TENANTS ARE NOTIFIED IN ADVANCE OF THE DATE.
- THERE WILL BE AN "ALL CLEAR" issued by the building. Floor captains are to advise persons in the fire exit to return to the floor if floor evacuation is satisfactory.

**TENANT FIRE WARDEN:** A Fire Warden shall be appointed by Tenants for each floor (more than one (1) person shall be designated if tenant suite is over 5,000 square feet, i.e. one (1) person for every 5 to 8,000 S.F.). An Alternate Fire Warden should be designated to ensure a Fire Warden is present within the office area at all times.

## FIRE WARDEN RESPONSIBILITIES:

1. Instruct all employees on the floor regarding the following:
  - The location of the fire tower stairways.
  - The location of the fire pull stations.
  - Elevators should not be used during an alarm.
2. When fire or smoke is detected in the immediate area, the following procedures should be adhered to:
  - Pull fire pull stations immediately. If time permits, call 9-1-1 for the Philadelphia Fire Department.
  - Evacuate the entire floor's personnel utilizing the building's fire tower stairways.
  - Await further instruction from the building's emergency public address system.
3. When an alarm is sounded and the location of fire or smoke is unknown:
  - Assemble all employees within the nearest fire tower stairways.
  - Listen for instructions via the building's public address system.
  - Follow the instructions carefully; they will be repeated.

**Each department within a given floor should be assigned a coordinator (who may designate stairwell monitors, restroom monitors and evacuation assistance monitors):**

- **STAIRWELL MONITORS:** Direct personnel into the fire tower stairways.
- **RESTROOM MONITORS:** Ensure all personnel are evacuated out of the restrooms.
- **EVACUATION ASSISTANCE MONITORS:** Know all employees on the floor who require evacuation assistance (this also applies to visitors, and employees who are not able to descend the fire tower stairs, whether a temporary or permanent condition). The Management Office should be notified immediately of any change in the evacuation assistance list. This list is provided to the fire department personnel in the event of an emergency. Assist those on the list to the fire tower stairway exit.

**NOTE:** Evacuation assistance monitors should assemble a team to assist in the evacuation of personnel into the fire tower stairway and await further assistance from either the fire department or rescue team that arrives at the building.

- **FIRE ALARM:** If you hear a fire alarm and there has been no prior notification, you must assume that there is a real fire emergency.
- **STAGING AREAS:** In the event the building is evacuated, tenants should assign staging areas to assemble. This will provide an area for the tenant monitor to account for all employees that evacuated safely. These areas are determined by which fire tower stairway is closest to each suite for emergency exit (northeast, northwest, southeast, southwest). Refer to [Building Staging Areas](#) for a diagram of the building's assigned staging areas.

## FIRE EVACUATION PLAN FOR ALL COMMERCIAL OCCUPANCY FLOORS (4 TO 12)

1. If you discover a fire or smoke, sound the building fire alarm and CALL 9-1-1. Know the location of the alarm signal stations and how they operate.

2. When an alarm is transmitted, the person stationed at the Alarm Command Center will immediately notify the Fire Department by dialing 9-1-1.
  3. When the fire alarm sounds, **LEAVE AT ONCE**. Close doors behind you. Proceed into the fire exit and remain there until you are given instructions by the Fire Department or the Building Fire Marshall. Fire exits are areas of refuge since they are constructed of doors and walls which are fire-rated to help keep smoke and heat from entering the stairway.
- **NOTE:** Be aware of all fire exit locations at all times. If the exit route or exit closest to you is blocked by fire or smoke, you must use an alternate route.
    - **DO NOT USE ELEVATORS.** Once an alarm is transmitted, the elevators will automatically recall to a floor away from the fire floor. This allows the fire department to take possession of all elevators. There is always a chance for occupants to become trapped. Elevator shaft ways are like chimneys. Smoke could enter the elevator shaft, thereby asphyxiating the occupants trying to evacuate the building.
    - Feel the door that leads from your office to the corridor before opening it. If it is hot or smoke is present, do not open the door. If you become trapped in your office and cannot reach the fire exit, keep the door closed and seal off any cracks. Use the telephone in your office to call the Fire Department by dialing 9-1-1; give the name and address of the building (The Wanamaker Building, 1300 Market Street, Juniper Street Entrance), the floor you are on, and your exact location.
    - If the door feels cool, open it cautiously. Be braced to slam it shut if the corridor is full of smoke or if you feel heat pressure against the door. If the corridor is clear, proceed with evacuation plan.

**PERSONS REQUIRING EVACUATION ASSISTANCE:** A responsible person or persons who work in the same area as a person who requires evacuation assistance, should be assigned to assist in the event of fire. These persons should be taken into the fire tower stairway and remain on the landing inside the stairway. The Philadelphia Fire Department will be in the building for evacuation assistance, if necessary.

If caught in smoke or heat, stay low, where the air is better. Take short breaths (through nose) until you reach an area of refuge.

**AFTER NORMAL WORKING HOURS, SATURDAYS AND SUNDAYS:** All occupants should immediately exit through the fire tower stairway doors and proceed directly down and out to street level, and stay at least 150' away from the building to allow clear access for fire department personnel and equipment.

**IMPORTANT:** Be sure all fire tower stairway doors are kept closed at all times so smoke cannot enter the stairway. If at any time you observe fire tower stairway doors being tied or propped open, please report it to Building Management. These exits are not to be used for any type of storage. They must remain clear and well-lit at all times.

### **FIRE EVACUATION PLAN FOR GARAGE LEVELS (P1 to P3) and ALL RETAIL FLOORS (1 to 3)**

1. If you discover a fire or smoke, sound the building fire alarm and CALL 9-1-1. Know the location of the alarm signal stations and how they operate.
  2. When an alarm is transmitted, the person stationed at the Alarm Command Center will immediately notify the Fire Department by dialing 9-1-1.
  3. When the fire alarm sounds, **CEASE OPERATIONS**. Proceed and assist patrons into the nearest fire tower stairway exit, proceed up to street level and **LEAVE THE BUILDING**, staying at least 150' away from the building to allow clear access for fire department personnel and equipment.
- **NOTE:** Be aware of all fire tower stairway exit locations at all times. If the exit route or exit closest to you is blocked by fire or smoke, you must use an alternate route.
1. **DO NOT USE ELEVATORS.** Once an alarm is transmitted, the elevators will automatically recall to a floor away from the fire floor. This allows the fire department to take possession of all elevators. There is always a chance for occupants to become trapped. Elevator shaft ways are like chimneys. Smoke could enter the elevator shaft, thereby asphyxiating the occupants trying to evacuate the building.
  2. Feel the door that leads to a corridor before opening it. If it is hot or smoke is present, do not open the door. If you become trapped and cannot reach the fire exit, keep the doors closed and seal off any cracks. Use the nearest telephone to call the Fire Department by dialing 9-1-1; give the name and address of the building (The Wanamaker Building, 1300 Market Street, Juniper Street Entrance), the floor you are on, and your exact location.

