



[Tenants.LarkinDG.com](http://Tenants.LarkinDG.com)

Larkin Development  
Group  
Tenant Handbook

Revised August, 2016

Dear Tenant:

Welcome to working or living in one of the Larkin Development Group Buildings:

The Larkin at Exchange Building, 726 Exchange St, Buffalo NY 14210  
The Larkin U Building, 239 Van Rensselaer St. Buffalo NY 14210  
The Schaefer Building, 740 Senecas St. Buffalo NY 14210  
The Root Building, 70 West Chippewa St. Buffalo NY 14202  
598 Main St., Buffalo NY 14202  
716 Swan St. Buffalo NY 14210

We look forward to serving you and are pleased to assist you with information and services to make your office or residential life productive and pleasant.

This Tenant Handbook should answer questions you may have about building regulations, policies and operating procedures. Enclosed, you will find a list of contact information for key building personnel, emergency contact phone numbers, and for your convenience, the phone numbers of several area restaurants and business-related service providers.

Helpful information may also be found online at  
**Tenants.LarkinDG.com**

At Larkin Development, we pride ourselves on quality service and attention to our buildings and our tenants. We encourage you to offer suggestions on ways that we may continue to improve your office and surrounding environment. You will find a Larkin Development Group staff member at the Main Lobby of the Larkin at Exchange Building Monday – Friday, ready to assist you!

A hard copy of this handbook is available at the Main Lobby desk and will be updated and posted on the tenant website at [LarkinDG.com/tenants](http://LarkinDG.com/tenants).

Thank you.  
The Larkin Development Group Team

# KEY PERSONNEL CONTACT LIST

**John Zeman** Manager of Properties  
716-346-8032 JohnZ@Larkindg.com

**Security** 716-849-0077

**Amenities (Parking, Fitness Ctr, Bikes)**  
sarahd@larkindg.com 716-362-2663

**Larkin Square Events**  
716-346-8053 SamanthaE@LarkinSquare.com

**Larkin Taxi Driver** 716-553-4814

**Loading Dock/Receiving** 716-362-2662 x8139  
*Shipping/receiving to be coordinated with Facilities  
Manager*

**The Filling Station/Larkin Square** LarkinSquare.com  
716-362-2665 Amyrae Nessa, Manager  
AmyraeN@LarkinSquare.com

**Chautauqua Cafe** Manager 716-819-2880  
cafe@GreatSpaceDowntown.com  
On line ordering: Larkin.Catertrax.com

**Hydraulic Hearth Restaurant & Brewery**  
HydraulicHearth.com  
Harry Zemsky, propietor hzemsky@gmail.com

# EMERGENCY PROCEDURES

## Emergency Evacuation

1. Safety or Floor Wardens are appointed by each Tenant to coordinate evacuations. This person is someone who commands the respect of fellow employees, stays calm in emergencies, and is very familiar with appropriate exits, pull stations, and fire extinguishers. The floor warden will obtain an Occupancy Orientation Form from Facilities Management. This form contains Floor Warden Contact information and a Designated Congregation Point for the entire office.
2. When the notice to evacuate is given, floor wardens should immediately gather their group together and walk, not run, to the closest exit stair and begin descending. Walk DOWN, OUT, and AWAY from the building.
3. Never attempt to use an elevator.
4. Floor wardens should ensure their group stays together, and should take a head count once evacuation is complete.
5. Tenants should stay away from the building and from any emergency equipment.
6. If there is a fire, proceed to the nearest exit stair. There is a fire extinguisher and pull station box located at each stairwell exit. The designated floor warden should utilize the pull station lever and then continue descending.
7. Follow established procedures for evacuating persons with disabilities.
8. Post a floor diagram within your suite so staff can clearly see designated exits.

## Fire Emergencies

1. Call 911 and give the name and address of the property and the location of the fire. (Larkin at Exchange, 726 Exchange Street)
2. Call Building Security at 716-849-0077 to report the fire and then contact your fire emergency floor warden.
3. Know where fire extinguishers, pull stations, stairwells, and exits are located.
4. Small fires, such as a fire in a trash can, may be put out with a fire extinguisher.
5. Never attempt to put out any sort of electrical fire with water. Only a Dry Chemical or CO2 fire extinguisher should be used on electrical fires.
6. Do not attempt to fight a spreading fire. Focus your efforts on evacuating and helping others evacuate in an orderly fashion.
7. Know the location of the nearest fire exits; you should be able to find them in the dark.
8. Never use the elevators in a fire emergency. Direct all evacuating traffic to the stairs.
9. Before you leave your office, feel the door to see if it is hot before you open it. If it is hot, or if smoke is seeping through the cracks, do not open the door. Try another exit door.
10. If you cannot exit your office, seal off the cracks around your office doors, go to a window and signal for help.
11. If the exit door feels cool, proceed to evacuate. If there is smoke, stay low. Crawl on the ground and take short breaths until you reach a stairwell. This should be a safer area, and you should be able to move freely and quickly to evacuate.
12. Follow the emergency plan guidelines for evacuating any persons with disabilities on your floor.

