



You Asked, We Listened

Over the past few months we've been listening to your feedback, and we recently implemented some changes to better suit the needs of our employees.

- **Numbered staircases:** Since an increasing number of people use the communicating stairs to travel between floors, we have added the floor number on the inside railing on each staircase—now when walking between floors you can easily know your location.
- **Elevator displays:** The elevator displays now indicate the floor on which the elevator is stopping, along with the floors to which the elevator is going. The current floor is the number on the right of the display. This is just one of the ways we continue to fine-tune the elevator operations.

We appreciate your feedback and we continue working to make sure this building meets our needs.

We Recycle

Many have asked about the recycling program in our new building, which is different from our program at 43rd Street. The new process is fairly simple: all food trash should be placed in designated food waste cans (located in pantry and mailroom areas) and all other office trash goes in normal office bins.

Our off-site waste management company sorts through the office waste bins and separates recyclable items from the regular office trash. Any food waste placed in the office trash bins will contaminate the other trash, which then cannot be recycled (hence the food waste bins). Please support recycling by using the appropriate designated trash receptacles. If your area needs more trash and/or food waste bins, please call Building Operations at x4444.

Bike Racks are Here!

In keeping with the environmentally friendly design of our building, Building Operations has completed the installation of a bike storage area. Designed with enough spots for 20 bikes (shared between the Times Company and Forest City Ratner tenants), the racks are located in the 41st Street loading dock.

To learn more about reserving a spot for your bike, please contact x4444.

Name Plate Holders for Copy Desk

New name plate holders have been designed specifically for the copy desks; when copy editors move desks, the nameplate can easily move to the new workstation.



Arriving in January, these new holders fit into the top rail of the copy desk panel and are easily adjustable to accommodate space and individual style.

A Note About Mail Services

Mail delivery and pick-up times are now posted in the mailrooms.

With the holiday season upon us, we ask that you not use the mail system for your own personal mail. The increased volume slows down delivery and we cannot be responsible for personal mail items that may not reach you.

Posting Memos and Flyers

We are no longer posting signage in the lobby. Have an upcoming meeting or event to announce? The pantries on each floor have been outfitted with boards where you may post your messages. Additionally the glass cases on 14 are available for posting announcements and flyers. You can read the policy [here](#).

Reminder about Film Crews

Please remember that any photographers or camera crews entering the building must be cleared by Corporate Communications (x4317 or e-mail [Carolina Valencia](#) or [Edward Bohan](#)) at least 24 hours before the photographer's/camera crew's arrival). Staff from Corporate Communications will help coordinate the logistics of the shoot, notify security, and escort the crew in and out of the building.

Building Operations Hotline

As a reminder, Building Operations recently launched ext. 4444, a help line dedicated to building issues.

The line is staffed from Monday to Friday 8 a.m. to 5 p.m. After-hours, calls to ext. 4444 will be redirected to lobby security. Security guards will log the calls and alert the engineers on duty that something needs to be addressed. For building emergencies, please call Security at x7106.

Employee Discount with Luceplan!

Luceplan, the supplier of our beautiful desk lamps has offered a 25% discount for employees who want to buy any fixture from the Luceplan line for personal use.

The discount is available until the end of December 2007; to receive the discount, go to their SoHo store at 49 Greene Street (between Grand and Broome) and show your Times ID to the showroom manager, Silvia.

<http://ournewbuilding.nytimes.com>