



**Mount
Sinai
West**

Real Estate Services
150 E. 42nd Street, Suite 2A
New York, New York 10017

T 646-605-4969
F 646-605-3083
Fredalyn.vargas@mountsinai.org

Apartment and Neighborhood Reference Guide

Welcome to 10 Amsterdam Avenue. This Apartment and Neighborhood Reference Guide has been prepared for your use. It includes important and useful information. You and others who will occupy your home should become familiar with the information in this guide.

We wish you much success with your career, and happiness in your new home!

Apartment and Neighborhood
Reference Guide

for

10 Amsterdam Avenue

New York, New York 10023

[View Map](#)

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New York, New York 10023

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10 Amsterdam Avenue
New York, New York 10023

Corporate Director of Tenant Services..... 646-605-4960
Email address: Fay.Robertson@mountsinai.org

General Manager212-359-9706
Email address: jschofield@rosenyc.com

Property Manager.....646-605-4968
Email address:
Fredalyn.Vargas@mountsinai.org

Property Manager.....212-659-9707
Email address: Dslay@rosenyc.com

Facility Property Manager on call for emergencies.....800-862-1674

Superintendent..... 212-757-5035

Front Desk..... 212-757-5035

Laundry Room.....Open 24 hours a day/ 7 days a week

Telephone/Cable TV & Internet Installation

RCN.....janet.mcgibbons@rcn.net or 646-772-4472

Spectrum.....www.spectrum.com or 844-287-8405

Verizon..... www.verizon.com or 888-363-4808

U.S. Post Office.....Columbus Circle Location
27 West 60th Street, New York, NY 10023
Telephone: (800) ASK-USPS / 800-275-8777
Monday – Friday 9:00 AM – 5:30 PM

United Parcel Service.....The UPS Store
888 8th Ave., New York, NY 10019
Telephone: 212 581-2669

Local Police Precinct..... 20th Precinct
120 West 82nd Street, New York, NY 10024
Telephone: 212-580-6411

BUILDING MANAGEMENT AND SUPPORT SERVICES

The Department of Real Estate Services is located on the second floor of 150 East 42nd Street, Suite 2A, New York, NY 10017.

The Corporate Director of Tenant Services and the General Manager of Rose Associates can be reached Monday through Friday from 8:30 AM to 4:30 PM.

The Property Manager can be reached in the Real Estate Office, Monday through Friday from 9:30am to 5:30pm at 646-605-4969 or Fredalyn.Vargas@mountsinai.org. The Facility Property Manager can be reached from 9:00am to 5:00pm at 212-659-9707. For **emergencies after business hours only**, the Property Manager on call can be reached at 800-862-1674.

The Superintendent and the building staff will be available to service your apartment needs for all necessary repairs during business hours, Monday through Friday from 8:00 AM to 4:00 PM. Service requests are to be submitted at <http://buildinglink.com>. Shortly after move-in, you will be sent an e-mail with your username and temporary password with which to create your account. General maintenance services will be performed Monday through Friday during normal business hours. The Superintendent may be reached by phone at 212-757-5035 or by leaving a message with the Security Guard.

Only in an emergency or by written authorization will any building personnel enter your apartment when you are not at home. “**Permission to Enter**” can be included in the service request completed at [BuildingLink](#).

SECURITY

Security is a priority for all hospital housing. Therefore, we request that you follow these basic procedures:

1. Each apartment has been designed with security in mind. The apartment entrance door is provided with two locks. Both locks should be used at all times. When you only "slam lock" your door, you are not engaging the deadbolts which must be locked with a key from the outside. Please lock both deadbolts whether you are in or out of your apartment. If you decide to change these locks, please note that pursuant to NYC Administrative Code 27-2043 and NYS Multiple Dwelling Law§ 51-c, the Superintendent must be given keys immediately for emergency access only. Failure to provide us with a key will slow us down when responding to an emergency and prevent us from giving you the best possible service.
2. Please provide access for your domestic employees and guests. Access will not be provided by the Superintendent or building staff and no keys will be accepted by building staff for distribution.
3. Safeguard the keys to your apartment and be very selective when issuing keys to another person. If your key is lost or misplaced, building staff will assist you to gain access to your apartment Monday through Friday from 8:00 AM - 4:00 PM. At other times you are required to call a locksmith to provide access to your apartment at your own expense. If

your lock is drilled out and changed, a copy of the new key must be provided to the Superintendent.