13. Choose a specific site outside the building that is far enough away from the building to avoid injury from explosion or shattering glass to reconvene with your staff once evacuation has been successfully completed.

14. Do not return to the building until the Fire Department, your Facilities Manager, and your Floor Warden have given the "All Clear".

### What You Can Do To Prevent Fires

1. Keep all trash or waste material in fireproof trash receptacles, and empty them or allow them to be emptied frequently so waste does not accumulate.

2. Limit smoking to designated areas outside of the building equipped with appropriate receptacles in which to dispose of cigarette waste.

3. Keep all trash cans away from anything flammable.

4. If a fire does ignite in a trash receptacle and no water is nearby, turn an empty trash can over the fire. This should smother the fire.

5. Turn off all electrical appliances in kitchen areas, and all computers, copying machines, and other business machines at the close of each business day.

6. Do not overload electrical circuits.

7. Check all electrical cords for fraying to prevent a spark that might ignite a flammable item.

8. Do not store cleaning chemicals in a warm, enclosed location that might promote spontaneous combustion.

9. Do not store cardboard boxes, packing materials, or other flammable items in common areas or stairwells. Aside from the possibility that they might catch on fire, these items could also block your exit route in the event of a fire.

## **Bomb Threat Checklist**

1. Exact time of call.
2. Exact words of caller.

### **Questions to Ask:**

1. When is bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Remarks:

Person receiving call:

Telephone number call received at:

Date:

Report call immediately to 911 then Building Security at  
716-849-0077

## **Power Failure**

The Larkin at Exchange Building has 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 suites and public areas are equipped with battery powered exit signs and emergency lights. These lights will remain lit for the duration of the power outage.

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

1. Contact the Property Manager John Zeman at 716-346-8032
2. Raise shades to let in outside light.
3. If you are instructed to evacuate the building, lock all areas of your premises.
4. Do not congregate in the lobby areas or in the street.
5. If you are trapped in an elevator during a power failure, do not panic. Wait for assistance. Your elevator will cease operation, but will not fail. Do not attempt to force the doors open or escape through the roof hatch. Use the elevator telephone to contact building management for information and to notify them of your location.
6. Facilities Management will notify you as soon as possible when power will be restored.

## Security System

The Main Lobby and the Center Lobby are each furnished with electronic tenant directories. Security CCTV screens for the entire property including all common areas on all floors, lobbies, parking lots and elevators are monitored at these desks. Security guards staff the Main Lobby twenty-four (24) hours per day, seven (7) days per week and the Center Lobby from six o'clock (6:00 AM) in the morning until six o'clock at night (6:00PM) each weekday. Center lobby closes on Friday at 6pm and reopens on Monday at 6am. The guards not only monitor visitors and foot traffic into the building, but are trained to utilize the building's sophisticated security system and camera monitors. This provides yet another layer of service and safety for the building's tenants. It is Larkin at Exchange's policy that the security guards will provide escorts to the parking lots for employees and visitors anytime upon request. Call ahead is recommended.

The building also utilizes an electronic ingress system capable of being programmed to secure all vertical access within the building as well as general ingress to the building, both at pre-programmed times and in case of an emergency.

There is on-site owner management and manned security. All common areas of the building are monitored on CCT by the 24-hour security staff. All security personnel are instructed to maintain the safest possible environment for the staff. Security escorts for employees and visitors are available 24/7. The entire property including sidewalks and parking lots at LCo are well lit and camera monitored 24/7.

## Visitor Parking

All LDG parking lots are private to the tenants of Larkin Development Group. Parking is in designated areas and is posted to facilitate the towing policy of the management. Surface parking lots are used via a first-come, first-serve basis. Such parking is provided within two blocks of LCo Main and Center lobbies. Two (2) Hour Visitor parking is available in the visitor parking lot adjacent to the south side of the building on Exchange Street. When the visitor lot is at capacity, visitors should park along the north side of Exchange Street in City of Buffalo approved Pay to Park street parking or in open surface parking lots D & E and report their license plate number to the security desk upon entering the building.



## MOVING GUIDELINES

These moving and delivery guidelines have been developed to ensure a safe and efficient move for you and your organization. Following these guidelines will expedite your move and protect the people handling the move as well as your property and the building itself. These guidelines are in no way meant to hamper or restrict your moving process, but rather to safeguard the elements involved in the process. Please let us know how we can best assist you with your move. We would be happy to answer any further questions you may have. Please call the Property Manager, John Zeman, at 716-346-8032.

