



Building Rules & Regulations

Contractor Edition

Introduction

The following policies have been developed by Building Management of 111 South Wacker to provide information regarding procedures in the building. We reserve the right to change, modify or update any policies and procedures at any time.

HIGH LEVEL INFORMATION

Certificates of Insurance (COI's)	All Certificates of Insurance (COI's) need to be submitted into building management prior to scheduling the contractor's work. All COI's can be sent to 111southwacker@jll.com , cc'ing the Assistant General Manager and Property Associate. If sub-contractors are used, please make sure to provide a list and their COI's as well.
Permits	All permits and/or licenses must be obtained prior to beginning work and posted. Please send a copy to the Assistant General Manager and Property Associate for recording.
Drawings	All contractors, drawings, and plans must be submitted to Building Management prior to the beginning of construction for review and approval.
Base Building Work	All work that involves base building must be reviewed by building engineers and building managers prior to the work being completed.
Distributed Antenna System (DAS)	Each floor is equipped with a building DAS system. The system looks like small white cones and are labeled "VZN ###". In order for the most effective service, they are mounted parallel to the core and in line with each other. Each pair is connected to a box (above ceiling) and are on whips so that minor movement can be made. Moving any of the conduit requires Building Management review, approval, and use of preferred building DAS contractor.
Drain Downs	Please provide 24 hours' notice for standard drain downs and 48 hours' notice for a standpipe. Prior to beginning work, please confirm with Building Engineers that the drain down was initiated.
Burn Permit	Needed for all hot work and can be obtained from Engineering Office on the 10 th floor.
Coring	All coring work needs to be presented to the Assistant General Manager and Chief Engineer one (1) week prior to scheduling. The Chief or Asst. Chief Engineer need to be present during the scanning and/or need to approve the cores prior to initiating work. Building Management can assist in providing structural engineering review, should the Chief/Asst. Chief require additional review. Budget security costs for work requiring additional access.
OAC Meetings	The 111SW Landlord would like to be a part of the OAC meetings. We ask that base building questions and requests go first.
Quiet Hours	Quiet hours in the building are from 8A – 6P. Any excessive noise that brings complaints from tenants will be stopped and will need to be rescheduled as after-hours work. Excessive noise includes: shooting into the deck, drilling into the floor, etc.
After Hours	If you are working on Saturdays or Sundays, or after hours, you will be charged the cost of escort or dock supervision as required for access. This cost will be forwarded to Landlord for reimbursement from Tenant.

BUILDING MANAGEMENT

Building Management (COI Submittals)	(312) 252-6300	111southwacker@jll.com
Assistant General Manager – Brandon Chanthavy	(312) 252-6305	Brandon.chanthavy@jll.com
Chief Engineer – Marty Hynes	(312) 252-6361	Martin.hynes@jll.com
Assistant Chief Engineer – Tim McCarthy	(312) 252-6362	Timothy.mccarthy@jll.com
Director of Security – Dan Gornik	(312) 252-6304	Dan.gornik@jll.com
Property Associate – Grace Krakow	(312) 252-6306	Grace.Krakow@jll.com

ENGINEERING

Stantec & Kent Consulting	If you do not use them, then MEPs shall be reviewed by them.
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SUBCONTRACTORS

	Company	Contact Information
Building Riser Manager (Required)	CECO	Justin Jenicek (708) 602-8885 Justin.jenicek@cecoinc134.com
Building Automation System Tie-In (Required)	Johnson Controls	Richard Walsh (312) 350-9092 Richard.j.walsh@jci.com
Building Fire/Life Safety Tie-In (Required)	Johnson Controls Fire Protection	Jake Feit (630) 520-3529 Jake.feit@jci.com
Building Waste Hauler (Preferred)	Waste Management	Hugo Muniz (844) 843-8864 HMuniz@wm.com
Building Security Integrator (Preferred)	Titan Electronics	Craig Murrian (312) 529-4420 cmurrian@titan-security.com