4. Please make arrangements for someone to be at home when deliveries are expected. The building staff will only accept deliveries of small packages from FedEx, UPS, and US Parcel Post and dry cleaning. Building staff are not permitted to accept delivery of any other items (i.e. furniture, perishables from Fresh Direct, Peapod, Blue Apron).
5. If you plan to be away for any period of time please make sure that you suspend your newspaper delivery and/or other subscriptions and notify building management where you can be reached in case of an emergency.

The building is staffed with 24-hour Security Guards. The Security Guard may ask you several times to identify yourself as a resident before being able to remember your name and face as there are over one hundred residents in the building. All visitors and guests will be required to identify themselves at the Security Guard's desk. These procedures have been designed to enhance your safety and require your cooperation to be effective.

DELIVERIES, PACKAGES AND DRY CLEANING

In the event you are not at home, the Security Guard will accept delivery of small packages and dry cleaning that will be stored in the package room. If you provide us with an email address you will receive a message from <http://buildinglink.com> regarding your package that is awaiting pick-up. If you are notified of a package delivery, please go to the Security Guard to sign and receive your item(s). You will be asked to sign for receipt of your item(s). Packages must be removed from the package room within three days. Management reserves the right to refuse any package because of its size, excessive value, and perishability or space limitations.

Management will not accept responsibility for items left in the package room beyond three days due to damage or loss and the Resident agrees to hold the Landlord and their representatives harmless against any claims.

FIRE SAFETY

The building has twelve stories above ground and one story below ground. The building is classified as "non-combustible" or "fireproof." The building's structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. This contains the fire to the apartment where it started and is less likely to spread inside the building walls to other apartments and floors. **This does not mean that the building is immune to fire.** While the structural components of the building may not catch fire, all of the contents of the building (Including furniture, carpeting, wood floors, decorations and personal belongings) may catch fire and generate flames, heat and large amounts of smoke, which can travel throughout the building especially if apartment or stairwell doors are left open.

The building is sprinklered in the basement, hallway and lobby entrance. There are no pull stations or public address system in the building. **In the event of a fire, call 911 or the Manhattan Fire Department Dispatcher at (212) 999-2222 and the Security Guard in the lobby at 212-757-5035.**

The means of egress are:

Types of Egress	Identification	Location	Leads To
Enclosed Interior Stairs	C	North End Near Elevator	To Lobby, to Amsterdam Avenue and to Roof
Enclosed Interior Stairs	D	South End between Apartments 08 & 09	To Rear of Building Alleyway to 59 th Street and to Roof

Each tenant is provided with a Fire Safety Plan at Occupancy Agreement signing that provides general information regarding evacuation and fire prevention measures.

RESIDENTIAL APARTMENT CARBON MONOXIDE/SMOKE DETECTORS

The combination carbon monoxide/smoke detectors are designed to produce an audible alarm within the apartment when sensing carbon monoxide or smoke. The carbon monoxide/smoke detector does not notify the Security Guard or Fire Department. Please call the Fire Department as well as the Security Guard **immediately** if you have a fire or smoke condition.

The smoke detector should be tested at least once a month and batteries changed once a year unless the replacement is the 10-year lithium battery recently mandated by law for smoke detectors when a replacement battery is necessary. A great way to remember to change the batteries is to do so at the same time you change your clock for Daylight Savings Time in the Spring or Standard Time in the Fall. You are responsible for the maintenance and repair of the alarms installed in the apartment and for replacing any and all alarms that are stolen, removed, missing, or become inoperable during your occupancy.

