

**CENTRE SQUARE  
1500 MARKET STREET**



**2021 BUILDING  
MAINTENANCE SCHEDULE**

## FREIGHT MAINTENANCE SCHEDULE – 2021

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### **Freight Maintenance Schedule**

On the listed maintenance schedule dates, the freight elevators will be out of service first Saturday of every month.

<b>Freight #1 and Freight #4</b>
Saturday, January 2, 2021
Saturday, February 6, 2021
Saturday, March 6, 2021
Saturday, April 3, 2021
Saturday, May 1, 2021
Saturday, June 5, 2021
Saturday, July 10, 2021
Saturday, August 7, 2021
Saturday, September 4, 2021
Saturday, October 2, 2021
Saturday, November 6, 2021
Saturday, December 4, 2021

## ESCALATOR MONTHLY MAINTENANCE SCHEDULE – 2021

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**Escalator Monthly Maintenance** performed @ 6:00 am until 10:00 am.  
This maintenance will be performed on the 2<sup>nd</sup> Tuesday each month:

Tuesday, January 12, 2021	6:00 am – 10:00 am
Tuesday, February 9, 2021	6:00 am – 10:00 am
Tuesday, March 9, 2021	6:00 am – 10:00 am
Tuesday, April 13, 2021	6:00 am – 10:00 am
Tuesday, May 11, 2021	6:00 am – 10:00 am
Tuesday, June 8, 2021	6:00 am – 10:00 am
Tuesday, July 13, 2021	6:00 am – 10:00 am
Tuesday, August 10, 2021	6:00 am – 10:00 am
Tuesday, September 14, 2021	6:00 am – 10:00 am
Tuesday, October 12, 2021	6:00 am – 10:00 am
Tuesday, November 9, 2021	6:00 am – 10:00 am
Tuesday, December 14, 2021	6:00 am – 10:00 am

# CENTRE SQUARE COOLING TOWER SHUTDOWN – 2021

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## Supplemental HVAC

### East Cooling Tower Shut Down

This cooling tower has no impact on base building HVAC. The cooling tower will be drained at 7:00 a.m. on Saturday. It is recommended that you contact your service contractor to “power down” (turn off) your air-conditioning units and pumps prior to 6:00 a.m. Saturday. Your contractor can “power up” or turn on your air-conditioning units and pumps after 3:00 p.m. on Saturday. It is recommended that you instruct your service contractor to clean all strainers that are part of your air-conditioning equipment. Contractors or their designee should be in your area when the system is refilled. *A letter of notification will be distributed three weeks before & the week of the scheduled date.*

### East Cooling Tower Shut Down Maintenance

1<sup>st</sup> Cleaning: Saturday, March 6, 2021

2<sup>nd</sup> Cleaning: Saturday, September 11, 2021

**NOTE: THESE DATES MAY CHANGE DUE TO WEATHER CONDITIONS.**

## **HIGH VOLTAGE ELECTRICAL SHUTDOWN – 2021**

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### **13,200 High Voltage Sub Station PMs**

West Tower Electrical Shut Down will be occurring on September 25, 2021.

*2022 will not have any maintenance; every three-year maintenance will resume in 2023.*

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## WINDOW CLEANING SCHEDULE - 2021

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Description	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Interior Tenant Spaces UM/LM & Atrium Office West Tower							X					
Interior Tenant Spaces UM/LM East Tower							X					
Exterior West Tower							X					
Exterior East Tower							X					
Interior Entrances	X			X			X			X		
Exterior Entrances	X	X	X	X	X	X	X	X	X	X	X	X
Exterior 16 <sup>th</sup> Street Retail & Sloped Glass	X	X	X	X	X	X	X	X	X	X	X	X
Exterior LM including Fedex space				X						X		
Exterior Banks East & West Towers	X	X	X	X	X	X	X	X	X	X	X	X
Handrail Glass (both surfaces)				X						X		
Exterior Lobby Retail (including Control & Reception Centers)				X						X		
Atrium Windows (Courtyard side)				X						X		
Interior Skylight Atrium								X				
Boom Lift Rental to Clean Interior Skylight Atrium								X				
Exterior Skylight Atrium				X					X			
Light Tower				X								

\*Exterior East & West Tower Cleaning in July (Weather Permitting)

**SIEMENS BUILDING TECHNOLOGIES PM INSPECTIONS 2021**  
**Tenant Floor Preventative Maintenance Inspections**  
**WEST TOWER**

