



Welcome to
111 South Wacker



Move-In Checklist

<input type="checkbox"/>	Certificate of Insurance	Tenant's Certificate of Insurance, please refer to lease for specific amounts.	As soon as possible
<input type="checkbox"/>	Certificate of Insurance	Of moving company	As soon as possible
<input type="checkbox"/>	Move In: Freight time scheduled	Monday – Friday: 6pm – 6am or Weekend (Scheduled through the Office of the Building)	
<input type="checkbox"/>	Tenant Emergency Contacts	This form is for Security purposes. In the event of an emergency we will need a list of contacts.	
<input type="checkbox"/>	Security Access Cards	Please provide a list of all employees (first and last name) that will be working at 111 South Wacker. We will make sure we have badges ready prior to move in.	
<input type="checkbox"/>	Work Order Access	The employees named on this sheet will be given access to put in work orders for the tenant. This is the primary means of communication between the tenant and Building Engineers, Day/Night Porters and Security (outside of emergencies).	
<input type="checkbox"/>	Daily Contact Person Form	In other words the "Tenant Contact" or "Facility Contact". This form is to name the daily contact person that the Office of the Building is to contact with any questions.	
<input type="checkbox"/>	Recycling Container Form	This form is for the Building to know how many and which type of recycle containers to provide for the tenant.	
<input type="checkbox"/>	Building Directory Form	This form assures that the tenants name appears the proper way in the building directory that is located by the main lobby security desk. There is an option to not be named in the directory.	
<input type="checkbox"/>	CloudGate Visitor Form	The employees named on this sheet will be given access to register visitors in the visitor management security system.	
<input type="checkbox"/>	Life Safety Team	The Director of Security will reach out separately to the tenant contact to explain and train the tenant on emergency procedures in the building.	



EMERGENCY CONTACTS

COMPANY NAME: _____
DATE: _____

In the event of an emergency, the building utilizes a public address system to notify all occupants of pertinent information. In addition, the building utilizes electronic notification (email/text/phone) to provide similar information. Please specify who we should contact with these electronics alerts.

EMPLOYEE NAME	CELL PHONE NUMBER	EMAIL ADDRESS

Please return the completed form to The Office of the Building in Suite 1125 as soon as possible.



WORK ORDER ACCESS

COMPANY NAME: _____

DATE: _____

The employees named on this list will have access to place work tickets/communicate with the building engineers, cleaning staff and security. Our building staff is equipped with cell phones that are connected to our work order system. Once you place a work order ticket in the system, our staff has 20 minutes to respond to the work order placed.

Which individuals are allowed access is completely up to the tenant however, we recommend that the office manager/facility manager have access to the system, as well as the receptionist and a backup person.

EMPLOYEE NAME	EMAIL ADDRESS

Please return the completed form to The Office of the Building in Suite 1125 as soon as possible.



DAILY CONTACT PERSON

COMPANY NAME: _____
DATE: _____

Please list the person who will be responsible for the representation of your office. The daily contact person will receive all calls (e.g., walk-up visitor access approval) and correspondence (e.g., tenant memos) from the Management Office. Please put the name or names in the order that they should be called, along with phone numbers/emails.

EMPLOYEE NAME	PHONE NUMBER	EMAIL ADDRESS

Please return the completed form to The Office of the Building in Suite 1125 as soon as possible



BUILDING DIRECTORY

We hereby allow 111 South Wacker LLC to add our company name into their Directory System, located on the lobby level. We understand that our name can be seen by anyone that enters the building and views the directory.

Sign & Date _____

Print Name: _____

We would like for our Company name to be displayed as follows:

Please return the completed form to the Office of the Building in Suite 1125 as soon as possible.



CLOUDGATE VISITOR SYSTEM

COMPANY NAME: _____
DATE: _____

The CloudGate visitor system is used by tenants to enter visitors, deliveries and service providers into the security system for access. The employees named on this sheet will be given admin all-access rights to your tenant visitor portal. The admin(s) will then activate employee users to the system, input visitors/approved companies, create property removal passes, etc.


EMPLOYEE NAME	EMAIL ADDRESS

Please return the completed form to The Office of the Building in Suite 1125 as soon as possible.

111 South Wacker **Recycling** Program

111 South Wacker **Recycles!** As a Recertified LEED Platinum Building 111 South Wacker encourages all of our tenants to practice sustainability in the workplace. In an effort to make **recycling** at 111 South Wacker easy, **Recycling** containers are complimentary*!

How do I **Recycle** at 111 South Wacker?

Paper Recycling		<p>Each tenant employee receives a complimentary* desk side recycling container that is labeled with a 111 South Wacker sticker specifying what can and cannot be thrown out in the container</p>
Cans & Bottles		<p>Each tenant upon request can receive one (1) complimentary* can & bottle recycling container per kitchen.</p>
Composting		<p>Each tenant upon request can receive one (1) complimentary* composting bucket per kitchen.</p> <p>The bucket is about 2 gallons and sit 11 inches tall.</p>
Electronic		<p>Need to recycling electronics? Post-it notes that specify "Electronic Recycling" can be placed on the item and 360 work order can notify our cleaning staff to pick up the item. We hold an annual electronic recycling drive in late October.</p>
Battery		<p>Battery Recycling containers can be found on the 29th floor in the Office of the Building, suite 2950 or in the amenities corridor on the lobby level by the ATM.</p>

For any questions, please do not hesitate to contact the Office of the Building at (312) 252-6300 or email us at 111southwacker@am.jll.com.

*Complimentary the building provides the standard container size. Any special container that is requested outside of the standard container size is at the sole cost of the tenant.



RECYCLING CONTAINER REQUIREMENTS FORM

COMPANY NAME: _____ Suite #: _____
PHONE NUMBER: _____

We request that the following recycling containers be delivered to our space:

Rubbermaid desk side container Item#: 2956-97 (28-1/8qt capacity) Color: blue Imprint: "Recycle/white"	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____ How many
Rubbermaid 23 Gallon Slim Jim Size 20" x 11" x 30"	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____ How many
Compost Bucket	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____ How many

Prepared By: _____ Date: _____

For Office Use Only:

To Housekeeping Date: _____

Confirmation: Delivered By: _____ Date: _____