SUSTAINABILITY

In 2007 the Hospital embarked on an environmental initiative called "Let's Go Green," to promote a healthier environment and help conserve natural resources. Sustainability is an important part of our building management operations. One of the simplest, most immediate ways you can each contribute is by conserving energy and recycling. Stop the waste of valuable resources by reporting leaking faucets, toilet, A/C or heat problems in a timely manner.

The New York City Recycling Law, originally enacted in 1989 as Local Law 19, mandates recycling in NYC by residents, agencies, institutions, and businesses. It is very important that you comply with sanitation laws as the problem of non-compliance with the recycling rules is becoming a tremendous burden on our City and all of its citizens. As a tenant you play an

active role in ensuring that we fulfill our environmental responsibilities and meet regulatory requirements. We urge you to help us and the City of New York in its recycling efforts.

REFUSE DISPOSAL

Located on each floor is a refuse closet that gives access to a garbage compactor chute. The closet is open 24 hours a day, 7 days a week. All items deposited in the compactor chute should be in tied garbage bags. There are containers in the basement to place all recyclable materials.

Syringes and lancets should be properly disposed of in the hospital's designated sharps containers. We realize that on occasion our residents may forget and leave lancets or syringes in their lab coat pockets. For the safety of our employees, please **do not** dispose of these items in the trash or recyclable containers.

Pursuant to NYC Administrative Code 16-120 mattresses and box springs for disposal must be fully contained within a plastic bag. Plastic bags can be purchased at most home improvement, hardware or department stores.

Any large or bulk items for disposal should be brought to the basement and to the attention of the building staff for expeditious removal. **Do not throw bulk items, e.g. bed frames, down the chute they can endanger staff members and damage the chute.**

Do not leave household waste, recyclables or bulk garbage such as mattresses and boxsprings, in the corridor, outside the compactor chute, in the stairwells, or in any common area of the building.

RECYCLING PROGRAM

In compliance with NYC regulations regarding recycling we provide three containers in the basement for your recyclable materials: plastic and metal are separate from glass which are also separate from cardboard and newspaper. The building staff will empty the containers on a regular basis for the weekly pick-up by the NYC Sanitation Department.

Paper and Cardboard

This includes soft-cover books, telephone books, newspapers, magazines, catalogs, junk mail/flyers, paper bags, and cardboard from product packaging. Place your corrugated cardboard, flattened and neatly stacked, in the designated area near the recycling container.

Metal, Glass, Plastic, and Cartons (emptied and rinsed)

This includes metal cans, aluminum foil wrap and trays, metal caps and lids, household metal; glass bottles and jars; plastic bottles, jugs, caps, and lids, rigid plastic containers, consumer packaging, and housewares; food and beverage cartons and drink boxes and aseptic packaging.

Electronics (e.g. computers, TV sets, printers, scanners, cameras, etc)

To dispose of your electronics legally and responsibly please take advantage of take-back, reuse and recycling programs. The following website may provide additional information regarding recycling: <http://www1.nyc.gov/assets/dsny/zerowaste/residents/recycling.shtml>

There are also special programs to dispose of cell phones and accessories, rechargeable batteries, plastic batteries, and auto products.

Please bring your recyclable items to the basement. Do not throw them away in the regular trash. The NYC Department of Sanitation does not collect the trash when recyclables are mixed with the regular garbage.

Any items not listed above should be collected in plastic garbage bags, tied tightly and deposited in the compactor chute.

For the complete list of what to recycle and what is non-recyclable trash, please go to the web page: <http://www1.nyc.gov/assets/dsny/about/laws/recycling-laws-for-residents.shtml>

GARAGE/PARKING

For availability and to apply for parking please e-mail Resident.Parking@mountsinai.org.