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January	5	-----	23 <sup>rd</sup> & 24 <sup>th</sup> Floors
January	7	-----	25 <sup>th</sup> & 27 <sup>th</sup> Floors
January	12	-----	27 <sup>th</sup> & 30 <sup>th</sup> Floors
February	2	-----	30 <sup>th</sup> & 32 <sup>nd</sup> Floors
February	4	-----	33 <sup>rd</sup> & 34 <sup>th</sup> Floors
February	9	-----	35 <sup>th</sup> & 36 <sup>th</sup> Floors
March	2	-----	37 <sup>th</sup> & 38 <sup>th</sup> Floors
March	4	-----	39 <sup>th</sup> & 40 <sup>th</sup> Floor
March	9	-----	39 <sup>th</sup> Floor
April	1	-----	31 <sup>st</sup> & 41 <sup>st</sup> Floors
April	6	-----	8 <sup>th</sup> & 19 <sup>th</sup> Floors
April	8	-----	9 <sup>th</sup> & 10 <sup>th</sup> Floors
May	4	-----	11 <sup>th</sup> & 12 <sup>th</sup> Floors
May	6	-----	14 <sup>th</sup> & 15 <sup>th</sup> Floors
May	11	-----	16 <sup>th</sup> & 17 <sup>th</sup> Floors
June	1	-----	18 <sup>th</sup> & 19 <sup>th</sup> Floors
June	3	-----	20 <sup>th</sup> Floor

**SIEMENS BUILDING TECHNOLOGIES PM INSPECTIONS 2021**  
**Tenant Floor Preventative Maintenance Inspections**  
**EAST TOWER**

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June	3	-----	Lower Mezzanine
June	8	-----	10 <sup>th</sup> & 11 <sup>th</sup> Floors
July	1	-----	12 <sup>th</sup> & 14 <sup>th</sup> Floors
July	6	-----	15 <sup>th</sup> & 16 <sup>th</sup> Floors
July	8	-----	17 <sup>th</sup> & 18 <sup>th</sup> Floors
August	3	-----	19 <sup>th</sup> & 20 <sup>th</sup> Floors
August	5	-----	21 <sup>st</sup> & 22 <sup>nd</sup> Floors
August	10	-----	8 <sup>th</sup> & 9 <sup>th</sup> Floors
September	2	-----	25 <sup>th</sup> & 26 <sup>th</sup> Floors
September	7	-----	27 <sup>th</sup> & 28 <sup>th</sup> Floors
September	9	-----	29 <sup>th</sup> & 30 <sup>th</sup> Floors
October	5	-----	31 <sup>st</sup> & 32 <sup>nd</sup> Floors
October	7	-----	33 <sup>rd</sup> Floor
October	12	-----	34 <sup>th</sup> Floor
November	2	-----	35 <sup>th</sup> Floor
November	4	-----	36 <sup>th</sup> Floor



# CENTRE SQUARE FIRE DRILL – 2021

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## Centre Square Fire Drills

The Philadelphia Fire Department requires (6) fire drills per year (2 per shift: 7 to 3, 3 to 11, and 11 to 7). Notices will be placed in the lobby the day the tests are scheduled. *A letter of notification will be distributed 5 days prior to scheduled date.*

April 7, 2021, Wednesday.....10:00 am, 9:00pm, 2:00am

October 6, 2021, Wednesday .....10:00 am, 9:00pm, 2:00am

**CENTRE SQUARE  
SHELTER-IN-PLACE**

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**NOVEMBER 10, 2021.....10:00am**

**CENTRE SQUARE**  
**ANNUAL FIRE EXTINGUISHER**  
**TESTING & CERTIFICATION**

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**Base Building Only**

**JULY 2021**

- ❖ **Extinguishers located within the tenant's space are the responsibility of the tenant. Tenant to provide Management Office with copy of certification as required by City of Philadelphia.**

**CENTRE SQUARE**  
**ANNUAL SPRINKLER INSPECTION**

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**Base Building Systems Only**

**SEPTEMBER 2021 - Annual**

- ❖ **The tenant should have their systems tested in accordance with all applicable building and life safety codes.**

**CENTRE SQUARE**  
**FIRE ALARM TESTING**

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**JANUARY through MARCH, 2021**

**Starting at 6:00 PM – 10:00 PM**

- ❖ **Access to Tenant space is required**
- ❖ **Notification will be provided in advance**
- ❖ **Dates subject to change due to unexpected delays**

**CENTRE SQUARE**  
**FIRE SYSTEM TRAINING**

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Saturday, January 23, 2021	7:00 am-10:00am
Saturday, March 27, 2021	7:00 am-10:00am
Saturday, May 22, 2021	7:00 am-10:00am
Saturday, July 24, 2021	7:00 am-10:00am
Saturday, September 25, 2021	7:00 am-10:00am
Saturday, November 20, 2021	7:00 am-10:00am

**CENTRE SQUARE**  
**ANNUAL SAFETY WARDEN TRAINING**

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Wednesday, September 22, 2021

9:00am to 11:00am