3. If the door feels cool, open it cautiously. Be braced to slam it shut if the corridor is full of smoke or if you feel heat pressure against the door. If the corridor is clear, proceed with evacuation plan.
4. **PERSONS REQUIRING EVACUATION ASSISTANCE:** Should there be a patron/employee incapable of walking the stairs, therefore requiring evacuation assistance, in your area when a fire alarm sounds, assist this person(s) into the fire exit where they should remain on the fire-stair landing. The Philadelphia Fire Department will be in the building for evacuation assistance, if necessary.
5. If caught in smoke or heat, stay low, where the air is better. Take short breaths (through nose) until you reach an area of refuge.

*IMPORTANT:* Be sure all fire tower stairway exit doors are kept closed at all times so smoke cannot enter the stairway. If at any time you observe fire exit doors being tied or propped open, please report it to the Building Manager. These exits are not to be used for any type of storage. They must remain clear and well-lit at all times.

**PERSONS REQUIRING EVACUATION ASSISTANCE:** It is essential that tenants supply the Management Office with a regularly updated list of anyone requiring evacuation assistance and the fire tower location used by that person. This can include disabled persons, persons with mobility impairments and persons with a temporary condition, i.e. pregnancy, broken leg. The Management Office should be notified immediately of any change in the evacuation assistance list. This list is provided to fire department personnel in the event of an emergency.

[Top of Page](#)

## **Emergencies: Flooding**

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, cleanup operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

## **Emergencies: Homeland Security**

The Wanamaker Office Building 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/>
- *Federal Emergency Management Agency*  
<http://fema.gov/>
- *American Red Cross*  
<http://www.redcross.org/>
- *Center for Diseases Control and Prevention Emergency Preparedness and Response*  
<https://www.emergency.cdc.gov>



## **Emergencies: Medical Emergency**

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

- Call Emergency Services at 911.
- Provide the Emergency Dispatcher with the following information:
  - Your name
  - Your Building's name and address. The Buildings address for emergency responders is 1300 Market Street - Juniper Street entrance.
  - Your specific floor number and exact location of the emergency
  - Any pertinent details of the accident or illness
- Do not move the injured / ill person. Attempt to make them as comfortable as possible.
- If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
- Call the Security Command Center at 267-439-4083. Inform Security that you have called 911 and briefly describe the nature of the emergency.
- The emergency unit will be with you shortly and will administer all necessary medical assistance.
- 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

## Emergencies: Power Failure

The Wanamaker Office Building's mechanical and electrical systems have been designed to minimize the risk of a general power failure resulting from causes within the building. Should a power failure occur, it typically will affect either an isolated area of the building or a large geographic area of which this building is a part.

All common area lighting and exit lighting is connected to the emergency power system. Tenant suites are supplied with independently powered emergency lighting.

### **In the event of an electrical failure, please observe the following guidelines:**

1. Contact the [Management Office](#).
2. Open draperies and raise blinds to let in outside light.
  - If you are trapped in an elevator during a power failure, do not panic. The passenger elevators are connected to the emergency generator power system and, in the event of a power failure, each elevator can be safely brought to the main lobby (one at a time). Your elevator will cease operation, but will not fail. Emergency battery lighting will come on in each passenger cab and stay on until the generator has begun to supply power to the elevators. Do not attempt to force the doors open or escape through the roof hatch. Use the elevator intercom to contact building management for information and notify them of your location.
3. If you are instructed to evacuate the building, lock all areas of your premises.
  - Do not congregate in the lobby areas or in the street. Instruct employees to assemble at the staging area designated by the fire tower stairway closest to your suite (northeast, northwest, southeast, southwest) to ensure all employees are accounted for and have evacuated safely - refer to [Building Staging Areas](#).
4. After your employees have been accounted for, the designated tenant representation should report to the Security Command Center on the lower lobby to receive a status of the situation.

## **Emergencies: Severe Weather**

**When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a *Watch* or a *Warning*:**

- A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon.
- A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each tenant company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so

## Emergencies: Shelter-in-Place

All occupancy groups and buildings required to have a fire safety and evacuation plan are required to prepare and maintain a Shelter in Place Plan based on Section F-409 of the Philadelphia Fire Code. Per Section F-409.5, a shelter in place drill shall also be conducted once annually for all occupancies required to have a fire safety and evacuation plan. It is also required by the Fire Department that a copy be given to all employees and tenants.

1. This plan shall be placed into effect when notified by local, state, or federal officials that an outdoor hazardous materials or biological emergency exists.
2. The Engineering staff is instructed to immediately shut down all air handling equipment (heating, ventilation and air conditioning systems).
3. The Security staff will shut and lock the Juniper Street and P-2 Concourse entrance doors when first notified of the emergency. Security will also close and lock all loading dock doors.
4. The Management Office will notify Macy's and LAZ Parking of the emergency situation and instruct its staff to shut and lock down all of its entrances.
5. Notify tenants and building occupants via the public address system, phone calls, security staff etc. **DO NOT LEAVE THE BUILDING.** The following will be repeated over the public address system:

"Attention Please, Attention Please. City Officials require that we Shelter-In-Place. Please proceed to your designated shelter location. Patrons and employees of the parking garage and department store are to proceed to the Eagle located in the middle of the store. Turn to radio station WHYH 91FM (or 90.9FM on digital) for more information and instructions. Do not leave the building and remain in your shelter area."

6. Building occupants are to proceed to pre-determined Tenant provided shelter rooms or areas with as few windows, vents, and doors as possible. Building occupants are to shelter in place within each Tenant's space. Each Tenant will be responsible for supplying water for drinking purposes. Toilet facilities are located on each floor. Shelter rooms should also include battery-powered radios, first aid supplies, flashlights and batteries.
7. Tenants are instructed to close all doors within the shelter room and with the exception of restroom facilities, restrict egress.
8. Turn to radio station WHYH 91FM (or 90.9FM on digital) for information. Prior to a Shelter-In-Place, Tenants may register in advance with Ready PA at <https://www.ready.pa.gov/Pages/Subscribe.aspx> for updates via email or text message (standard text message rates for your wireless carrier may apply).
9. "ALL CLEAR" ANNOUNCEMENT: Building staff, by way of the public address system, will direct all Tenants to either evacuate the building or to return to their work areas. The following shall be broadcast twice over the public address system:

EVACUATION: "Attention Please, Attention Please, This is the Security Command Center. Please proceed down the fire towers and report to your designated assembly points."

OR

RETURN TO WORK: "Attention Please, Attention Please, This is the Security Command Center. Please return to your work area."

At the conclusion of an evacuation, management staff shall turn on heating, ventilating and air conditioning systems to exhaust any contaminants that may have infiltrated the building.

## **Emergencies: Toxic Hazards**

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed,

**Call 911 and provide the following information:**

- Building's Address
- Your Floor
- Phone Number
- 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.

## **Introduction: About Building Ownership**

The landlord is Wanamaker Office Lease L.P. a Delaware limited partnership.

## **Introduction: About The Wanamaker Office Building**

The Wanamaker Building was built on the original site of the Grand Depot at Thirteenth and Market Streets to house the flagship Wanamaker Department Store and its corporate offices. Since then the property has transitioned from a landmark department store headquarters to a major Class AA office and retail property with twelve (12) stories above ground and three (3) stories below.