BUILDING TELECOM PROVIDERS

	Company	Contact Information
Cable Providers	Comcast	Jimmy Mina (773) 571-7371 Jimmy_Mina@comcast.com
	DirecTV	Mark Storm (515) 310-1971 Mark.Storm@dsisystemsinc.com
Fiber Providers	AT&T	Zach Amro (312) 874-3142 za739f@att.com
	Comcast	Jimmy Mina (773) 571-7371 Jimmy_Mina@comcast.com
	Cogent	Brian Houlihan (312) 960-6919 Bhoulihan@cogentco.com
	Lumen	(877) 453-8353
	Crown Castle	John Pyka (312) 955-2252 John.pyka@crowncastle.com
	Verizon	Al Gietl (217) 720-4015 Al.gietl@verizon.com
	Zayo	Eileen Koplos (773) 272-2571 eileen.koplos@zayo.com

FRIEGHT/DOCK RESERVATION


111 South Wacker's loading dock and freight elevators are an extremely busy area of the building. The dock is open Monday-Friday, 6A – 6P. Deliveries made during this time must note the following:

- Spots on the dock are first-come, first-served.
- Up to 1-hour parking on the dock
- Dock overhead truck clearance is 12'-6"
- Freight elevators (2) are shared
 - Doors: 4'6"W x 2'D x 8'8"H
 - Cabs: 5'10"W x 8'6"D x 9'11"H +Roof extension 12'H

All construction deliveries are to be made outside of normal dock hours. If you have a smaller delivery that you believe can be made during normal dock hours, please contact the Assistant General Manager for confirmation.

If you are looking to obtain exclusive elevator access and a guaranteed spot on the dock, please place a reservation through the Office of the Building.

- Reservations for freight/dock time can be scheduled for Monday – Friday between the hours of 6:00P – 6:00A and weekends. Reservations are on a first-come, first-served basis.
- To make a reservation, please email the following individuals with the below information:
 - Assistant General Manager, Brandon Chanthavy (brandon.chanthavy@jll.com)
 - Director of Security, Dan Gornik (dan.gornik@jll.com)
 - Property Associate, Grace Krakow (grace.krakow@jll.com)
 - Tenant Service Representative (111southwacker@jll.com)

	Freight/Dock Reservation Form	
Vendor/Contractor: _____	Tenant: _____	
Date: _____	Working on Floors: _____	
Time: Start: End:	Number of Trucks: _____	
Dumpster Required? <input type="radio"/> Yes <input type="radio"/> No	Exclusive Freight: <input type="radio"/> Yes <input type="radio"/> No	
Contact: (Name & number) _____		
Type of Delivery: _____		
Comments: _____		

CERTIFICATES OF INSURANCE

All Certificates of Insurance (COI's) need to be submitted into Building Management prior to scheduling the contractor's work. All COI's can be sent to 111southwacker@jll.com and cc'ing the Assistant General Manager and Property Associate.

- If sub-contractors are used, please make sure to provide a list and their COI's as well.

Certificate of Insurance

I. Contractor shall provide the following minimum insurance coverage:

A. Commercial General Liability

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000

Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.

B. Commercial Automobile Liability

Combined Single Limit (per accident)	\$1,000,000
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Such insurance shall cover injury (or death) and property damage arising out of ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

C. Umbrella/Excess Liability

General Aggregate	\$5,000,000
Each Occurrence	\$5,000,000

D. Employer's Liability

With minimum liability limits of	
E.L. Each Accident	\$1,000,000
E.L. Disease – EA Employee	\$1,000,000
E.L. Disease – Policy Limit	\$1,000,000

E. Workers Compensation – Statutory limits

F. Property Insurance

All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any portion of the Property by Contractor.

- II. Policies described in Sections I.A. and I.B. above shall include the following as additional insured, including their officers, directors and employees. Additional Insured endorsements CG 20 10 10 01 and CG 20 37 10 01A or their equivalent shall be utilized for the policy(ies) described in Section I.A. above. Please note that the spelling of these parties must be exactly correct of the Services will not be allowed to commence.
- 1) Union Investment Real Estate GmbH
 - 2) Metzler Realty Advisors, Inc.
 - 3) Jones Lang LaSalle Americas (Illinois), L.P.
 - 4) 111 South Wacker LLC
- III. Contractor waives any and all rights of subrogation with respect to its commercial property and workers' compensation liability insurance policies against the parties identified above in Paragraph II.
- IV. All policies will be written by companies licensed to do business in the State of Illinois and which have a rating by Best's Key rating Guide not less than "A-/VIII".
- V. Contractor shall furnish Certificate(s) of Insurance evidencing the above coverage, except property insurance under Section I.F. Original Certificate(s) of Insurance must be provided before Contractor commences Contract Duties or Contract Duties will not be allowed to commence.
- VI. Certificate(s) of Insurance relating to policies required under this Master Agreement shall contain one of the following two provisions:
- 1) "Should any of the above-described policies be cancelled before the expiration date, thereof, the issuing insurer will endeavor to mail thirty (30) days' written notice to the Certificate Holder."
 - 2) "Should any of the above-described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."
- VII. The following should be named as the Certificate Holder:
- Jones Lang LaSalle Americas (Illinois), L.P.
111 South Wacker Drive
Suite 1125
Chicago IL 60606
Attn: Property Manager – Insurance

