

## **Contractor Rules and Regulations**

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These guidelines have been developed by Building Management of 111 South Wacker Drive to provide information regarding procedures in the Building. The purpose being to facilitate the completion of projects in a timely and safe manner.

Cooperation is essential and although not all possible situations can be foreseen, these guidelines deal with general areas of concern. Should any issue, not dealt with herein arise, contact Building Management.

It is expected that the contractor will abide by all legal City codes, OSHA, NFPA, and EPA guidelines. Security for the construction area during construction work is the responsibility of the Tenant's Contractor(s). This extends to possessions as well as the securing of the area upon completion of the work period.

Landlord expects a contractor working in the Building to realize that he and his employees are invited guests and will be expected to exercise good judgment and courtesy at all times. Furthermore, be aware that many other businesses are operating within the Building simultaneously and Building Management is committed to providing them with a quiet, clean, and safe environment.

Landlord reserves the right to halt or delay any work in the Building if Landlord determines that the work interferes with its Tenants' ability to reasonably conduct their business. Any and all work including but not limited to concrete coring or sawing, hammering, drilling, shooting of ceiling hangers, cutting of pipes along the columns or within the concrete slab that results in noise affecting areas in the Building other than the floor under construction shall be done after regular business hours or on weekends, with the prior written permission of the Landlord's Representative.

When after-hours work is required, Building Management must be notified no later 48 hours before the work is scheduled to start. Also, arrangements must be made at this time for use of the, freight elevator or rubbish removal service.

Prior to the start of work, the Tenant's General Contractor must submit the permit, any required bonds, insurance certificates, and the names and addresses of all subcontractors, together with the name and telephone number of a contact person for each subcontractor to Building Management. Also, the General Contractor must introduce the job superintendent to Building Management.

For a complete list of building contractors please contact the Office of the Building at (312) 252-6300 or [111southwacker@am.jll.com](mailto:111southwacker@am.jll.com).

### Site and Building Access

- Site access and deliveries for tenant improvement work is restricted to Lower Wacker Drive. All construction personnel use Messenger Center Entrance from Monroe Street during normal construction hours. After hours and weekends at Landlord direction. If exiting from 111 Parking Garage, exit at Lobby level and take south stair to dock level P1. No access from any passenger elevators to tenant construction floors.
- No access to site from Lobby level.

- No parking is available anywhere at any time on the project site with the exception of Public Parking Garage at 111 South Wacker.
- Tenant Contractor offices on Tenant level only, subject to Owner's permission.
- No trailers/temporary offices on ground level or Lower Wacker.
- Identification stickers will be issued for hard hats or by tenant improvement contractor.
- Access is limited to P1 (loading dock) level and floors that you are working on. No access to main lobby, plaza, core and shell spaces, or other tenant improvement contractors' floors.
- Tenant Contractor responsible for daily cleaning of those stairwells contiguous to Tenant spaces.

#### Work Area Acceptance

The following must be completed and on file prior to start of tenant improvement work on any floor:

- Telephone directory of tenant improvement contractor and subcontractor personnel submitted to Landlord's Construction Manager.
- Insurance certificates submitted and approved per Property Management Team.
- Tenant improvement contractors are responsible to verify the adequacy of base building for intended use and purpose – e.g. floor loading limitations, power, etc., and are responsible for any system upgrades/modifications and bringing the base building work back to finished condition.
- Tenant improvement contractors are responsible for any damage to the base building resulting from their work, or impacts to base building systems resulting from improper design coordination, or due to the impact of their modifications/upgrades to the base building systems.
- Finish floor is top of concrete in elevator lobbies. All layouts from that point are the responsibility of the tenant improvement contractors.
- No Smoking is allowed anywhere within the building.

#### Permits

- Each subcontractor must obtain and pay for his own tenant improvement permits.
- Tenant improvement contractor is responsible for any damage to base building resulting from work completed without proper permits.
- Permit must be posted at the construction site and a copy submitted to Landlord's Operations Manager.

#### Working Hours

- Regular working hours are from Monday through Friday 8:00 A.M. to 6:00 P.M. These hours are observed as quiet hours at 111SW. During this time frame please take reasonable measures to avoid noise that could affect tenant day-to-day work.
- If you are working on Saturdays or Sundays, or after hours, you will be charged the cost of labor foreman, assistant or dock supervision as required for access/hoisting/housekeeping supervision. This cost will be forward to Landlord for reimbursement from Tenant.

#### Man/Material Hoist

- Straight time hoist limited to labor/ and small tools only.

- Tenant improvement contractor hoist access is from P1 only. No access allowed from lobby/plaza level.
- Hoisting must be scheduled a minimum of 48 hours, first come first served basis in advance with Building Management/Security.
- NOTE: Restrictions for Lower Wacker Drive truck clearance is 12'-6". Trailer length restriction is 40'. A 48' maximum trailer length may be accommodated during off hours only.
  - For more information regarding the dock and the freight, please contact the Office of the Building at (312) 252-6300 or [111southwacker@am.jll.com](mailto:111southwacker@am.jll.com).
- No street deliveries or deliveries through Lobby.