One of the largest buildings in Philadelphia, the property occupies an entire city block bounded by Market Street, Chestnut Street, Thirteenth Street and Juniper Street:

### **Building Details:**

- A beautiful and unique historic environment coupled with modern Class AA technology.
- Column-free spaces (2 areas per floor at approximately 11,000 usable square feet each), large floor plates and high ceilings.
- A three level subterranean parking garage for approximately 660 cars on a self-park basis, with capacity of over 800 cars with valet assistance.
- Exceptional access to public transportation with a below ground concourse which provides direct access from the building to Philadelphia's main commuter tunnel, [SEPTA](#) and [PATCO](#) regional commuter stations.
- Access to individual floors provided by 20 new passenger elevators, with rated speed of 700 feet per minute.
- State-of-the-art mechanical and building automation systems. The building's energy and HVAC capacity exceeds the majority of comparable Class AA buildings in the market.

## **Introduction: Building Management**

The staff of The Wanamaker Office Building is dedicated to making your work environment as safe and pleasant as possible. The Management Office is located on the 9th floor, south side.

***Please do not hesitate to contact the Management Office at:***

**Phone:** (215) 851-0406

**Fax:** (215) 851-0791

**Address:**

100 Penn Square East 9th floor  
Philadelphia, PA 19107

***The following personnel are available to address your needs:***

*General Manager*

**Kevin Powell**

(267) 439-4074

[kpowell@lpc.com](mailto:kpowell@lpc.com)

*Operations Manager*

**Andrew Rasey**

(267) 439-4079

[arasey@lpc.com](mailto:arasey@lpc.com)

*Property Manager*

**Joan Wiacek**

(267) 439-4069

[jwiacek@lpc.com](mailto:jwiacek@lpc.com)

*Real Estate Services Administrator*

**Deb Linahan**

(267) 439-4070

[dlinahan@lpc.com](mailto:dlinahan@lpc.com)



## **Introduction: Hours & Holidays**

Office Building hours are from 8:00 AM to 6:00 PM Monday through Friday and Saturday from 8:00 AM to 1:00 PM.

***The schedule for the Juniper Street entrance doors is as follows:***

**Center Revolving Door and North Juniper Plaza Lobby Door (subject to Macy's hours, including holiday hours and Crystal Tea Room Events):**

Monday through Friday	6:00 AM - 8:00 PM
Saturday	10:00 AM - 7:00 PM
Sunday	12:00 PM - 6:00 PM

**North and South Juniper Plaza Doors:**

Monday through Friday	6:00 AM - 7:00 PM
Saturday	Locked
Sunday	Locked

**Access to the building before or after the hours listed above is restricted to:**

- Employees who possess Access Cards (note, however, that your employer may restrict after-hours access to certain time periods).
- Authorized employees (who are not issued Access Cards), visitors, guests and deliveries that have been pre-registered in the visitor management system.

*NOTE* - Building Management reserves the right to change the security and access hours at any time with reasonable notice. The Reception Desk is manned 24 hours a day should you require assistance.

## Leasing: Leasing

The leasing company for The Wanamaker Office Building is [Newmark Knight Frank](#), located at 1735 Market Street Suite 1390 Philadelphia, PA 19103. The main phone number is (215) 561-8300.

Click [here](#) for the Leasing Portal.

***Listed below is the contact information for the authorized representatives:***

**Sidney Smith**  
(215) 320-4511  
[ssmith@ngkf.com](mailto:ssmith@ngkf.com)

**James Egan**  
(215) 320-4511  
[james.egan@nmrk.com](mailto:james.egan@nmrk.com)

**Neil Brazitis**  
(215) 320-4522  
[nbrazitis@ngkf.com](mailto:nbrazitis@ngkf.com)

## Policies: Contractors & Vendors

All contractors providing service within your suite must be approved by the Management Office, unless otherwise stated in your Lease.

**It is required of contractors performing services at The Wanamaker Office Building to provide a certificate of insurance with the following coverages and limits:**

- Worker's Compensation Insurance in form and amounts required by law (and including employer's liability);
- Comprehensive General Liability on an "occurrence" basis, which can be satisfied through primary coverage or a combination of primary and umbrella coverage, and Completed Operations for two years after the job completion. Contact the management office for liability limit requirements;
- Excess Liability ("Umbrella"). Contact the management office for liability limit requirements.
- Fidelity or Employee Theft coverage including 3rd party Fidelity coverage and adding the Owner as Loss Payee
- Any other insurance commonly used by contractors for services of the type to be performed.

The certificate holder shall be listed as Wanamaker Office Lease, L.P. c/o The Wanamaker Building, 100 Penn Square East, Philadelphia, PA 19107.

Wanamaker Office Lease, LP, Philadelphia Center Realty Associates L.P., TIC 1301 Chestnut Property Owner LLC, Amerimar Wanamaker Management Co. II, Inc., 1301 Chestnut Associates, L.P., Wanamaker Office Lease GP, Inc., Rubenstein Partners, L.P., Rubenstein Properties Fund II, L.P. and any other entities where required by written contract shall be named as "Additional Insureds".

- Said certificate must afford 30 days prior notice in the event of material change, cancellation or non-renewal.
- All contractors must supply their own tools, ladders, etc. All such work must comply with the applicable building and municipal requirements.

**AFTER HOURS:** The [Management Office](#) must be notified of any contractor working after regular business hours.

*NOTE:* Never assume that strangers stating that they work for the Management Office are official. Building staff and many tenants provide a photo or other type of identification. Do not allow anyone to enter your space who cannot provide proper identification. If you identify a suspicious person (i.e. someone matching the description of an intruder/solicitation), notify the Management Office immediately.

Insurance Requirements for Contractors can be obtained from the [Forms](#) section of this website.

### GENERAL BUILDING RULES & REGULATIONS

- Please [click here](#) for General Building Rules and Regulations.

[Top of Page](#)

## **Policies: Insurance Protection**

*Insurance Requirements can be found in the [Forms](#) Section of this website.*

# Policies: Moving Procedures

## Moving Procedures

- Moving and delivery guidelines have been developed to ensure a safe and efficient move for your organization. These guidelines will expedite your move and protect the building and your property. These guidelines are not meant to restrict your moving process, but rather to expedite the process.

## Moves

- Notify the [Management Office](#) at least four (4) business days IN ADVANCE indicating the date and time of the scheduled move. All moving arrangements must be approved by the Management Office.
- Tenants may move in or out of the building only between the hours of 6:00 PM - 11:00 PM Monday through Friday or Saturday and Sunday between the hours of 10:00 AM - 3:30 PM. Please note that the moving contractor must supply adequate protective floor covering and/or wall covering for the corridors, any deviation from this request must be presented to the Management Office for approval. The Management Office may determine that a representative of the building be present during a move out. If necessary, this service will be billable to the Tenant.
- All moves must be handled through the freight elevators. Tenants moving out of the building will be charged a fee for use of the loading dock. There is a charge for use of the loading dock with a four (4) hour minimum usage required.
- There will be an additional trash removal charge for empty boxes/packing materials left behind.