1. Notice must be provided no less than two (2) days as to the date and time of your scheduled move and no unscheduled moves are allowed. The Property Manager must clear all moving arrangements. All moves will be scheduled on a first come, first serve, basis. You will be assigned a specific loading dock.
2. Large office moves (over 5,000 square feet) may only occur on the weekends or after 6pm Monday through Friday.
3. Large moves must be handled through the freight elevator, unless Facilities authorizes the use of other elevators. The mover must provide pads to protect the freight elevator. If other elevators are approved for use, the moving contractor shall also be responsible for supplying pads to protect the elevator cab interior.
4. The loading dock you are assigned by Facilities is the only building entrance permitted for large moves. We strongly encourage you to reserve this area for all large moves and deliveries. Facilities must authorize any exceptions to this entry point. If other areas of access are approved the mover must protect floors and walls with acceptable material to prevent damage.

5. The moving contractor must provide a Certificate of Insurance prior to the move. The mover must be bonded and carry a minimum of \$1 million combined single limit, property damage, public liability insurance and workers' compensation. We suggest that you secure a Certificate of Insurance for your firm as well.

6. Your moving contractor will be responsible for any damage to the building incurred during the move. To avoid unnecessary damage:

- \* Pad or otherwise protect all entrances, doorways and walls affected by the move.

- \* Cover all floors traversed during the move with appropriate mats.

7. Your moving contractor must report any electrical problems or equipment breakdowns that occur during the move, which may affect building operation. They are also responsible for removing all trash and bulky packing cartons.

8. Our building has a strict "No Smoking" policy. Moving crew members are not permitted to smoke in any area of the building.

9. The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park moving vehicles in marked Fire Lanes.

10. Please use the service elevator for all deliveries which is located in Shipping & Receiving. The loading dock doors are open from 7 a.m. to 3:30 p.m., however, Tenants and employees must pre-arrange usage by coordinating with Facilities (716-346-8032) and Shipping & Receiving (716-362-2662 x8139). Any deliveries to be made outside of those hours must be scheduled and approved by the Property Manager.

11. Security guards and/or Larkin Development employees are not authorized to sign for incoming packages/deliveries.

## **Hours of Operation**

The standard business hours of operation for Larkin at Exchange are from 7:00 a.m. – 6:00 p.m. Monday thru Friday, however, LCo is, essentially, always open. Security staff are present 24 hours, 7 days per week. Please refer to your Lease for further clarification.

Employee entry of individual offices is under the sole discretion of the Tenant Management.

### **BUILDING HOLIDAYS**

New Year's Day

Memorial Day

July 4th

Labor Day

Thanksgiving

Christmas

## **BUILDING RULES/REGULATIONS/OPERATING POLICIES**

The following Rules & Regulations are a part of your Lease Agreement and must be adhered to by all building occupants.

1. Tenant shall not obstruct any Common Areas, including parking areas, driveways, walkways and stairwells.
2. Tenant shall not make or permit any noise or odors that are a nuisance or annoy or interfere with other Tenants or persons having business in their building.
3. Animals, with the exception of guide dogs, are not permitted on the premises.
4. LDG Tenant shall not alter any lock or install new or additional locks or bolts without obtaining the prior written permission of Landlord.
5. Tenant shall be responsible for the inappropriate use of any toilet/restroom facilities, plumbing or other utilities. No foreign substances of any kind are to be inserted therein.
6. Tenant shall not paint, drill into or in any way deface any part of the Leased premises or the Building of which they form a part. No boring, cutting or stringing of wire shall be permitted, except with prior written consent of the Landlord.
7. Tenant shall not suffer or permit anything in or around their Building that causes excessive vibration or floor loading.

8. All removals of deliveries of furniture, freight, equipment or bulky items of any description shall be moved into or out of the LCo Building only with Landlord's prior knowledge and consent, and subject to such reasonable limitations, techniques and timing, as may be designated by Landlord.

No hand trucks, carts, etc., shall be used in the LCo Building unless equipped with rubber tires and side guards.

Tenant or its delivery agent or mover must provide masonite sheets or sanded plywood sheets to cover furnished floors, or carpeting for moving dollies, four wheel carts, etc. Landlord reserves the right to inspect any deliveries to be brought into the LCo Building or adjacent owned property and to exclude from same all items which violate these Rules and Regulations.

Any Permits required by any governmental agency having jurisdiction over Tenant's deliveries or move, will be the responsibility of the tenant and/or its delivery or moving agent.

Tenant shall be responsible for all damage to the LCo Building arising from such activity. Tenant's use of freight elevators other than during Normal Building Hours shall be billable to Tenant as Additional Rent, at rates published periodically by Landlord.

9. Tenant shall not employ any service or contractor for services to be performed in the LCo Building, except as approved by Landlord.

10. Landlord reserves the right to close and lock the LCo Building on Saturday, Sundays and LCO Building holidays, and on other days between the hours of 6:00pm and 7:00am of the following day. Landlord shall provide to Tenant at least five (5) days notice of LCo Building holidays. If Tenant uses the LCo Building during such holiday or locked periods, Tenant shall be responsible for costs associated with occupancy, which costs shall be billed to Tenant as additional Rent at rates published periodically by Landlord.