DUMPSTERS & TRASH REMOVAL

At 111 South Wacker, any open-top dumpsters can be ordered through our Waste Hauler.

Waste Management	(844) 843-8864
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An account for the job needs to be set up and payment must go through the job, and not on the building's account.

We allow the following:

- One (1) open-top dumpster to sit in bay #1 at all times.
 - This dumpster is shared by all construction jobs within the building
 - Once you have been contracted to perform work within the building, Building Management will provide you contracts of the other superintendents so that your company may join the rotation.
- One (1) open-top dumpster to sit in bay #2 outside of normal dock hours.
- "Live Loads" off the Lower Wacker service lane outside of normal dock hours.

Trash removal for construction projects on occupied floors must occur after 6:00pm and before 8:00am.

Floor protection must be used and cannot remain in the corridor between 8:00am and 6:00pm.

SAFETY - ENVIRONMENTAL

- Tenant contractors are responsible for all temporary protection for their own work.
- The building strictly prohibits use of adhesives, solvents, lacquers, paints, thinners that contain VOC's.
- Any smoke, excessive noise or odor producing activities should take place after-hours with consent of Building Management.
- Each tenant contractor is responsible for own clean up, from point of origin to off-site.
- It is expected that the contractor will abide by all legal city codes, OSHA, NFPA, and EPA guidelines.

SITE ACCESS - RESTROOMS - SMOKING - PARKING

- Site access is restricted to the loading dock/freight elevators via Lower Wacker Drive or Messenger Center Entrance from Monroe Street.
- Access is limited to P1(loading dock) level and floors that you are working on.
- Port O Lets are available on the loading dock and are serviced by Waste Management on a weekly basis.
- No smoking is allowed anywhere inside the building or within 25 feet of a building entrance.
- Parking is available at vehicle owner or personal expense in the public garage at 111 S. Wacker via Monroe Street.

GENERAL

- Tenant to use building contractor for all tie-in fire and life safety systems. Buildings Management must be notified 24-48 hours in advance of any work connecting to the buildings fire and life safety systems.
- Tenant HVAC contractor must install temporary damper to control air flow from base building medium pressure loop to tenant's supply ductwork. HVAC contractor will isolate tenant's ductwork at the end of each work day from base building air supply. HVAC contractor will remove temporary damper upon demonstration that tenants FPBs are controlling air flow to tenants' space.
- Landlord will assign tenant route within Voice Data closet for tenant's net pop location. Please coordinate with the building's riser manager when you are ready for route detail and cell assignment. Building contractor must be used for install.
- No conduit shall be tied directly to suspended ceilings, grid work, hanger wires or HVAC components such as ductwork. Conduit must be mounted directly to the deck above, and independently supported by its own hanging apparatus. The contractor will be held responsible for any repairs to the base building systems stemming from improper attachments.

TEMPORARY UTILITIES AND SERVICES

- Provide own temporary water, unless use of hose bibs is approved by Landlord. Tenant improvement contractors responsible for flooding/water damage resulting from their negligence.
- Temporary electrical service shall be provided by the building at the floor where the work is to be performed. Contractor must have the Building Managers approval to connect temporary lines to the power source for service to the premises. Contractor shall provide any required temporary heat for the premises at its expense. Only electric heat is allowed.
- 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.

CLEAN UP

- For Construction related projects, Building Management expects the contractor to maintain a clean and presentable space during construction.
- Cleaning contractors are responsible for providing their own vacuum cleaners, cleaning supplies, etc. Building equipment is not for contractor use and will not be loaned. If a contractor is found using any building equipment, a use fee will be assessed.