



**Mount
Sinai
West**

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

Telephone: 646-605-4968
Fax: 646-605-3083
Email: Resident.Housing@mountsinai.org

Apartment and Neighborhood Reference Guide

Welcome to 515 West 59th Street. 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

515 West 59th Street

New York, New York 10019

[View Map](#)

Millicent V. Hearst House
515 West 59th Street

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Millicent V. Hearst House
515 West 59th Street
New York, New York 10019

- Corporate Director of Tenant Services.....646-605-4960
Email address: Fay.Robertson@mountsinai.org
- General Manager.....212-359-9706
E-mail address: jschofield@rosenyc.com
- Property Manager.....646-605-4968
Email address:
resident.housing@mountsinai.org
- Facility Property Manager.....212-659-9707
E-mail address: dslay@rosenyc.com
- Facility Property Manager on call for emergencies.....800-862-1674
- Superintendent..... 212-523-3862
Email address: Tony.Flores@mountsinai.org
- Front Desk..... 212-523-3860
- Garage Manager..... 212-957-3692
- 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
- Spectrumwww.spectrum.com or 844-287-8405
- Verizon..... www.verizon.com or 888-363-4808
- Verizon Fios.....www.fios.verizon.com or 877-913-8913
- 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 at 150 East 42nd Street, Suite 2A, New York, NY 10017.

The Corporate Director of Tenant Services and 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 9:30 AM to 5:30 PM at 646-605-4968 or via email to resident.housing@mountsinai.org. The Facility Property Manager can be reached from 9:00am to 5:00pm at 212-659-9707 or via email to dslay@rosenyc.com. 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 from 8:00 AM to 4:00 PM, Sunday through Saturday. Service requests are to be submitted at <http://buildinglink.com>. Shortly after move-in, you will be e-mailed the username and temporary password with which to create your account. General maintenance services will be performed primarily Monday through Friday during normal business hours. Limited service is available on weekends. The Superintendent may be reached by phone at 212-523-3862 or by leaving a message with the Door Attendant.

Only in an emergency or by a 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, US Parcel Post and dry cleaners. 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 Door Attendants. The Door Attendant's console is equipped with closed circuit T.V. monitors that view various public areas. The Door Attendant may ask you several times to identify yourself as a resident before being able to remember your name and face as there are hundreds of residents in the building. All visitors and guests will be required to identify themselves at the Door Attendant'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 Door Attendant 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 Door Attendant 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 thirty-three stories above ground and two 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, cellar, all five garage levels and the 2nd floor hallway and lobby entrance. The building does not have a fire alarm, a fire alarm pull station or public address system. **In the event of a fire, call 911 or the Manhattan Fire Department Dispatcher at 212-999-2222 and the Door Attendant in the Lobby at 212-523-3860.**

The means of egress are:

Types of Egress	Identification	Location	Leads To
Fire Stairs	A	North Side of Building	East Courtyard & Roof
Fire Stairs	B	South Side of Building	Lobby, Roof & Cellar
Fire Stairs	C	Garage South Side	Garage, 59 th St. & Cellar
Fire Stairs	D	Garage North Side	Garage, Cellar & East Courtyard

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 SMOKE DETECTORS

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

The smoke detectors are battery operated and must be tested at least once a month and if operated by battery, the battery should be changed once a year unless the replacement battery 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 clocks for Daylight Savings Time in the Spring or Standard Time in the Fall. You are responsible for notifying the Superintendent by submitting a service request through BuildingLink if the smoke detector is not working. You are also responsible for any and all smoke detectors that are stolen, removed, missing or becomes inoperable during your occupancy of the apartment.

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.

To operate the chute simply open the door and deposit your bagged, non-recyclable household trash. Recyclable items such as plastic, glass, metal and paper should be deposited in the recycling container in the chute closet.

Syringes and lancets should be properly disposed of in the hospital. However, we realize that on occasion our residents may forget and leave lancets or syringes in their lab coat pockets. Therefore, for your convenience we provide a sharps container in the laundry room. For the safety of our employees, please **do not** dispose of these sharp items in the trash.

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 as 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 receptacles in the Compactor Chute closet for your recyclable materials. The building staff will empty the containers on a regular basis for the weekly pick-up by the NYC Sanitation Department.

Newspaper Recycling

Select the button marked "**Paper**" and place your newspapers in the compactor chute located in the refuse closet. This includes old phone books, magazines and junk mail/flyers.

Cardboard Recycling

Place your cardboard, flattened and neatly stacked, in the corner of the refuse closet floor. Building staff and the Department of Sanitation will make sure it is recycled.

Glass/Aluminum Recycling

Collect your aluminum and steel cans, glass bottles and jars, plastic containers and empty aerosol cans in a clear plastic bag, select the button marked "**Comingled**" and dispose of these items in the compactor chute.

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 provides additional information about recycling these items: <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.

Any items not listed above should be collected in plastic garbage bags, tied tightly and deposited in the compactor chute selecting the button marked "**Garbage**."

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 apply for parking please e-mail Resident.Parking@mountsinai.org.