11. Tenant shall not make additional sets of keys to the LCo Building, and shall return all keys at the termination of its tenancy and shall be responsible for the cost of replacing any keys that are lost.

12. All exterior window coverings, shades or awnings shall be installed by Landlord, and all interior window coverings or shades are subject to the prior written approval of Landlord.

13. No tenant, or its agents, employees, representatives, or invitees shall go upon the roof of the LCo Building.

14. Tenant shall not suffer or permit smoking or carrying of lit cigars or cigarettes anywhere in the LCo Building, except in such permitted and marked areas outside of the Building.

15. Tenant shall not use any method of heating or air conditioning other than that is provided by Landlord without obtaining Landlord's prior written consent.

16. Tenant shall not install, maintain or operate any vending machines upon the LCo Building without Landlord's prior written consent, except in areas designated in tenant's plans approved by Landlord or as Landlord and Tenant may otherwise agree.

17. The Premises shall not be used for lodging, manufacturing, cooking or food preparation, except in designated areas only. No toasters or toaster ovens allowed on premises.

18. Tenant shall comply with all safety, fire prevention and evacuation regulations established by Landlord or any applicable governmental agency.

19. Landlord reserves the right to refuse access to any persons Landlord in good faith judges to be a threat to the safety and or reputation of the LCo Building or its occupants.

20. Landlord reserves the right to waive any of these Rules, and/or as to any particular tenant, and any such waiver shall not constitute a waiver of any other rules or any subsequent application to such tenant.

21. Tenant assumes all risks from theft or vandalism and agrees to keep its Premises locked as may be required.

22. Landlord reserves the right to make such other reasonable Rules as it may from time to time deem necessary for the appropriate operation and safety of the LCo Building and its occupants.

Without limiting the generality of the foregoing statement, Landlord specifically reserves the right to implement security procedures requiring identification and check-in of all visitors and identification badges for all of the Tenant's employees and persons authorized to be in the LCo Building.

In the future, Landlord may require that all visitors to the LCo Building be met by Tenant's representatives at the reception area. Tenant agrees to abide by these such additional rules.

## **PUBLIC BUILDING ACCESS**

### **Larkin at Exchange Building**

The first floor of the Larkin at Exchange Building is open to the public during business hours.

**Walk-Ins:** Generally, Larkin at Exchange is managed with an easy, comfortable atmosphere for employees and visitors alike. Building Management prefers tenants to carry their building ID with them but it is not required. Visitors are usually required to sign-in and/or sign-out at the Guard's desk in each lobby.

Policies, procedures and systems are in place should a higher level of security be implemented. Facilities Management will inform all tenants of such procedures should they be enacted.

Visitors and handicapped visitors (with required handicap hangtag visible in car) may park in the visitor parking lot located on Exchange Street. There are also public parking meters along Exchange Street.

#### **Loading Docks:**

Tenants must pre-arrange Loading Dock usage by coordinating with the Property Manager at 716-346-8032. Insurance Certificates must be provided to the Property Manager prior to loading dock use.

#### **Freight Elevator:**

Tenants must pre-arrange Freight Elevator usage by coordinating with the Property Manager at 716-346-8032 and the Shipping & Receiving Department at 716-362-2662 x8139

## WORK ORDER PROCEDURES

### *REMODELING/ALTERATIONS*

All requests for service and access cards are administered through the LDG Work Order System. Each tenant has at least one authorized person to place a work order. Work requests include calls for repairs, installations, access cards etc. The work order system is easily accessed through Larkin Development's tenant web page: **tenants.larkindg.com**

Given that this system is designed to inform management and staff of new and/or open Work Orders in the most expeditious manner, we are requesting that to the fullest extent possible, you utilize the Work Order system versus verbally indicating a request to a staff member of placing a request by phone.

Of course Tenants without internet access or those who may experience difficulty in accessing the Work Order site may always call the Facilities Management Office during normal business hours at 716.346-8032 and we will work with you create the Work Order or resolve the access issues.

In the same manner, difficulties outside of normal business hours should be directed to our Security Desk at 716.849.0077.

**To use the online Work Order Request Form visit tenants.larkindg.com** and sign into the Work Order System. A username and password is required to place an order. Every company has a designated user. Designated users sign in with a first initial and last name.

Some work order requests may require a fee for service. Inquiries that fall into this subject include, but are not limited to, hanging pictures, installing chair-rails, wall coverings, shades, etc. Tenants will be billed back for these kinds of services.

## **TENANT OFFICE CLEANING**

Tenants' suites are cleaned daily. This includes:

1. Emptying trash and recyclables daily.
2. Vacuuming daily (If suite contains kitchenette or hard floor surfaces, they are swept or mopped)
3. Dusting once per week

The cleaning staff does not clean individual desks. This avoids any disruption or items being disposed of that should not be etc.

