

Civic Opera Building Information

Welcome to the Civic Opera Building! This information sheet has been prepared to introduce our tenants to Civic Opera Building. If you have questions or comments, please direct them to your tenant representative so that he/she can communicate your needs to us. We are excited that you have chosen Civic Opera Building as your business home and we want you to be happy and comfortable in your new office.

Management Office

20 North Wacker Drive, Suite 760
Chicago, IL 60606
Phone: 312-629-5000
Fax: 312-629-5005

Office Hours: 8:30 a.m. to 5:00 p.m. Monday through Friday

Building Management Team

Terri Maurer - General Manager
Hortense Ingram – Office Administrator
Jen Cyriac – Tenant Services Coordinator
Gilbert Lawton – Controller
Reagan Foronda – Staff Accountant

Engineering Team

Bob Meister - Director of Operations
Michael Talty - Chief Engineer
John Nogafka
Fred Libert
Dennis Alvarado
Mike Konicki
Steve Dunford
Dan Power
Michael Sheehan
Mike LaPorte
David Piry

Leasing Team

The TelosGroup LLC
Brian Whiting
Jack O'Brien
Joy Jordan

Security

Kevin McCarthy – Director of Security

LOADING DOCK HOURS AND ACCESS

The loading dock area or delivery entrance is located on lower Wacker Drive. The service elevator(s) are available on a first-come, first serve basis. The following rules are designed to ensure a smooth, continuous flow of material from the dock area to the tenants in the building:

- Loading dock and service elevator hours are 7:00 a.m. to 4:15 p.m. weekdays only (unless otherwise scheduled with the management office). Any after-hours deliveries will incur a charge for additional security. There is a fee depending upon whether security and/or an elevator operator is required.
- A 30-minute unloading limit is observed at the loading dock.
- To schedule extended or after-hours use, contact the Management Office two days in advance.
- Two and four wheel dollies, carts, and other types of material conveyors may not be taken in the passenger elevators. Only hand held packages may be transported in passenger elevators during normal business hours.
- When moving bulky materials such as office furniture or equipment in or out of the building, please contact the management office for scheduling.
- For tenant moves and deliveries, the tenant moving and delivery companies must visit the docks to verify that the docks can accommodate their trucks.

Regular Dock Business Hours:

Monday – Friday: 7:00am – 4:15pm

Freight Elevator and Dock Reservations:

- The Civic Opera Building freight elevator and dock must be pre-reserved for after-hour deliveries between the hours of 5:00 P.M. and 7:00 A.M. Monday through Friday, or anytime Saturday or Sunday at a 4 hour minimum.
- Deliveries during business hours at the dock have a strict 30 minute time limit and must be signed in by building security. The freight elevator cannot be reserved during business hours (7:00 am to 4:15 pm).
- The Property Management Office must be notified prior to arrival for business hour deliveries and contractors. Please contact the Property Management Office at 312-629-5000 with company name and insurance information.
- All Contractors must have a current certificate of insurance on file with the Property Management Office prior to the day of delivery and must be a signatory of the local union.

- All after-hour delivery reservations must be made at least two business days prior to the reservation by contacting the Property Management Office at 312-629-5000.
- All cancellations must be made 24 hours in advance or you will be charged the four (4) hour minimum.

Summary of Charges- 4 hour minimum for all charges except KONE – 2 hour:

Dock Security	\$45/hr
Freight Elevator Operator	\$45/hr
Moving Assistance	\$35/hr Standard Time or \$52/hr Overtime
KONE Technician	\$466.56 per technician per hour

General Information:

Lower Wacker Drive height restrictions: trucks with a height no taller than 12'4".
 Lower Wacker Drive length restrictions: During Lower Wacker Drive construction the City asks that all contractors keep their truck sizes as minimal as possible.

Freight Elevator Information:

Freight Elevators Car:
 Services Floors 1-42. Platform is 8'9"Wx7'0"Hx6'D.
 Door Opening is 5'0"Wx7'0"H.
 Capacity is 2,500 lbs.