## Deliveries

- The [Management Office](#) is to be notified at least two (2) business days in advance of any delivery (such as office furniture or equipment) that is to be made to your suite. All deliveries are to be made between the hours of 6:30 AM and 4:30 PM.
- The building staff is not authorized to sign or receive tenant deliveries.
- You may contact the Management Office to schedule a delivery after 4:30 PM. For a delivery made after 4:30 PM or on weekends, there is a charge for use of the loading dock with a four (4) hour minimum usage required.

## NOTES:

- Freight elevators are "not" for passenger use.
- The loading dock is located on the 13th Street side of the building (the three bays closest to Market Street). Most deliveries are received through the center bay, Bay #25. Refer to [Loading Dock Information](#) for the loading dock and freight elevator measurements.
- Deliveries made through the loading dock are on a first come, first served basis. Delivery personnel are asked to unload their shipment onto the loading dock and remove their vehicle. This is to allow for traffic control on 13th Street.

[Top of Page](#)

## Policies: Rules & Regulations

1. Any sign, lettering, picture, notice, or advertisement installed within Tenant's Premises which is visible to the public from within the Building shall be installed at Tenant's cost and in such manner, character and style as Landlord may approve in writing. No sign, lettering, picture, notice or advertisement shall be placed on any outside window or in any position so as to be visible from inside or outside the Building.
2. The use of the name of the Building or of pictures or illustrations of the Building in advertising or other publicity, without prior written consent of Landlord is prohibited.
3. Tenant, its subtenants and their customers, invitees, licensees, and guests:
  1. shall not obstruct sidewalks, entrances, passages, atrium, courts, corridors, vestibules, halls, elevators and stairways in and about the Building.
  2. shall not use sidewalks, entrances, passages, atrium, courts, corridors, vestibules, halls, elevators and stairways, outside of the Premises, in and about the Building, for storage or as a waiting area or reception area,
  3. shall not place objects against glass partitions or doors or windows or adjacent to any open common space which would be unsightly from the Building corridors or from the exterior of the Building and will promptly remove the same upon notice from Landlord,
  4. shall not make noises, cause disturbances, conduct itself or permit its employees, agents, licensees, invitees or contractors to conduct themselves in a manner inconsistent with the comfort, safety or convenience of other tenants or the first-class character of the Building or create vibrations, odors or noxious fumes or use or operate any electrical or electronic devices or other devices that emit sound, waves or are dangerous to other tenants and occupants of the Building or that would interfere with the operation of any device or equipment or radio or television broadcasting or reception from or within the Building or elsewhere, and shall not place or install any projections, antennae, aerials or similar devices inside or outside of the Premises,
  5. shall not make any room-to-room canvass to solicit business from other tenants in the Building, and shall not exhibit, sell or offer to sell, use, rent or exchange any item or services in or from the Premises unless ordinarily embraced within the Tenant's use of the Premises as specified in its lease.
  6. shall refrain from attempting to adjust any controls,
  7. shall not waste, and shall not suffer or permit to be wasted, electricity or water and shall cooperate fully with Landlord to assure the most effective operation of the Building's heating and air conditioning,
  8. shall keep public corridor doors closed, and
  9. shall neither install nor operate machinery or any mechanical devices of a nature not directly related to Tenant's ordinary use of the Premises without the written permission of the Landlord.
4. Bicycles shall not be permitted in the Building in other than Landlord-designated locations.
5. Tenant assumes full responsibility for protecting its space from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed and secured.
6. Peddlers, solicitors and beggars shall be reported to the office of the Building or as Landlord otherwise requests.
7. No person or contractor not employed by Landlord shall be used to perform window washing, cleaning, or other work in the Premises.
8. Unless Landlord so consents, Tenant shall not and Tenant shall not permit or suffer anyone to:
  1. Cook in the premises.
  2. Place vending or dispensing machines of any kind in or about the Premises or
  3. At any time sell, purchase or give away, or permit the sale, purchase or gift of, food in any form.
  4. Use the Premises for lodging or for any immoral or illegal purposes.
  5. Use the Premises to engage in the manufacture or sale of, or permit the use of, any spirituous, fermented, intoxicating or alcoholic beverages on the Premises.
  6. Use the premises to engage in the manufacture or sale of, or permit the use of, any illegal drugs.
9. Tenant must move into the Building only between the hours of 6:00 p.m. and 11:00 p.m. Monday through Friday or Saturday and Sunday between the hours of 10:00 a.m. and 3:30 p.m. Tenant must move out of the Building only between the aforementioned hours. Tenant must pay prevailing wages to maintenance crew per man for assisting Tenant's move-out.
10. Access to the Building or to the halls, corridors, elevators and stairways in the Building may be restricted, and access at all times shall be gained only by exhibiting an appropriate security pass or by otherwise complying with the established Building security regulations. Landlord may from time to time establish security controls and regulations for the purpose of regulating or restricting access to the Building, and Landlord may restrict access to washrooms by key, key combination or other security device. Tenant shall abide by all such security controls and regulations so established.

11. A directory of the Building shall be located in the lobby of the Building and one line thereof shall be available for Tenant's name and will be provided at the expense of Landlord. Any additional names or modifications to existing name(s) requested by Tenant in the directory other than Tenant's name must be approved by Landlord in writing, and, if so approved, will be provided at the sole expense of Tenant.
12. Service requirements of Tenant will be attended to only upon application at the management office for the Building. Employees of Landlord, its beneficiaries or the managing agent of the Property shall not perform any work or do anything outside of their duties unless under special instructions from Landlord.
13. The toilet rooms, urinals, wash bowls and the other bathroom apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever shall be thrown therein, and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the tenant who, or whose employees, agents, licensees, invitees or contractors shall have caused it.
14. Tenant shall not use or permit to be brought into the Premises or the Building any flammable oils or fluids, or any explosive or other articles deemed hazardous to persons or property, or do or permit to be done anything in or upon the Premises, or bring or keep anything therein, which shall not comply with all rules, orders, regulations or requirements of any organization, bureau, department or body having jurisdiction with respect thereto (and Tenant shall at all time comply with all such rules, orders, regulations or requirements), or which shall invalidate or increase the rate of insurance on the Building, its appurtenances, contents or operation.
15. Tenant shall not attach or permit to be attached additional locks or similar devices to any door or window, change existing locks or the mechanisms thereof, or make or permit to be made any keys or security access cards for any door other than those provided by Landlord. If more than two keys or security access cards are desired, Landlord will provide them to Tenant upon payment therefor by Tenant. Upon termination of this Lease or of Tenant's possession, Tenant shall surrender all keys or security access cards to the Premises and all keys or security access cards for offices, rooms or toilet rooms which have been furnished to Tenant or which Tenant shall have made, and in the event of loss of any keys or security access cards so furnished, Tenant shall pay Landlord therefor.
16. The Building is a weapons free environment. No tenant, owner of a tenant, officer or employee of a tenant, visitor of tenant, contractor or subcontractor of tenant, or any other party with the exception of Federal, State or Local authorized law enforcement officers shall carry weapons (concealed or not) of any kind in the building, or parking areas. This prohibition applies to all public areas, including without limitation, restrooms, elevators, elevator lobbies, first floor lobby, stairwells, common hallways, all areas within the leased premises of tenants, all surface parking areas and the surrounding land related to the Building.