Dishwasher soap, Sink Soap & Paper Towels – Tenants are responsible for supplying in their suite or may request via work order (see above) and will be invoiced.

Shredding – Tenants must empty shredded material from shredder into recycle bin or trash.

## **PARKING POLICIES**

1. Parking areas shall be used only for parking by vehicles no longer than passenger size automobiles or sport utility vehicles (SUVs) ("Permitted Size Vehicles"). Vehicles other than Permitted Size Vehicles are herein referred to as "Over-sized Vehicles."

2. Tenant shall not permit any vehicles controlled by Tenant or Tenant's employees, suppliers, shippers, customers or invitees to be unloaded or parked in areas other than those designated by Landlord.

3. Users of parking areas will obey all signs and park only in the areas designated for vehicle parking during normal business hours. (See site plan and note that visitor parking is located on Exchange Street all other lots are designated for general parking.) Please note, as construction and site work is completed, some parking areas and/or lots are subject to change. Notification will be provided at that time.
4. Landlord will not be responsible for any damage to vehicles, injury to persons or loss of property, all of which are risks assumed by the party using the parking area.
5. The maintenance, washing, waxing or cleaning of vehicles is not permitted, except in any designated areas.
6. Tenant shall be responsible to ensure that all of its employees, agents and invitees comply with the applicable parking rules, regulations, laws and agreements.
7. Landlord reserves the right to modify these rules and/or adopt such other reasonable and non-discriminatory rules and regulations as it may deem necessary for the property operation of any parking areas.
8. No overnight parking is allowed; violators will be towed.

### **Parking Permits**

Parking permit distribution is handled by Facilities Management. Open surface hang tags are to be hung from rear view mirror.

Parking permits are issued upon occupancy.

## **Tenant Reserved Parking in Ramp**

Ramp parking is accessible by secured, electronic gate access only. If you would like to purchase a pass to park in the ramp you may do so by contacting our Facilities Representative at the Main Lobby Security Desk.

There are currently three options for ramp parking:

1. Premium Ramp Parking (PRP) is a number designated reserved space (open parking during non-business hours). Cost for a PRP is \$1141.88 per year, tax included.
2. Covered Ramp Parking is available on a first come, first serve basis. This fills quickly, however if there is not space available, we would be glad to place your name on our waiting list. Cost for covered ramp is currently \$54.38 per month, tax included.
3. Rooftop Ramp Parking is readily available at this time. Rooftop ramp spaces begin at the start of the third level incline and are available to any tenant that is interested in purchasing. Cost for rooftop is currently \$30.17 per month, tax included.

## **RENTAL REMITTANCE PROCEDURES**

Monthly rental payments are due on the first (1st) of every month. Larkin Development Group's accounting department will process and mail monthly rental invoices by the 25th of the previous month.

Make check payable to:

Larkin Development Group  
726 Exchange Street, Suite 825  
Buffalo, NY 14210

Any further inquiries regarding the above may be found in Tenant's Lease or contact Susan at [susans@LarkinDG.com](mailto:susans@LarkinDG.com).

## BUILDING AMENITIES

### LCo Conference Center Suite 804

The Conference Center at the Larkin at Exchange Building provides a professional atmosphere for your business needs, as well as up-to-date technology to improve any meeting and presentation. The LCo Conference Center is comprised of three separate meeting rooms, each designed to accommodate varied size groups and purposes. There is a rental fee for use of the Conference Center. Please see below for details and pricing. Tenants may reserve through the building work order system or by contacting [mkirchmyer@taurcap.com](mailto:mkirchmyer@taurcap.com)

Please contact us for assistance in pre-event planning to determine your exact room needs and to select from the wide variety of catering choices that are available for breakfast, lunch and breaks. Full audio visual equipment is also available for rent.

The Larkin Café (Sodexo Inc.), is the official food service provider for conference center. A full menu may be found on line at [www.Larkin.Catertrax.com](http://www.Larkin.Catertrax.com) or call 716-819-2880 for more information.

Our staff will provide full set up of the space to meet your needs.



## Description of Conference Rooms

**Barton Room** – A 53' x 24' room with a flexible furniture system comprised of 30 - 24" x 60" tables. The room will comfortably accommodate 60 seating places with a working table surface for each (option A) or 75 auditorium style. Room includes HDMI/VGA connectivity for presentations (no projector needed) on two 80" monitors, podium with microphone and wall mounted speakers.

**Martin Room** – A more traditional board room style meeting space with a 54" x 20' board room table, executive seating for 24, wall lined, solid birch display rail and windows. Room equipped with projection screen and white board.

**Heath Room** – Traditional size 8 to 12-person training or conference room provides an intimate atmosphere for your meeting with seating up to 12. With four to six tables set up for training or positioned as conference table, optional instructor station and projection screen for presentations, this well-appointed room provides an ideal setting for meetings of 12 or less.

