

# NYC Condo Information Sheet

- The 1<sup>st</sup> shift doorman's name is Robert and the second is Chris. The third guy can be someone else. Their cell number downstairs is + [REDACTED]. The desk line is + [REDACTED]. It's always good to give them your number in case you need to let someone up. They are only there 1<sup>st</sup> and 2<sup>nd</sup> shift. There is a digital doorman for the 3<sup>rd</sup> shift but it goes to my cell.
- The wireless network is "[REDACTED]" and the code is [REDACTED].
- You can buzz yourself into the main front door by pressing \* [REDACTED].
- There is a key lock box under the doorman's desk if you arrive while he is not in. Call Ramona or me for the code. Ramona's Cell: + [REDACTED]. ***Put the key back*** in the key box after you push the button and turn the elevator lock back to off.
- **ALWAYS** turn the key to the elevator off after you press the button. If it is turned on anyone can come up to the apartment at any time. There are 2 small gold keys in the pantry that work the elevator. You only need one but there is an extra for anyone else with you. **PUT THEM BACK BEFORE YOU LEAVE!!!**
- Before leaving always make sure the deadbolt on the roof and the fire well doors are locked.
- Use the guest bedroom unless you have spoken to me otherwise. I may come to the city last minute and like my bed to be empty. Leave the corner turned down of any bed used when you leave town so the maid knows to clean it. If she isn't already scheduled to come & requires an additional trip I may have you leave her money or send it to Ramona.
- I know the guest room isn't big but please be careful with your luggage against the walls. If you lean the top of the bag against the wall it will leave marks on the white walls.
- Please replace any food, drinks or wine consumed. I don't mind you using anything until you have time to go to the store but I do not like coming home to an empty fridge, wine bar or pantry. I travel a lot and shopping is a pain. It's also not about the money so don't leave any money just replace whatever was consumed.
- When using the big remotes make sure you have the correct room selected. Don't turn the speakers up to loud. Sometimes the remotes take a second, so be patient. If you have turned the volume to 40% and you still don't hear anything there is something wrong. You may have the wrong room selected or there is a glitch in the remote. **DON'T KEEP TURNING IT UP** or you will blow the speakers when it does come on.

- You can also use the white iPad in the kitchen. There is a purple Crestron app that is a copy of the big remotes. If it has lost connection just tap to highlight NYC Apartment in blue then press connect in the bottom left corner. **Sometimes there is a lag in the signal so be patient, especially with the volume!** There are also NYC related apps on the device. Feel free to use them to the best of your judgment but don't make changes to anything, including user accounts, deleting apps, etc.
- Please keep the window shelves clear. If something is on them when the shades go down it could knock them off the tracks. This will require someone to come reset the them. Which I will not be paying for.
- **KEEP THE VOLUME DOWN ON THE ROOF**, especially at night. Sound travels much farther than you think outside and I have a few neighbors that will call the cops.
- Do not step on hot tub cover it will break.
- READ the awning instructions carefully, you have to manually stop it while going out or it will keep unrolling until broken. You cannot roll them in and/or out within a 20-30 minute waiting period or the motors will burn up! They have to be rolled in during high winds or rain. If you don't understand this, don't use them.
- Put the couch pillows and orange lounge chair cushions back in the stairwell before you leave or if it is going to rain but not after they are wet, wait until they dry.
- Feel free to use the hot tub but turn it back down to 80 before leaving. Have all the fun you want but please use good judgment on your activity and what's left behind.
- **Take your shoes off while in the condo!** There is a shoe race by the elevator.
- **NO SMOKING!!!**
- When you leave, clean the food that will go bad out of the refrigerator and take out the trash. The garbage and recyclables go down to the basement or to the doorman. Don't use the garbage shoot, as it is temporarily out of order.
- **I "LOVE" having guest at my condo!!! I want you to feel comfortable** but please take care of it as if it were mine. I don't know how you take care of your stuff but I'm OCD. I understand that accidents happen. Just be respectful and use common sense!
- And above all PLEASE don't forget to sign my guest book!!! It's beside the Red Bull fridge in the kitchen. Like I said...I love having guest!!!

Thank you & Enjoy!  
Brian