BICYCLE STORAGE

The building is not equipped with a bicycle storage room. Bicycles are to be stored within your apartment, not in hallways, stairwells or other common areas of the building. Bicycle racks which can hold 2-3 bicycles are available in front of the building. Bicycle storage is also available for a nominal fee in neighborhood parking garages. For more information call the 515 W. 59th Street garage at 212-957-3692.

LAUNDRY FACILITIES

A common laundry room has been provided in the basement for your use. All washers and dryers are provided and serviced by a contracted vendor. The laundry machines operate by use of a replenishable debit card. There is a card dispensing machine in the laundry room that you can use to purchase new cards or replenish existing ones. The laundry facilities are solely for the use of residents. Laundry baskets and folding tables are also provided for your use. The laundry baskets are provided to move items from the washers to the dryers. Please do not remove the laundry baskets from the room. The laundry room is open daily 24 hours a day/ 7 days a week. Please report any broken machines to the Security Guard at the front desk immediately.

DRY CLEANING/ LAUNDRY SERVICES

The unaffiliated companies listed below provide all aspects of dry cleaning and laundering.

Columbus Place Cleaners	413 West 58th Street	212-713-0616
Central Park Cleaners	4 Columbus Avenue	212-265-1428
Chenille Cleaners	333 West 57 th Street	212-247-4531

EXTERMINATOR SERVICE

This service is provided by a contracted vendor. The various public areas, basement rooms and other building operation rooms are routinely serviced. We encourage you to have this service performed in your apartment on a regular basis. However, it is your responsibility to notify us immediately of any conditions that require additional attention in your apartment.

The building is serviced every other Tuesday. Please complete a work request at <http://buildinglink.com> to give permission to enter as appropriate, by the preceding Monday if your apartment requires service.

MAINTENANCE AND REPAIR SERVICES

[BuildingLink](#) is a computerized work order tracking system that helps us better manage the building and respond to your requests for services in a timely manner. You can enter requests for repairs in your apartment and track the progress of those requests through completion. You will receive an automated e-mail confirmation response to your work order request and an e-mail alert when the work is completed.

You can submit work requests to <http://buildinglink.com> on your home computer or smart phone.

Building Management will use BuildingLink to e-mail you about major repairs affecting multiple apartment or other general notices to the tenants.

For emergency repairs please call the Security Guard **immediately at 212-757-5035**. An emergency is defined as a gas odor, flood or fire. Call 911 and the Fire Department dispatcher at 212-999-2222 as well as the Security Guard if you have a fire.

ELEVATOR SERVICE

In order to maximize the efficiency of the building elevator service all moving arrangements (furniture and major deliveries) must be scheduled in advance with the Superintendent. Please call 212-757-5035 to reserve the elevator for your moving date and time. Moves are allowed Monday through Saturday only. Note: During peak turnover period (May 15th through July 21st) elevators may be scheduled for moves 7 days a week.

PETS

10 Amsterdam Avenue does not allow pets.

SMOKING POLICY

The individual apartments and the building are designated no smoking premises. Occupants residing in the building under a prior Occupancy Agreement will not immediately be subject to the No-smoking Policy. As current Occupants move out, or enter into new Agreements, the smoke-free policy will become effective for their apartment. Smoking is not permitted within 20 feet of the main entrance and all building exits.

TELEPHONE/ CABLE TV & INTERNET

The building offers access to RCN, Spectrum and Verizon telephone, cable television, Fios television and internet services. Please contact them directly to make arrangements for service.

YOUR APARTMENT

ELECTRIC METER READING & BILLING

Electricity in your apartment is provided on a sub-metered basis. The meters are located in the panel closets in the hallway of each floor. The meter is read remotely by our third party vendor, Quadlogic Corporation, who will send you a monthly usage statement. Do not submit any payment to Quadlogic Corporation. A rent and electricity bill will be sent to you at the start of each month by the Property Management Company, Rose Associates. Electricity bills are payable within five days of receipt and should be sent to the address on the Rose Associates bill or paid online at <https://www.clickpay.com/custom/roseassociates/login.html>. **Please do not establish via Clickpay, automatic charging of your account balance** to a credit card or your bank account. Any payment arrangements should be done as a one-time transaction or setup for automatic charging of a specified maximum amount that does not exceed the amount of your average electricity bill. Rent payment is processed by payroll deduction so do not pay the rent charges on your monthly bill unless you have been specifically asked to do so by the property manager.