**Tenant Rental Rates** (Monday – Friday) Hours 7:00a-5:00p:

**1/2 day is max 4 hours:**

**Barton Room**

\$400.00 per day (8a-5p)  
\$250.00 ½ day  
\$115.00 / hour

**Martin Room**

\$375.00 per day (8a-5p)  
\$225.00 ½ day  
\$95.00 / hour

**Heath Room**

\$290.00 per day (8am-5pm)  
\$185 1/2 day, \$70.00/hour  
\$140.00 fee for cancellation of reservation  
Tenant will be charged 50% of agreed upon rate if cancellation occurs one business day prior to reservation with a minimum cancellation fee of \$140.00.

Tenant will be billed within seven (7) days of use of Conference Center.

## FITNESS CENTER

The Fitness Center inside the Larkin at Exchange Building is available for membership and use by tenants.

Equipment includes:

Treadmills, Ellipticals, Recumbent Bike, Ergometer, Leg Press, Dumbbells 5-50 lbs, Dumbbell Rack, Incline Bench , Smith Machine, Ballet Barre, Ab Roller, Floor Mats and more!

New members must participate in an orientation. Please contact [amenities@LarkinDG.com](mailto:amenities@LarkinDG.com) – to sign up. Orientations are typically held on an “as needed” basis in the Fitness Center, Suite 510 on the 5th floor.

The orientation is conducted by a licensed, certified personal trainer. Orientation includes instruction on safe use of the equipment A membership form must be completed at the orientation along with a check for membership. Usually within one day of the orientation you will be issued your electronic access membership card.

The Fitness Center is available for use 24/7.

The cost is \$150 to join for a 6-month membership along with a one time initiation fee of \$35. The cost is \$290 to join for a one-year membership along with a one time initiation fee of \$35.



## THE CHAUTAUQUA CAFÉ

Open Monday – Friday 7:30a - 3:00p

The Larkin at Exchange building first floor is home to the Chautauqua Café, a full service, open-to-the public cafeteria. The Café offers a complete breakfast and lunch menu.

Lunch time offerings include a rotation of soups, extensive salad bar, pizzas, entrée specials, sandwiches, fresh fruit, beverages and more.

### Catering

The Chautauqua Café also offers a full service catering for events in offices, the conference rooms or in the Café.

Contact the Manager of the Chautauqua Café for any catering needs or questions: 716-819-2880 or [Larkin.Catertrax.com](http://Larkin.Catertrax.com)

For special events, their catering department will be available to coordinate décor, menu, event staffing, and special requirements. They will work with vendors to rent or purchase any special equipment needed.

The Chautauqua Café and conference rooms are for tenant use, not outside groups.

The Chautauqua Café is operated by Sodexo, Inc., an international premier food service company, committed to providing outstanding food and exceptional customer service on every level.

## **CHILD CARE FACILITY**

Larkinchildcare@gmail.com

The Sweet Home Child Care Facility is run by The Valley Community Association Child Care Center.

The fully equipped facility on the first floor, Suite 130, invites your child to learn, grow and play. The center was designed with safety and well-being of children in mind. Age appropriate outdoor playgrounds are adjacent to the space. Large windows fill the classrooms with light. Rooms have been constructed to be spacious and wide open for your child to explore with friends and develop a sense of independence.

For more information and a tour please call the Director at 716-819-2870.

## **LARK N' RIDE PROGRAM**

### **The Larkin Taxi**

The Larkin Taxi, a Platinum Silver 2005 London Executive Sedan, is a campus amenity to assist tenants with easy transportation between the central business district of Buffalo and the Larkin District.

Typically the driver is available between 8:00 am – 3:30pm. Trips are by reservation. Please call 716-553-4814 to reserve. Payment is by ticket only, purchased ahead at the main lobby security desk. Books of 10 round trip tickets may be purchased for \$30.00

The taxi departs from north side entrance of the Larkin at Exchange Building Main Lobby. Passengers make arrangements with the driver for return pick up.

The taxi is available for trips originating from the Larkin District to the Central Business District.

## Bicycle Program

Free bicycle share program for tenants. Six custom Larkin vintage style bicycles are available for tenant use during normal business hours Monday through Friday.

Additional information and to join Lark 'N Ride available at the front lobby desk or emailing [amenities@larkindg.com](mailto:amenities@larkindg.com)  
After completing simple paperwork tenants become Lark N' Ride members and may check out a bike. Locks and helmets available.



## SECURITY RECOMMENDATIONS

To obtain Building ID or replace a lost Building ID – A Maintenance Request must be placed through the Building Work Order System at [Larkindg.com/tenants](http://Larkindg.com/tenants).

Larkin at Exchange provides fully manned security, 24/7. The security stations are located at both the Main and Center Lobbies of the building and are supplemented with state of the art closed circuit television monitoring of common and parking areas. Building ID must be verified by the on-duty security guard for access beyond normal business hours. The Center Lobby is closed during non-business hours.