[Back to Top](#)

## **Policies: Smoking**

The Wanamaker Office Building is a smoke free building. Please note that the garage is considered part of the building. Smoking is permitted outdoors beyond 20 feet of any entrance to an enclosed area. We ask that you please maintain that distance from the entrance in order to be courteous of your fellow employees entering and exiting the building.

Philadelphia City Code 10-614 also prohibits use of E-cigarettes / cigars / hookahs and vape pens in The Wanamaker Office Building.



## Security: Overview

### **The Wanamaker Office Building is equipped with a Kastle Access System.**

The system locks and unlocks doors and elevators at pre-scheduled times. Access to most locked doors and elevators is available 24 hours a day, 7 days a week by using a computer-coded Access Card provided by the [Management Office](#) to your employer. There is also an intercom at the main entrances (northwest and southwest doors of the Juniper Street Plaza) which communicates with the security officer in the Security Command Center for after-hours assistance in obtaining access for visitors, delivery persons and others without Access Cards.

Access Cards can be authorized or revoked by Building Management when directed by your employer's Card Administrator or other authorized representative(s). All building occupants are required to use the access cards to enter and exit the building at all times. All visitors and deliveries will be announced and date sensitive badges will be used to discern the visitors from the building employees.

An allotment of Access Cards will be issued to new Tenants based on the rentable square footage of their suite/150 plus an additional 20% (i.e.  $7,000\text{rsf}/150 + 20\% = 56$  Access Cards). The initial allotment of Access Cards will be issued at no cost to the Tenant. After the initial allotment has been expended, additional card can be obtained from the [Management Office](#) at a cost of \$11 per card.

## **Security: Building Access**

### **HOW TO USE YOUR ACCESS CARD**

Move the Access Card against the Card Reader. It may not be necessary to remove the Card from your purse or wallet. The Card can be read up to 4 inches from the reader.

### **LOST OR STOLEN ACCESS CARD**

To obtain a replacement Card, please contact your employer's Access Card Administrator.

## Security: After-Hours Access

### Using your Access Card issued by your employer after hours:

1. *Entering the Building from Juniper Street* - move your Access Card against the reader located to the left of the northwest or southwest Juniper Street entrance door. If used during security hours approved by your employer, the Card will unlock the door. Proceed to the Reception desk.
2. *Entering the Building from the Garage* - once you enter the building, proceed to the Reception Desk to sign-in.
3. *Using the Elevator to go up from the Lobby* - the first elevator cab in each bank is the Card Reader cab and is programmed to be the only cab that responds to hall-calls. Call the elevator using the elevator call-button. Once in the Card Reader cab, move your Access Card against the Card Reader and select the appropriate floor pre-authorized by your employer.
4. *Using the Elevator to Go Down or Up from Floors 4-12* - call the elevator using the hall-call button.
5. *To return to the Lobby* - press the "L" button in the elevator cab to return to the Lobby. You do not need to use your Access Card.
6. *To Access Another Floor* - move your Access Card against the Card Reader and select the appropriate floor pre-authorized by your employer.
7. *Exiting the Building from Juniper Street* - To exit the building through the Card Reader door, press the "Exit" button located immediately to the right of the door. This opens the door. The door will automatically re-lock once you exit.
8. *If you forget to bring your Access Card* - Entering the Building from Juniper Street - use the intercom located at the Juniper Street entrance Card Reader door to call the Reception Desk. State your name and employer clearly. The security officer on duty will ask you to report to the Reception Desk to sign in and will then open the Juniper Street door remotely. The door will re-lock automatically when you enter the building. Proceed to the Reception Desk to sign-in and have your identity verified.

Click [here](#) for Building Hours and Holidays.

[Top of Page](#)

## Security: Visitors & Deliveries

**Who Can Authorize Visitors & Deliveries** - Your employer has provided the Management Office with certain qualifications to your access privileges. To determine whether you are authorized by your employer to permit the access of visitors and deliveries, please contact your employer's Access Card Administrator.

### Visitor Management System (VMS)

It is highly recommended that all expected visitors get pre-authorized prior to their visit. Tenants may utilize the Visitor Management System to create a request for an expected visitor. When a visitor is pre-authorized, they can be processed in the Visitor Management System in about 30 seconds. Pre-authorizing visitors allows you to maximize convenience to your visitors.

**Access to the Visitor Management System (VMS)** - Access to the VMS system is via Kastle Security System ([mykastle.com](http://mykastle.com)) and can be obtained by contacting the [Management Office](#). Instructions for logging into the Visitor Management System can be found here.

**Pre-Authorization of Visitors & Deliveries** - When your visitor or delivery person arrives at the Reception Desk, the person should provide the security officer on duty with picture identification, your name and your employer. If pre-authorized, the visitor or delivery person will be given a date sensitive badge and will be sent to the appropriate elevator and the elevator cab will be sent to the appropriate floor. Please note that some Tenants require a phone call be made to you or an authorized representative to announce your visitor has arrived. Notification procedures vary by Tenant.

**Announcement of Visitors and Deliveries** - If your employer has not restricted your right to permit visitors and deliveries, and if the visitor has not been pre-authorized, the security officer on duty will use the telephone number corresponding to your name in the access control computer to contact you in your office. If you do not answer the telephone, the security officer on duty will attempt to contact you through a second telephone number, if one was provided by your employer's Access Card Administrator. If the security officer on duty confirms that you wish to permit the visitor or delivery person to have access, the security officer will verify their picture identification, log the visitor on the access control computer, give them a date sensitive badge, and provide them with directions to the appropriate elevator. The security officer will also release the elevator cab, if after hours, to be sent to the appropriate floor.

**Food Deliveries** - Food delivery personnel will not be permitted in the high-rise. Tenants should leave a contact phone number when they call in their order. Security will use this number to notify the tenant of the delivery so that they may come down to pick it up. If security cannot reach the tenant, they will call the main reception area or contact number supplied by your administrator. This contact will then be responsible for locating the employee who placed the order. In the event that there is a large order that requires the assistance of the delivery person, he or she will be given a date sensitive badge and the tenant will be permitted to escort them up to their suite.

## Security: General Office Security

**The Wanamaker Office Building has contracted for 24 hour, 7 days per week security coverage.**

- A security officer is stationed at the Reception Desk 24-hours a day, seven days a week.

**After-Hours Assistance** - There is an additional roving security officer available to escort tenants to their cars located in the parking garage after normal working hours. Please phone (215) 851-0406, or visit the Reception Desk for assistance.

- The Management Office is to be contacted with any security related concerns such as suspicious persons or activities. The Reception Desk is available for any after-hour issues.
- The Security Command Center is the main control center in the event of any emergency and is in direct contact with the Management Office and staff at all times.

**If a criminal act is detected:**

- Notify Philadelphia Police Department: Call 9-1-1.

**Write down as much information as possible:**

1. If known, who was the perpetrator (description - sex, race, height, weight, national origin, complexion, eye and hair color, type of clothing (i.e. type of footwear, pants, etc.), visible marks).
2. When did it happen?
3. What happened, what was taken, etc.?
4. How did the crime take place?
5. Did you see any witnesses?
6. Advise the [Management Office](#).