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

Pursuant to NYC Administrative Code the building provides heat from October 1st through May 31st. Under this law, between the hours of 6 a.m. and 10 p.m., whenever the outside temperature falls below 55 degrees, Fahrenheit, we must maintain a temperature in your apartment of at least 68 degrees Fahrenheit. Also, between 10 p.m. and 6 a.m., we must keep your apartment at a minimum of 55 degrees Fahrenheit, when the outside temperature is below 40 degrees Fahrenheit. Air Conditioning and heat are provided by the Package Terminal Air Conditioner (PTAC) unit located beneath the window. To maximize efficiency of the unit it must be serviced prior to the start of the air conditioning season. During this time Building Management will request access to your unit so the building staff can replace filters and clean the unit. This will ensure the units are operating optimally.

In order to maintain maximum efficiency of the heating and cooling units while maintaining control of your electricity cost, we recommend you keep the area around the PTAC unit clear of any items and do not leave your unit running continuously especially when no one will be in the apartment.

CARE OF YOUR WOOD FLOORS

To maintain your wood floor, use a dry dust mop and a product similar to Endust, or a vacuum. Never use soap and water or liquids such as Murphy's Oil Soap, Mop & Glo or any liquid waxes. Use only a paste wax and buff to retain the sheen.

You are reminded to cover 80% of the floor area in the living room and bedroom with rugs. Please do everything possible to diminish the transmission of sound and noise that may travel from apartment to apartment. Failure to do so may result in noise complaints from your neighbors

ALTERATIONS

In accordance with your Occupancy Agreement no resident is permitted to make any alteration or improvement to his/her apartment without the prior written approval of the Landlord. Unauthorized work will not be permitted.

DECORATING

Your apartment has been freshly painted with Benjamin Moore Moore-Craft bone-white paint on all surfaces for durability. The ceiling is painted in flat color. At your request we will repaint your apartment in Bone White every three years at no cost to you.

Should you change the color or install wall coverings, you will be responsible to restore the apartment to the condition that it was in when you first occupied it. Otherwise, the cost of such restoration will be deducted from your security deposit. Pictures may be hung by placing a small strip of adhesive tape on the wall, then driving a picture hook into the wall through the center of the tape. Do not use stick-on picture hangers, Molly screws or hollow wall fasteners.

Each apartment is equipped with new light bulbs. It is your responsibility to supply and replace burned out bulbs in your apartments. If you request us to supply the bulb, there may be a subsequent charge. If you need help to install the replacement bulbs, please submit a service request at <http://buildinglink.com>. If you remove and replace any standard existing light fixture, please be sure to return them to the Superintendent and obtain a receipt. If you do not have a receipt, you may be held responsible for the replacement.

DISHWASHER

Each apartment is equipped with a dishwasher.

Instructions

1. Using a knife or rubber spatula, scrape residual food off of dishes, pots and pans.
2. Place dishes in designated slots.
3. Place pots and pans around other dishes, making sure other dishes do not block spray access to pots and pans.
4. Fill both dishwasher cups with dishwasher detergent.
5. Close tops of cups where appropriate.
6. Add rinse agent to rinse agent dispenser; replace top of dispenser.
7. Close door securely.
8. Choose a wash cycle appropriate to the load.
9. Choose a dry cycle if desired. Air drying saves energy.
10. Start the dishwasher.

After the wash cycle is complete, clean out any remaining food particles from the dishwasher's interior. This prevents any unpleasant odors and will avoid attracting unwanted pests.

