



*The Ritz Tower*

*Directory  
of  
Services*



# *The Ritz Tower*

*The Ritz Tower offers the privacy and security of a truly luxury residence. It is operated on a cooperative basis with the overall operating costs shared by all tenant-owners.*

*The enclosed information reviews various services included in the general maintenance and also the many optional special services available for an additional charge.*

*Board of Directors*

# ***SERVICES AVAILABLE***

## ***Housekeeping, Valet & Laundry***

- *Residential Housekeepers are available, on request, at \$40 per hour (Kleenex, toilet tissue and soap included). Linens are also available at a nominal charge. Look-in-service is available when you are away.*
- *General Cleaning can be arranged at a charge of \$43 per hour/per person for residential housekeepers and housemen. Window washing and chandelier & mirror cleaning are charged separately at \$52 per hour.*
- *Kleenex, toilet tissue and soap is available through the Housekeeping Department for a nominal charge for residents not using our housekeeping service.*
- *Engineering*
- *All light bulbs are charged at cost.*
- *Where private work such as minor carpentry, plumbing or electrical work for a tenant-owner is performed by any member of the maintenance crew of the Ritz Tower, the charge for such service is at the rate of \$60 per hour/per man, or a fraction thereof, plus cost of materials. If the work should require a licensed plumber or electrician, the Manager will be glad to recommend outside contractors.*

## ***Air Conditioning***

- *The annual charge is \$450 per unit, plus tax, payable in June of each year and covers electric current consumption only. It does not cover the cost of installation, cleaning, or maintenance of the unit. (A unit is defined as supplying one ton of air-conditioning or less)*

## ***FOR ASSISTANCE***

<i>Front Desk</i>	<i>Dial 104</i>
<i>Bell Captain</i>	<i>Dial 103</i>
<i>Package Room/Valet/Laundry</i>	<i>Dial 124</i>
<i>Housekeeping Department</i>	<i>Dial 120</i>
<i>Room Service</i>	<i>Dial 123</i>
<i>Engineering</i>	<i>Dial 125</i>
<i>Accounting Office</i>	<i>Dial 632</i>
<i>Executive Offices</i>	<i>Dial 110</i>

## ***Room Service offered by our Chef de Cuisine for Lunch and Dinner***

- *Our continental Room Service menu offers a great variety to choose from, enhanced by our freshly prepared daily specials that are cooked to order. If you need assistance with your diet planning, please contact our Chef.*
- *In the event you are planning a private party, our elegant Ritz Room on the 5th floor might be just the right place to enjoy that special occasion.*

## ***Telephone/FAX Service***

- *Every apartment is equipped with a house phone. There is no charge for incoming calls and messages. If you wish to restrict your house phone, please contact the Executive Office.*
- *FAX service is available at the Front Desk. The charges are:  
Outgoing domestic: \$3 for the first page and \$1 for each additional page.  
International: \$10 for the first page and \$4 each additional page. Incoming FAX's are sent up to your apartment immediately upon receipt.*

## ***Other Services***

- *Safety deposit boxes are available from the Front Desk for \$50 per month. The Ritz Tower's liability/responsibility is limited to \$500.*
- *State-of-the-art Fitness Center and Conference Room on the 5th Floor.*
- *A Notary Public is available Monday through Thursday from 9:00 AM to 2:00 PM.*

## ***GENERAL INFORMATION***

- *The Concierge at the Front Desk will be more than happy to assist you with theatre tickets, restaurant information and reservations, transportation, flowers, pharmacy, etc.*
- *Valet and laundry service is available by calling the Package Room.*
- *A Laundry Room is located in the basement for your convenience.*
- *Residents anticipating delivery of C.O.D. parcels must authorize the front desk to make payment, up to a maximum of \$100.*
- *Residents should make arrangements with the Package Room for any items to be picked up.*
- *Check cashing subject to approval of Controller or Executive Office is available at the Front Desk, up to \$100 per resident per day.*
- *The Ritz Tower cannot assume responsibility for packages or articles left with the Front Desk, Bell Captain, Package Room or Baggage Room for any resident.*
- *The Ritz Tower cannot permit any outsider to enter an unoccupied apartment unless previous authorization has been given by the resident to the Front Desk.*
- *Newspaper delivery is available from the Bell Captain.*
- *Maintenance bills are mailed on the first business day of each month along with any miscellaneous charges incurred. These bills are sent to your apartment at The Ritz Tower unless we are notified otherwise.*
- *Residents are reminded to always use their key to double lock the entrance door to their apartment when leaving the building. Entrance doors should never be left ajar.*
- *Residents and their guests, when skating or bicycling, are requested to use the 57th Street entrance.*
- *The Ritz Tower has an interior and exterior fire alarm system for your protection, and sprinklers located throughout the building.*
- *The Housekeeping Department is open from 9:00 AM to 4:00 PM.*
- *The Engineering Department is manned 24 hours a day.*

*The Ritz Tower is a licensed real estate broker and can assist you with the sale or rental of your apartment.*