Service Elevator Cars (these elevators cannot be reserved):
 Services Floors 1-42.
 Capacity is 2,500 lbs.

BUILDING RULES & REGULATIONS FOR CONTRACTORS

GENERAL

1. All Tenant Work shall be performed in accordance with these Rules and Regulations and the applicable provisions of the Lease.

APPROVALS & INSURANCE

1. A listing of all contractors and sub-contractors, including addresses, telephone numbers and emergency (after hours) telephone numbers must be provided to the Management Office prior to the start of construction.

2. The Landlord reserves the right to approve all contractors and work performed at the Civic Opera Building.
3. A valid insurance certificate from each contractor, sub-contractor, moving firm, etc. must be delivered to the Management Office prior to the start of any work being performed. See end of package for specific insurance requirements, i.e. certificate holder, additional insured, and insurance coverage requirements.
4. Copies of all necessary governmental permits, licenses and approvals shall be submitted by Contractor to the Management Office. All modifications and/or construction of raw space must conform to the City of Chicago Building Code, Fire Code and must be permitted and approved by the Management Office prior to the start of any work. All construction must meet or exceed Building Standard Practices.
5. As-built drawings for tenant space are to be provided to Building Management at end of construction.

CONTRACTOR PERSONNEL

1. All contractor foremen must check in with the management office and provide a list of all personnel that will be working on the project. Contractor badges will be provided and must be disbursed to each worker. Personnel must sign in daily at the designated sign in location depending on their work location on the property. A visible badge given by security when contractors sign in must be worn at all times while on the property.
2. Contractors are allowed only on the floors where their construction is taking place.
3. All construction, moving and delivery personnel must use the public restrooms in a location designated by management. They may only use the freight and service elevators to access the construction areas.
4. No smoking allowed.
5. No loud music allowed.
6. All accidents, disturbances, labor disputes or threats thereof, and other noteworthy events Management Office.
7. While in or about the Building, all Tradespersons shall perform in a dignified, quiet, courteous, and professional manner at all times. The Building Management reserves the right to remove any one who, or any contractor which; is causing a disturbance to any tenant or occupant of the Building.
8. Construction personnel are to be properly attired, i.e., no shorts or tank tops.

CONSTRUCTION COORDINATION

1. Tenant/Contractor shall provided the Building Management with at least twenty-four (24) hours notice before proceeding with Special Work, as hereinafter defined, and such Special Work will be permitted only at times agreed to by the Building Management be limited to, the following operations:
 - (i) all utility disruptions, shutoffs and turnovers
 - (ii) activities involving high levels of noise, including demolition, coring drilling and ramsetting
 - (iii) activities resulting excessive dust or odors, including demolition, staining and

- spray painting. The use of oil or epoxy based primers, sealers, stains, etc. is prohibited during normal working hours.
2. Roof penetrations must be coordinated with the Management Office and must be performed by the building roofing contractor at Tenant's expense.
 3. All holes cut in building walls must be sealed upon completion of work. This includes all conduit penetrations.
 4. All Flame Safe materials must be UL rated and approved per City of Chicago code requirements
 5. No cables or conduits are to be run through fire dampers or door openings.
 6. Nothing is to be placed in front of any electrical panel that would resist access to that panel. Three foot clearance must be observed at all times.
 7. All junction boxes installed by contractors must be marked showing circuit number, panel, and voltage. Permanent waterproof markers are to be used.
 8. All electrical panel schedules must be brought up to date as soon as work has been completed.
 9. All exit signs must be connected to base building emergency electrical system before completion of the job per City of Chicago code requirements. See engineering department for details.
 10. At no time are controls or any equipment in electrical and mechanical rooms to be adjusted or tampered with without permission from engineering.
 11. All Contractors and Tradespersons must obtain permission from the Building