ADDITIONAL APPLIANCES

Neither the wiring nor the plumbing in the building is designed to support additional appliances in your apartment. Residents are not permitted to install clothes washing machines, clothes dryers, freezers, air conditioners or other major appliances without written consent from the Landlord. You will be held responsible for damages to the landlord's property resulting from unauthorized installation and use of such appliances. You may also be liable for damages to your neighbor's property.

BE A GOOD NEIGHBOR

All residents are entitled to the quiet enjoyment of their apartment. All residents must, therefore, be responsible for the actions of their families and guests within the apartment as well as in the building's common areas. Unreasonable noise and playing of any musical instruments, exercise equipment, stereo, radio or TV in such a manner as to disturb or annoy other residents will be prohibited especially between the hours of 10:00 PM and 8:00 AM.

RENTER'S INSURANCE

All residents are required to obtain Renter's Insurance pursuant to the terms of your Occupancy Agreement. Failure to secure insurance within 30 days from the commencement of your Occupancy Agreement is an indication that you have chosen to self-insure for personal injury and property damage or loss. As an example, if someone in your household inadvertently leaves a faucet running, it could result in severe water damage not only to your personal property and the landlord's property, but your neighbor's as well. You would be liable for damages and could be the defendant in a lawsuit. Renter's Insurance can provide coverage for such losses, cover legal fees for defense and protect your personal assets. It is something you must have.

Shuttle Service

This service is provided free of charge to all Mount Sinai Health System House Staff who show a hospital identification card. It operates Sunday to Saturday between Mount Sinai West and Mount Sinai St. Luke's. The shuttle route is subject to change. The schedule, route and location of this and other network shuttles can be found via the real time shuttle locator at <http://mshsshuttle.org>.

For any shuttle related concerns, you may contact the Shuttle Supervisor at 917-295-8186.

SCHOOL & CHILD CARE RESOURCES BY MSW

<p align="center"><i>Elementary, Middle & High Schools: Enrollment & Admission Procedures</i></p> <p>www.nycenet.edu: Offers links to find public schools, determine school zones & regions.</p>	<p align="center"><i>Child Care Centers</i></p> <p><i>St. Mathews Escalera Head Start (for ages 3-5 years) 169 W. 87th Street, New York, NY 10024 212-799-2440</i></p>
<p align="center">The independent guide to NYC public schools. www.isaagny.org</p>	<p align="center">River School <i>(for ages 2 months to 5 years)</i> 75 West End Ave., New York, NY 10023 212-707-8300</p>
<p align="center">Advocates for Children of New York www.insideschools.org</p>	<p align="center">Sacred Heart of Jesus <i>(Pre-K to 8th grade)</i> 456 West 52nd Street New York, NY 10019 212-246-4784 www.shjsnyc.org</p>
<p align="center"><i>After School Programs:</i> www.ipsnyc.org</p> <p align="center">www.nyc.gov</p> <p>Offers links to education information via “Residents” and “Education” tabs.</p>	<p align="center">The International Preschools 120 W. 76th Street, New York, NY 10023 212-371-8604</p> <p align="center">Park West Montessori School <i>(Toddlers and Pre-K only)</i> 435 Central Park West, New York, NY 10025 212-678-6072</p>
<p>www.nyc.gov/html/dycd/html/home/home.shtml Offers link to Department of Youth & Community Development and related resources.</p>	<p align="center">Riverside Montessori School <i>(for ages 3 months to 5 years)</i> 202 Riverside Drive, New York, NY 10022 212-665-1600</p>
<p align="center">Parentwatch Inc. http://www.parentwatch.com/ 800-696-2664 (toll-free) Mon-Fri 8am-2pm</p>	<p align="center">P.S. 191 Amsterdam <i>(Pre-K to 8th grade)</i> 210 W. 61 Street, New York, NY 10023 (212) 757-4343</p>

Disclaimer: The companies listed above are not affiliated with the Hospital in anyway. This list is for informational purposes only. The Hospital makes no representation as to the accuracy of the information provided by these companies.