BICYCLE STORAGE

The building is not equipped with a bicycle storage room. Bicycle racks are available in the courtyard in front of the building for storage of bicycles at the risk of the owner. Bicycle storage is also available in the indoor garage for a nominal fee. For more information call the garage at 212-957-3692. If not using the garage, bicycles are to be stored within your apartment, not in hallways, stairwells or other unauthorized common areas of the building.

LAUNDRY FACILITIES

A common laundry room has been provided on the second floor 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 machine in the laundry room that can be used 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 immediately report any broken machines to the Door Attendant at the front desk.

DRY CLEANING/ LAUNDRY SERVICES

The following unaffiliated companies provide all aspects of dry cleaning and laundering. There is no charge for pick up or delivery.

Columbus Place Cleaners

413 West 58th Street

212-713-0616

Central Park Cleaners
Chenille Cleaners

4 Columbus Avenue
333 West 57th Street

212-265-1428
212-247-4531

EXTERMINATOR SERVICE

This service is provided by a contracted vendor. The various public areas, storage 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 Friday. Complete a work request at <http://buildinglink.com> to give permission to enter as appropriate, by the preceding Wednesday if your apartment requires service.

MAINTENANCE AND REPAIR SERVICES

[Building Link](http://buildinglink.com) 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 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 apartments or other general notices to the tenants.

For emergency repairs please call the door attendant **immediately at 212-523-3860**. 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 Door Attendant if you have a fire.

ELEVATOR SERVICE

In order to maximize the efficiency of the building elevator service all moving arrangements (including furniture and major deliveries) must be scheduled in advance with the Superintendent. Please call 212-523-3860 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

515 W. 59th Street is a pet friendly building. If you would like to have a pet reside in your apartment, please submit a letter requesting authorization to your Property Manager, Keryi Stevens at resident.housing@mountsinai.org. Include details about your pet including the type, breed, age, weight and height as well as a recent photograph. If your pet request is approved you will be required to sign a Pet Rider to your Occupancy Agreement. To ensure the safety of building staff who may need to access your apartment in response to a service

request you submitted with permission to enter, or as a result of an emergency, please lock away in a bedroom or gated area, any dogs kept as a pet in the apartment.

SMOKING POLICY

The individual apartments and the building are designated no smoking premises. Tenants and Occupants residing in the building under a prior Occupancy or Lease Agreement will not immediately be subject to the No-smoking Policy. As current Occupants and Tenants move out, or enter into new Agreements, the smoke-free building 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 meter is located in one of the closets in your apartment. 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 to 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**. This will prevent your rent from being charged to your credit card or debited from your bank account. Rent payment is collected by payroll deduction so do not pay the outstanding rent charges on the monthly bill unless you have been specifically asked to do so by the property manager. Your payroll deduction payment will subsequently appear on your monthly statement.

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 is provided thereafter. The heat and air conditioning for your apartment is distributed by the same fan coil unit. To maximize efficiency of the unit it must be serviced prior to the start of the cooling season. During this

time Building Management will request access to your unit so the building staff can replace filters and clean the drain pans. This will ensure the units are operating optimally and prevent the drain pan from overflowing into the apartment.

In order to maintain maximum efficiency of the fan coil unit, we recommend you keep the area around the fan coil unit clear of any items and do not close any valves yourself.

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 painted with Benjamin Moore Moore-Craft bone-white semi-gloss paint on all surfaces for durability. 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 lighting 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.

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 from exercise equipment, and playing of any musical instruments, piano, stereo, radio or TV in such a manner as to disturb or annoy other residents is prohibited especially between the hours of 10:00 PM and 8:00 AM.

RENTER'S INSURANCE

All residents are asked 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 should 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><i>Elementary, Middle & High Schools: Enrollment & Admission Procedures</i></p> <p>NYC Department of Education</p> <p>http://schools.nyc.gov/Offices/default.htm Offers information on NYC public schools</p>	<p><i>Child Care Centers</i></p> <p>St. Mathews Escalera Head Start <i>(for ages 3-5 years)</i> 169 W. 87th Street, New York, NY 10024 (212) 799-2440</p>
<p>The independent guide to NYC public schools. www.isaagny.org</p>	<p>River School <i>(for ages 2 months to 5 years)</i> 75 West End Avenue, New York, NY 10023 (212) 707-8300</p>
<p>Advocates for Children of New York www.insideschools.org 72 Fifth Avenue, 6th floor, NY, NY 10011</p>	<p>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>Parentwatch Inc. (800) 696-2664 (toll-free) Mon-Fri 10am-2pm</p>	<p>The International Preschools https://www.ipsnyc.org/ 120 W. 76th Street, New York, NY 10023 (212) 371-8604</p>
<p>http://www.nyc.gov/html/dycd/html/home/home.shtml Offers link to Department of Youth & Community Development and related resources.</p>	<p>Park West Montessori School <i>(Infants, Toddlers and Pre-K only)</i> 435 Central Park West, New York, NY 10025 (212) 678-6072</p>
	<p>Riverside Montessori School <i>(for ages 3 months to 5 years)</i> 202 Riverside Drive, New York, NY 10022 212-665-1600</p>
	<p>P.S. 191 Amsterdam <i>(Pre-K to 8th grade)</i> 210 W. 61 Street, New York, NY 10023 (212) 757-4343</p>
<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.</p>	