**As a general policy, you should remind your employees to protect their business and personal property by following a few simple rules as listed below:**

1. Lock door when leaving the office, even for a moment.
2. Hang coats, etc. away from the entrance so they cannot be stolen easily when you're busy.
3. Keep valuables out-of-sight, keep minimum cash, and keep cash and stamps in an office safe.
4. Secure purses and gift packages out-of-sight.
5. Lock desks when not seated at them and lock storage areas when they're not in use.
6. Be suspicious of solicitors (they may be surveying the office for a later visit). Report all solicitors to the Management Office.
7. Beware of telephone calls for you to go to another location (an accomplice visits your office).
8. Check identification of persons entering to perform maintenance (verify with Management Office).
9. Don't let strangers enter building / area on your security identification card or key.

[Top of Page](#)

## **Security: Lost & Found**

Please contact the [Management Office](#) at (215) 851-0406 to claim items that have been lost or found in the building.

## **Security: Property Removal**

**Anyone exiting the building with any type of office equipment, personal items, etc., must follow the procedures listed below:**

1. The Management Office will supply Removal Tickets. Tenants must provide the [Management Office](#) with a list of authorized signatories from your staff. This list should be updated regularly to avoid any delay to employees wishing to remove equipment.
2. Prepare a Removal Ticket as provided by the Management Office. The Removal Ticket consists of two copies (Yellow & White). The Yellow Copy is to be retained by the tenant for their files.
3. The person exiting the building must present the Removal Ticket to the security officer on duty. The authorized signature is then verified. If the signature is not on file or no Removal Ticket is presented, removal will not be permitted.

## **Security: Solicitation**

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the [Management Office](#) at (215) 851-0406 and we will send appropriate personnel to escort them off of the premises.



## **Services: Accounting**

### **Private Sector Office Tenants**

- Monthly rent, CAM, Occupancy Tax and Real Estate Taxes are invoiced on approximately the 20th of each month. You must remit your rent and other monthly charges on one check payable to Wanamaker Office Lease, L.P. by the first of the month.

### **All Office Tenants**

- Miscellaneous tenant services invoices are issued on the 15th and 30th of the month and are due net 10 days.

### **Office Tenants Mailing Address for Rent and Other Charges**

***All check payments should be sent to the following addresses:***

<b>Check Only</b>	Wanamaker Office Lease, LP P.O. Box 787536 Philadelphia, PA 19178 Wells Fargo Bank, N.A. San Francisco, CA 94105
<b>ACH and Wires</b>	ABA: 121-000-248 Account #: 4410145676 Account Name: Wanamaker Office Lease LP fbo Natixis, New York Branch (DACA)

## **Services: Cleaning**

Offices, restrooms and public areas are cleaned daily, Monday through Friday. During the day, porter service is provided for the restrooms, elevators, elevator lobbies and general public areas.

Any trash to be removed by janitorial personnel, but not in waste receptacles, must be clearly marked "trash". This may be accomplished by requesting a Trash Label from the [Management Office](#). Please note that there will be a charge for trash that exceeds normal daily business operations.

Trash must not be left in corridors, hallways, or outside of your suite. This is a violation of fire code regulations.

When you require more thorough cleaning, desks, tables, and countertops should be cleared. Notification cards can be requested from the Management Office to be placed on desks when detail cleaning is desired. Janitorial personnel are instructed not to disturb papers, etc. left on desks or tops of office furniture.

Please contact the [Management Office](#) if you require additional cleaning services.

## **Services: Elevators / Escalator Service**

### **ELEVATOR SERVICE & INFORMATION**

- Elevator service is available between 6:00 AM and 7:00 PM on Weekdays. There are banks of elevators for the Low Rise (Floors 4 through 9) and the High Rise (Floors 10 through 12) portions of the Building on both the North and South sides of the building.
- A security officer is stationed at the Reception Desk 24-hours a day, seven days a week for any needed assistance.
- Audible signals are provided at each elevator entrance, and sound once for "up" and twice for "down" as an aid to persons with a visual impairment.
- In addition, escalators are located in the Lobby to provide service between the Lobby and Lobby Mezzanine, and between the Lobby and the 2nd Floor of the parking garage and also the subway concourse entrance. Escalators are operational Monday through Friday from 5:00 AM until 10:00 PM.

### **ELEVATOR SERVICE AFTER 6:30 PM ON WEEKDAYS OR WEEKENDS:**

- Only the first car at each elevator bank is operational. Any tenants / visitors exiting the building after 6:30 PM, Monday through Friday, or all day on weekends, may request an elevator by using the hall call button on any particular floor. When the elevator arrives it will only allow access to the Lobby. If you are authorized to go to another floor, you may do so by using a building-issued Access Card.
- Anyone entering without a building-issued Access Card may have an elevator released to a particular floor after authorization has been confirmed.

## Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the [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](http://www.adobe.com).

- [Atrium Indemnification Agreement](#)
- [Bike Room Policy and Procedures](#)
- [Fitness Center Waiver](#)
- [Fitness Center - COVID Form](#)
- [Insurance Requirements for Contractors](#)

## **Services: HVAC**

Standard operating hours for the building's heating and cooling system are from 8:00 AM to 6:00 PM Monday through Friday and from 8:00 AM to 12:00 PM on Saturday, except holidays.

HVAC extended service beyond these hours will be invoiced as requested at the rate indicated in your Lease. Requests for additional service should be placed at least 24 hours in advance by using the [Workspeed](#) work order request system to schedule specific date(s) and time(s). For assistance of additional information, please contact the [Management Office](#).

The building is designed with an efficient variable air volume (VAV) air conditioning system. The VAV system allows for easy adjustment to maintain individual comfort levels.

Heating for the building is provided by a perimeter hot water heating system.

If you require adjustments to the temperature in your office, please ask the designated tenant contact for your company to place a request through the Workspeed work order request system. Individual temperature adjustments will be handled by a member of the building engineering staff. Space heaters should not be utilized to accommodate individual temperature preferences. This is not only a fire hazard but also hinders the effectiveness of HVAC system adjustments in the surrounding area.

## **Services: Mail Service**

**Tenant mailboxes are located in the 10th floor freight elevator lobby on the northeast side of the building.**

Keys may be requested by contacting the [Management Office](#) at (215) 851-0406.

## **Services: Maintenance Services**

Maintenance requests or requests for service of any kind (i.e. light replacements) should be made through the [Workspeed](#) work order request system. Please contact the Management Office to obtain Workspeed access and training. For urgent needs (i.e. leaks, water flow) please call the [Management Office](#) immediately. Please note that only the designated tenant contact should place the call to the Management Office.

Maintenance personnel are available for service from 6:00 AM to 11:00 PM Monday through Friday, and from 6:00 AM to 2:00 PM on Saturday. All calls are re-routed to the security officer at the Reception Desk during non-business hours.