Security staff is available to escort employees to parking areas upon request, any time, and any day.

Please assist the management of Larkin at Exchange and report to the Security Guards any behavior deemed suspect or inappropriate.

Security : 849-0077

Property Manager: 716-346-8032

e-mail: [JohnZ@Larkindg.com](mailto:JohnZ@Larkindg.com)

## **AFTER HOUR HVAC AND LIGHTING**

- 1.) Normal Heating Ventilating and Air Conditioning (“HVAC”) and Lighting hours are specified in each Tenant’s Lease. Tenant’s requiring normal HVAC operation beyond Normal Business hours will incur a charge for same pursuant to the terms of the Lease.
- 2.) If you require after hours HAVC service please initiate a Work Order at least 72 hours in advance of the requested HVAC operating schedule edit.
  - a. Requests received less than 72 hours in advance of the required schedule edit will incur a special programming charge of \$75 to accommodate the change request on short notice.
- 3.) Problems occurring during a scheduled request should be directed to Building Security at (716) 849-0077, ext. 1
- 4.) To help expedite the process and service you better, please fill out the After Hours HVAC and Lighting Request Form (Appendix 1) for long term pre anticipated projects and holidays

### **Building Power/Generator**

The Larkin at Exchange Building and the Larkin U Building are connected to a full service back up generator. Should building power go out, the generator pick up of the building’s electrical load can take up to 60 seconds. It is advisable to check your UPS back up on any computer systems.

## BUILDING HISTORIES

Founded in 1870's, The Larkin Soap Company was one of the most innovative and successful marketing and manufacturing firms in the country, making products for the home and sold "from Factory to Family." John D. Larkin's progressive business practices have been imitated across a wide range of companies and industries.

The 600,000 square foot **Larkin at Exchange Building** (circa 1912) was once the Larkin Terminal Warehouse with trains running through the first floor of the building. Purchased in 2002 by the Larkin Development Group, it has been redeveloped into state of the art commercial office space. The 10 story building is constructed of steel and concrete with floor load capacities in excess of 225 pounds per square foot.

**The Larkin U Building** was also once part of the Larkin Soap Co. The circa 1893 Romanesque style 46,000 sf building was fully restored in 2011.

Darwin D. Martin was the executive Vice President of the Larkin Company. He was a great patron of Frank Lloyd Wright, commissioning two homes, the Darwin D. Martin House and Greycliff, both restored and open to the public. The Larkin Company commissioned Wright to design the innovative Larkin Administration Building, which was tragically demolished in 1959.

Elbert Hubbard was the Vice President of marketing for the Larkin Co. and John Larkin's brother-in-law. He left the Larkin Co. to found the Roycroft movement in East Aurora.

Alexander O. Levy, a nationally renowned artist, was the art director of the Larkin Co. for 15 years starting in 1913.

The Larkin Company made a wide variety of household items and goods beginning with soap and growing to include paint, coffee, toothpaste, china, furniture, and more. The Larkin Company was the largest mail-order company in the world in the first ½ of the 20th Century. Buffalo China was created by Mr. Larkin to produce china used for promotions/rewards for buying other Larkin Products, such as soap.

When restoration began in 2002, the original LCo signs were uncovered and restored, the LCo logo was reborn.

**The Schaefer Building** located at 740 Seneca St. is a mixed-use building designed by Buffalo architect Joseph Bradney in 1900 to be used as Henry Schaefer's grocery store.

**Larkin Square** opened in 2012 as a creative, whimsical public gathering space. Home to the Filling Station Restaurant, a 1930s Larkin Company former gas station and now a lunch and private events restaurant.

**716 Swan Street**, a circa 1890's building was once the Hydraulic Hotel and the Swan Lounge. Today it is fully restored into a mixed-use building with the Hydraulic Hearth Restaurant & Brewery on the first floor. Residential is on the second floor.

## **The Root Building**

Buffalo architects Esenwein and Johnson designed the 100,000 sf building in 1912. The 70 West Chippewa St. building was restored by LDG in 1999. It is home to the Emerson School of Hospitality, a unique Buffalo public high school combining academics and culinary arts. The ground floor cafeteria style restaurant is operated by the school and open to the public during the school year for breakfast and lunch.

# Neighborhood Resources

## Restaurants

### In the Larkin at Exchange Building, 726 Exchange St.:

**Chautauqua Cafe**, first floor, Breakfast and lunch, 7:30am - 3pm

Menu and Catering: [Larkin.Catertrax.com](http://Larkin.Catertrax.com)

**Tim Horton's Coffee Kiosk**, first floor. Open weekdays, 6:30 am -4:30 pm

**The Larkin Convenience Store** First floor, weekdays 7am - 7pm 716-819-2880

### Larkin Square/Larkinville

#### **The Filling Station in Larkin Square**

Lunch, Monday - Friday 11am - 3pm 716-362-2665

Reservations and menu: [LarkinSquare.com](http://LarkinSquare.com) Private events/corporate happy hours available.