#### Clean-Up

- Each tenant improvement contractor is responsible for own clean up, from point of origin to off-site.
- Clean up your own trash.
- Keep your work area broom clean at all times.
- Building restrooms are **not** areas to clean materials. Please contact Landlord to provide access to the nearest slop sink to the construction area.
- Tenant improvement work debris for deposit unto into Tenant GC dumpster unless further directed by Landlord. No dumpster can be placed at lower Wacker without permission from Landlord.

#### Temporary Utilities and Services

- Provide own temporary water, unless use of hose bibs are approved by Landlord. Tenant improvement contractors responsible for flooding/water damage resulting from their negligence.
- Permanent power is available in the Premises. Tenant to arrange electrical usage directly with the utility company. Any cost to Tenant for electrical current shall be equal to the actual charges of the utility companies based on meter reading where available.
- Excess facility charges and consumption charges for power/tenant occupancy are by tenant improvement contractors or as negotiated between tenant improvement contractors and the Owner.
- All MEP/FP shutdowns/coordination to be coordinated with Building Management.

#### Protection and Safety

- Tenant improvement contractors are responsible for all temporary protection for their own work.
- Temporary provisions required to start work on floors prior to the full scheduled completion of base building work; temporary exterior enclosure, temporary roofing/waterstops, etc.
- Tenant improvement contractors are responsible for code-mandated temporary provisions as required for tenant early/phased occupancy, including temporary partitions/fire separation/egress.
- Tenant improvement contractors are responsible for their own temporary fire protection.

#### General

- All floor cores require Landlord approval prior to coring. Present coring plan to Tenant Operations Manager and Chief Engineer for review and approval. Scanning rather than x-ray is the preferred method of use.

- Tenant to use Building Contractor for all tie-in to Fire and Life Safety systems. Building Management must be notified 24-48 hours in advance of any work connecting to the building's Fire and Life Safety systems.
- Tenant HVAC contractor must install temporary damper to control air flow from base building medium pressure loop to tenants supply ductwork. HVAC contractor will isolate tenants ductwork at the end of each work day from base building air supply. HVAC contractor will remove temporary damper upon demonstration that tenants FPB's are controlling air flow to tenants space.
- Contractor to use Chicago Locksmith for all cylinder pinning. Coordinate with Building Operations Manager.
- Landlord will assign tenant route within Voice Data closet for tenant's net pop location. Please coordinate with Building Operations Manager when you are ready for route detail and cell assignment. Building contractor must be used for install.
- Landlord Security vendor is Phoenix. Base building utilizes an HID 26 bit wiegand proximity card.
- Landlord provided, Tenant installed mini blinds are Hunter Douglas CL82 – Brushed Aluminum 065- 1"

#### Painting Protocol

- Use only low or no VOC paints. Exceptions must be reviewed with Landlord prior to use.
- Architectural paints must not exceed the VOC and chemical component limits established in the Green Seal Standard GS-11. At least 50% of all paint purchases for facility alterations and additions must meet these criteria.
- All painting must be completed during the building unoccupied hours. Exceptions may be granted upon request.
- Lids must be kept on paint containers when not in use.
- Materials must be disposed of and stored properly.

#### Disruptive Activities

- Contractors are prohibited from using any products with contain VOC's that would be hazardous to any other tenant in the building.
- The building strictly prohibits use of adhesives, solvents, lacquers, paints, thinners that contain VOC's. Exception must be reviewed with Landlord prior to use, and if approved must be after hours with the appropriate ventilation.
- Any smoke, noise or odor producing activities should take place after hours with prior consent of 111 South Wacker Building Management.
- Building Quiet hours are from 8:00AM – 6:00PM. Please ensure that any loud work is scheduled during off hours as tenants have a right to Quiet Enjoyment.

#### Insurance Requirements

- All contractors and sub-contractors are to have a Certificate of Insurance on file with the landlord prior to any work being started. Please see the link on the main page to the Building's insurance requirements.
- Please be aware that the Building as four (4) additional insured that are required:
  - 111 South Wacker, LLC (owner)
  - Jones Lang LaSalle Americas (Illinois), L.P. (property manager)
  - Union Investment Real Estate, GmbH (owner)

- Metzler Realty Advisors, Inc. (asset manager)
- Please be sure that COI's that are sent to the Landlord have the appropriate Certificate Holder for the Landlord's copy:
  - Jones Lang LaSalle Americas (Illinois), L.P.  
111 South Wacker Drive  
Suite 2950  
Chicago IL 60606  
Attn: Property Manager - Insurance



- Do you hold craft "Toolbox" Safety Meetings?  YES  NO  
 – If yes, how frequently are they usually conducted?
- If yes, how frequently are they usually conducted?  YES  NO  
 – If yes, who (by title) conducts them?  
 – How often are they usually conducted ?
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- Do you have an individual assigned safety responsibility in your organization?  YES  NO  
 – If yes, what proportion of their time is devoted to Safety Activities? %
- Do you require a pre-employment physical?  YES  NO  
 – If yes, does it include:
- A) Drug Screening  YES  NO C) Audiometric Testing  YES  NO  
 B) Pulmonary Function  YES  NO
- Do your employees work on projects where respiratory protection is required?  YES  NO  
 – If yes, does it include:
- A) Fit Testing  YES  NO C) Medical Evaluations  YES  NO  
 B) Pulmonary Function  YES  NO
- Have you read and do you understand the Client/JLL Contractor Safety Policy?  YES  NO

Signed – Contractor Company Officer			
Title		Date:	