While not considered maintenance work, small alteration tasks such as adding additional electrical outlets, painting, etc. can be accommodated by contacting the Management Office. You will receive an estimate of charges for the work, and it must be approved in writing before the work can begin. You will be invoiced separately for these charges when the work is completed.

## **Services: Pest Control Services**

The Wanamaker Office Building is serviced on a regular basis by an extermination company. Preventive devices are in place throughout the building to help control any infestation from rodents or insects. The extermination company is available on-call if any service is needed outside of their regular service visits.

If you require an exterminator, please place a [Workspeed](#) request or contact the [Management Office](#).



## Services: Telecommunication Providers

Several telecommunication service providers have equipment in the building including rooftop antenna and access to fiber optic cable.

Current service providers and contacts are listed below:

### TELECOMMUNICATION PROVIDERS

<b><i>Company Name</i></b>	<b><i>Contact</i></b>	<b><i>Telephone Number</i></b>
AT&T	Customer Service	(800) 288-2020
Cogent Communications	Alexandra Stockridge	(215) 557-0702
Comcast Cable	Customer Service	(855) 407-1879
Level3	Customer Service	(215) 966-2748
Verizon	Customer Service	(855) 813-1084

### CABLE TELEVISION PROVIDERS

<b><i>Company Name</i></b>	<b><i>Contact</i></b>	<b><i>Telephone Number</i></b>
Comcast Cable	Customer Service	(855) 407-1879
Verizon	Customer Service	(855) 813-1084

# Services: Transportation

## PARKING

- A 660 space below grade parking garage is accessible from either 13th Street or Juniper Street. Additional information is available under [Amenities / Parking Garage](#).

## PUBLIC TRANSPORTATION

- In addition to available parking, The Wanamaker Office Building is also in close proximity to the [SEPTA](#) Broad Street Subway, Market Frankford EL, Regional Rail Lines, [Amtrak](#) and [PATCO](#) lines.

## DRIVING DIRECTIONS

***From the Airport:*** Take 1-95 North. Exit onto I-676 (Center City). Exit onto 15th Street South. At Market Street, turn left around City Hall. One short block past Broad Street, right onto Juniper Street and immediate left into Wanamaker Building parking garage.

***From the West:*** From I-76, exit onto 1-676 (Center City). Exit onto 15th Street South. At Market Street turn left around City Hall. One short block past Broad Street, right onto Juniper Street and immediate left into Wanamaker Building parking garage.

***From the Northeast:*** Take 1-95 South. Exit onto I-676 (Center City). Exit onto 15th Street South. At Market Street turn left around City Hall. One short block past Broad Street, right onto Juniper Street and immediate left into Wanamaker Building parking garage.

***From New Jersey:*** Take the Ben Franklin Bridge and stay on 1-676 (Center City). Exit onto 15th Street South. At Market Street turn left around City Hall. One short block past Broad Street, right onto Juniper Street and immediate left into Wanamaker Building parking garage.

## **Sustainability: Bicycle Parking / Storage**

Commuting by bike to work is a great way to cut down on auto emissions and reduce your carbon footprint along with increasing daily physical activity. To support these initiatives at The Wanamaker Office Building, we provide bicycle parking on the P2 level of the garage.

Access to the bicycle parking is available at no charge and on a first-come, first-serve basis. Please ensure your bike is securely locked for we are not responsible for any damage or loss due to theft.

Contact [Building Management](#) for instructions to the bike room and the required waiver form. Upon completion, access to the bike room will be added to your building access card.

[Click Here for Safe Biking Tips](#)

## **Sustainability: Carpooling**

At The Wanamaker Office Building, we encourage carpooling as another great way to decrease automotive emissions and keep the air clean. Carpooling can also save money on your commute costs along with wear and tear on your vehicle.

**Please see below for links to carpooling information in the area:**

- <http://www.erideshare.com>

# Sustainability: ENERGY STAR

It is with great pride that we announce that The Wanamaker Office Building has once again been certified as an [ENERGY STAR](#) BUILDING. With an overall score of 85, The Wanamaker Office Building continues to perform at the highest level of efficiency compared to its peers. This translates directly to savings for our customers, and to a reduced carbon footprint for our community. For anyone unfamiliar with ENERGY STAR certification for commercial office buildings, below are some interesting facts.

## What is [ENERGY STAR](#)?

- For more than 20 years, the US Environmental Protection Agency's ENERGY STAR program has identified the most energy-efficient products, buildings, plants, and new homes - all based on the latest government-backed standards.
- The program was created in 1992 to help businesses and individuals save energy and fight climate change. Today, every ENERGY STAR label is verified by a rigorous third-party certification process.

## What does ENERGY STAR certification signify?

- ENERGY STAR certified buildings and plants are verified to perform in the top 25 percent of buildings nationwide, based on weather-normalized source energy performance and many other metrics, including occupancy, hours of operation, and more.
- ENERGY STAR is the only environmental program in the United States that certifies energy efficiency based on actual, verified energy performance and objective measures of performance, providing a guarantee of savings.
- ENERGY STAR certified buildings and plants use an average 35 percent less energy, cause an average 35 percent fewer greenhouse gas emissions, and are less expensive to operate than their peers, and they also meet strict requirements regarding occupant comfort.
- ENERGY STAR is recognized by more than 85 percent of the American public and tied with the Good Housekeeping® seal as the most influential consumer emblem in the nation.

## What are the benefits of ENERGY STAR certification?

- *Lower operating costs:* ENERGY STAR certified buildings and plants use, on average, 35 percent less energy than similar buildings nationwide. The cost savings can be substantial. For example, ENERGY STAR certified office buildings cost \$0.50 less per square foot to operate than their peers. In 2015, ENERGY STAR certified buildings and plants saved \$1.7 billion, or an average of more than \$250,000 per building.
- *Connect with your community:* Americans are big believers in doing the right thing, and they expect the same of the professionals in their communities. More than 65 percent of adults like to do business with environmentally responsible companies<sup>1</sup>. More than 80 percent of workers are attracted by an employer with an environmental reputation. Roughly half of workers said they would forgo higher pay or a promotion to work for an organization with a good reputation<sup>2</sup>.
- *Protect the environment:* A building isn't environmentally friendly unless it's energy efficient. ENERGY STAR is the government-backed program for certifying energy-efficient buildings.

[Top of Page](#)

## **Sustainability: Green Tips**

At The Wanamaker Office Building, we are committed to protecting and preserving our environment. Along with the green initiatives we have taken in the building, we have provided tips and links to great websites that will aid in continuing the initiative in daily life here and at home.

### **Green Tips**

- Optimize the energy settings on computers and other electronic devices and make sure to shut them down at the end of the day.
- Unplug printers, scanners and copiers that are only used occasionally.
- Turn off all lights and any audio / visual equipment that is not being used.
- Keep things digital and minimize the use of materials whenever possible, do not use unnecessary amounts of paper.
- Implement the use of recycled materials such as recycled paper whenever possible.
- Bringing lunch and using reusable containers cannot only save unnecessary waste but costs too. If you order take-out join co-workers in large orders to minimize waste of small individual packaging.
- Bring in mugs / glasses / utensils to reduce the use of paper/plastic goods.