#### **Larkin Square**, 745 Seneca St.

Seasonal events including Food Truck Tuesdays, May-October, 5-8 pm. Live at Larkin Wednesday concerts, late June - late September, 5-8pm. Larkin Square Author Series, Lunchtime Live at Larkin. Check [LarkinSquare.com](http://LarkinSquare.com) for listings.

**Hydraulic Hearth Restaurant & Brewery**, seasonal beer garden with shuffleboard. Across the street from Larkin Square at 716 Swan Street. Brick oven pizzas, small plates, Community Beer Works Brewery

Kitchen open Tuesdays - Saturdays 4:00pm - 10pm

Reservations: (OpenTable) [HydraulicHearth.com](http://HydraulicHearth.com)

716-248-2216 Harry Zemsky, proprietor, [hzemsky@gmail.com](mailto:hzemsky@gmail.com)

# Neighborhood Favorites

**Underground Coffee House & Roastery** 580 South Park

**DiTondo's Tavern** 370 Seneca St 716-855-8838

**Gene McCarthy's** Irish Pub & Brewery 73 Hamburg St.  
716-855-8948

**The Lunch Box**, 500 Seneca St. 716-832-0475

**Marinaro's Larkin Tavern** 131 VanRensselaer St.  
716-645-5400

**Carbone's Pizza & Sub's** 568 South Park 716-855-1749

**Parker's** (English pork pie and fish and chips)  
1216 South Park Ave. 716-823-3772

**Mazurek's Bakery** 543 South Park 716-853-7833

**Flying Bison Brewery** 840 Seneca St. 716-873-1557

**BFLO Distilling Co** 860 Seneca St

**TommyRotter Distillery** 500 Seneca St.

## **Groceries and Gas:**

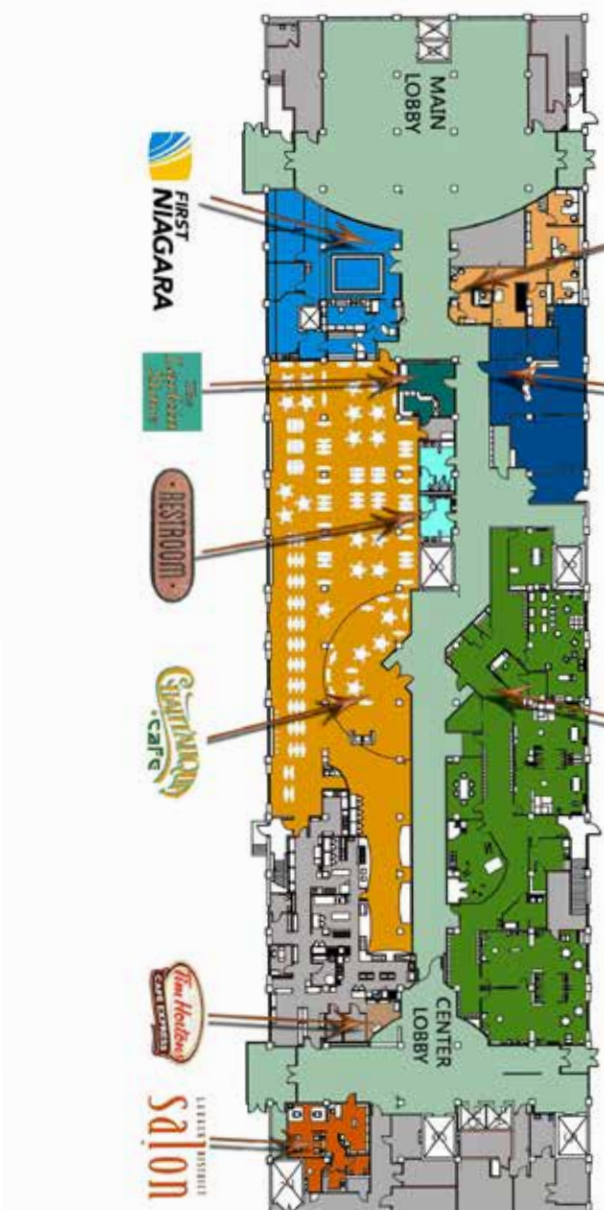
Top's Friendly Markets 1460 South Park Ave. Corner of  
South Park and Bailey 716-515-2050

**BikeShop** at the Hub 145 Swan St.

## **Pet Care and Doggy Day Care:**

Animal Outfitter's, 500 Seneca St. (716) 436-4553

# First Floor of Larkin at Exchange Building 726 Exchange St. Buffalo NY



# Larkin District Parking



# Notes

# Notes

# **Larkin Development Group**

726 Exchange St., Suite 825  
Buffalo NY 14210  
716-362-2662

LarkinDG.com  
Tenants.LarkinDG.com