DELIVERIES & ELEVATORS

1. All construction deliveries must be coordinated in advance by contacting the Management Office at (312) 629-5000. All deliveries must be made via the dock loading area located on lower Wacker Drive. All delivery vehicles have a 30-minute parking limit. Deliveries exceeding this time require special coordination with the management office. All deliveries must be checked in with security. Security will direct such deliveries to the appropriate dock location. All after-hours deliveries must be scheduled in advance.
2. Construction, moving and delivery personnel are permitted only on the freight elevators. Use of tenant elevators is prohibited. All personnel must sign in daily with the guard on duty, and out when finished with daily work, or leaving the property.
3. Public areas (hallways & lobbies) used in transferring materials or furniture must be protected and kept clean at all times. Masonite or plywood should be used to protect floor covering, and padding should be placed on walls in heavily exposed areas and corners.
4. No tools or equipment will be allowed on tenant passenger elevators at any time.

SAFETY

1. All contractors shall appoint a supervisor who shall be responsible for all safety measures, as well as for compliance with all applicable government laws, ordinances, rules and regulations such as, OSHA and Right to Know legislation.

2. Any damage caused by Tradespersons or other Contractor employees shall be the responsibility of the Tenant employing the Contractor. Costs for repairing such damage shall be charged directly to such Tenant.

WASTE REMOVAL AND CLEAN-UP

1. All Contractors shall police ongoing construction operations and activities at all times, keeping the premises orderly, maintaining cleanliness in and about the premises, and ensuring safety and protection of all areas, including truck docks, elevators, lobbies and all other public areas which are used for access to the premises.
2. Upon completion of work in mechanical or electrical rooms, they are to be cleaned and swept.
3. All debris must be removed by the contractor on a daily basis and at the contractor's own expense. Only the freight elevator may be used for this purpose. The building's trash receptacles are not to be used by Contractor.

PARKING

1. No parking of contractor or sub-contractor vehicles will be provided in the truck dock, handicapped or fire access lanes, or any private ways in or surrounding the property. Vehicles so parked will be towed at the expense of the Tenant who has engaged the Contractor for whom the owner of such vehicle is employed.

Landlord has the right to change these rules and regulations at any time.

CONSTRUCTION CLEAN UP GUIDELINES

1. Remove all trash
2. Dust all high and low reach areas (ledges, frames, sills, pictures, clocks, etc.), horizontal surfaces, lighting fixtures, pipes, and duct work
3. Columns must be wiped down
4. Vacuum the entire suite
5. Sweep or dust mop all hard surface floors to remove dust and debris
6. Thoroughly damp mop hard surface floors including corners and edges
7. Spray buff resilient tile floors
8. Clean all glass doors

CERTIFICATE OF INSURANCE REQUIREMENTS

Dear Vendor/Contractor:

It is required of all vendors/contractors performing services at 20 N. Wacker Drive (commercial), that a certificate of insurance be provided as evidence of insurance with the following coverage and limits:

- Commercial General Liability – with a single limit of \$3,000,000 per occurrence and \$5,000,000 aggregate
- Automobile Liability – combined single limit of \$1,000,000 per person per occurrence, including owned, hired and non-owned automobiles
- Worker Compensation Statutory- insurance consistent with statutory limits (Including Employer’s liability Insurance of not less than \$1,000,000 per occurrence covering all employees).

Coverage provided to the additional insureds must be primary. Any insurance carried by the additional insureds will be excess and non-contributory.

The certificate holder shall be listed as SL Civic Wacker LLC. In addition, the following are required to be listed as additional insureds:

SL Civic Wacker LLC
SL 20 North Wacker Management LLC

No work may commence until the certificate of insurance is received and accepted by the Landlord. The certificate must afford SL Civic Wacker LLC 30 days prior notice in the event of material change, cancellation, or non-renewal. Your insurance company may fax the certificate to me at 312-629-5005 or email hingram@20northwacker.com.

If you have any questions, do not hesitate to contact the office at 312-629-5000.
Sincerely,

SL Civic Wacker LLC
Hortense Ingram
20 North Wacker Drive, Suite 760
Chicago, IL 60606