**Click on the link below for more Green Information:**

- <http://www.earthshare.org>

# Sustainability: Recycling

**At The Wanamaker Office Building, we appreciate and support the positive effect that recycling can have on the environment.**

This program requires tenant participation in separation of non-recyclable from recyclable office waste. In order to facilitate this process, the cleaning staff places black colored liners in the trash cans located by coffee makers, in conference rooms, lunchrooms and kitchenettes. These trash cans will be designated for "non-recyclables" or "landfill" only. All other waste receptacles will have "clear" liners so that they may be properly recycled.

We depend on every tenant administrator to inform their personnel of this waste separation system. The waste receptacle under each desk has a "clear" liner and is for recyclable materials only, including empty aluminum cans and plastic or glass bottles. Please instruct those persons who eat at their desks to use the proper receptacle for their lunch waste, not the recycling receptacle by their desk.

We are in compliance with the City of Philadelphia's recycling requirements.

## RECYCLABLE WASTE

### ENVELOPES

- without windows
- colored
- coated

### FOLDERS

- without plastic tabs
- manila
- colored

### DATA PROCESSING

- computer printouts
- adding machine tapes
- accounting ledgers
- tabulating & time cards

### MAIL

- letters
- pamphlets
- brochures
- advertisements
- booklets & cards

### NEWS QUALITY PAPERS

- news inserts & flyers
- magazines
- newspapers
- catalogs
- copy & typing paper
- interoffice memos
- self-adhesive notes

### CORRESPONDENCE

- colored sheets
- legal pads
- loose-leaf pages
- fax & telex sheets
- scratch & message pads
- cardboard boxes

### MISCELLANEOUS

- posters & bulletins
- white cartons
- NCR carbonless forms
- manuals with glued bindings
- covered books w/ white pages

## CONTAINERS

- Plastic containers marked with a "Number 1" through "Number 7" recycling label
- Aluminum cans
- Glass bottles

## NON-RECYCLABLE OFFICE WASTE (SEPARATE FROM RECYCLABLE WASTE)

### FOOD WASTE

contaminated plates  
napkins & cups  
waxed paper  
candy wrappers  
restroom paper  
plastic cups

### OTHER

3-ring binders  
computer binders  
copy paper wrappers  
hard cover books  
carbon paper  
microfiche  
blueprint paper  
telephone books

### BROWN BAGS

lunch bags  
brown envelopes  
goldenrod envelopes  
brown file folders  
kraft paper / envelopes

## MISCELLANEOUS WASTE & WHITE GOODS

- White Goods (i.e. refrigerators, air conditioners) must be disposed of by a certified disposal company.

- Electronics (i.e. computers, monitors, microwaves) must be disposed of by a certified disposal company.
- WHITE GOODS & ELECTRONICS MUST NOT BE PLACED IN ANY DUMPSTER AT THE LOADING DOCK. Please contact the [Management Office](#) at (215) 851-0406 for a list of companies certified to perform this service.

[Top of Page](#)



## Sustainability: Wanamaker Bees

The Wanamaker Office Building has joined the urban beekeeping movement!

We are supporting two thriving, life sustaining hives on the roof of our building. Urban beekeeping has become critical in supporting and increasing healthy bee populations, and hives located in cities are known to thrive. Urban bees have access to greater biodiversity, resulting in stronger hive immunity and a more varied diet. Our bees will fly as far as 3 miles to collect pollen and return to the hive to support the population of approximately 58,000 bees...and growing. Bees are critical to human survival as they are the pollinators that support approximately 1/3 of all the food we consume, and healthy city hives are increasingly important as urban areas continue to expand.

Our two bee families are very gentle and don't swarm, only leaving the hive to gather and return, and are fascinating to watch. We recognize that most of you can't visit our bees in person, but we can happily bring the bees to you. If you have a few minutes and would like to meet your bees, please visit [myhive.alveole.buzz/wanamaker-building](https://myhive.alveole.buzz/wanamaker-building) and watch a livestream of the bees at our BeeCam [beecam.100penn.com](https://beecam.100penn.com).

## **TECH: Electronic Tenant Portal**

The Electronic Tenant® Portal allows for 24/7-access to vital property information including: detailed information on amenities, resources, preparedness, security, sustainability, policies and procedures, and operations.

## TECH: On Demand

It's an on demand world. Need a ride? A reservation? Food delivered? Tickets? Click on the logos below. Any additional suggestions of local on demand services? Drop us a line.



## TECH: Tenant Center

*The Wanamaker Office Building wants to ensure you are kept in the know!*

# Tenant Center Registration Video

Tenant Center Access will allow you to:

- **Customize** notification options - receive information via email and/or text!
- **View and manage** your contact information.
- **Sign up for notifications** containing critical property information such as updated policies, security procedures, building closings, etc.!
- **Receive alerts** pertaining to the latest news about the surrounding area like weather and traffic conditions!
- **Stay current** and improve your involvement in crucial property initiatives like sustainability and preparedness campaigns!
- **Learn more** and take better advantage of the available amenities and affinity programs at your property!

## SIGN UP SIGN IN

### Need Access?

1. Click on the "[Request Account](#)" link on the login page of the Tenant Center.
2. Enter your contact information and click "Submit". Your account request will then be sent to Management for review.
3. Once your request is approved, you will receive your login credentials via email. You can then login to the Tenant Center, update your password, and review and update your contact information and notification preferences.

### Download the App!

# Help Center

\*Requires being logged into the Tenant Center.

[Top of Page](#)

## **Wellness: Overview**

At The Wanamaker Office Building, we recognize the workplace wellness programs that support employees and their work environment. Wellness has a positive impact on employee morale, and can also present a positive return on investment for the employer, too. If employees are healthy and happy they will be more productive.

This property is invested in providing a healthy environment that fosters employee wellness and satisfaction.

## **Wellness: CDC Workplace Health Promotion / ScoreCard**

The Center for Disease Control (CDC) offers a website dedicated to workplace health promotion and offers you a property scorecard to evaluate wellness awareness. The scorecard provides you and your property team with suggestions for moving forward with programs appropriate for your property and steps on how to integrate.

**Below are links to helpful checklists:**

- [Wellness Scorecard](#)
- [Snack Nation](#)
- [ModaHealth](#)

# Wellness: General Health

## General Health

- [Stay up to date on vaccines and immunizations](#)
- [Stop Smoking](#)
- [Workplace Health Promotion](#)



# Wellness: Physical Activity

## Physical Activity

See the following for information on physical activity programs and/or facilities and walking / cycling trails in our area:

- Get up and move! Standing up from your desk and moving will increase circulation and general focus.
- Active transportation e.g. biking or walking to work - <http://bikeleague.org/commutingdata>
- We encourage employees to take advantage of our [Fitness Center](#) located on the 8th floor South. Access to the Fitness Center is granted after signing the [Fitness Center Waiver](#).

# **Wellness: Stress Management**

## **Stress Management**

- Take stress relief breaks (i.e., meditation, walking or just closing the office door).
- Encourage laughter to reduce stress at the worksite.

## **Wellness: Wellness Resources**

**Here at The Wanamaker Office Building are proud to offer the following resources:**

- Smoke free building - our [No Smoking Policy](#).