



200

W. Madison

CONTRACTOR & VENDOR GUIDELINES

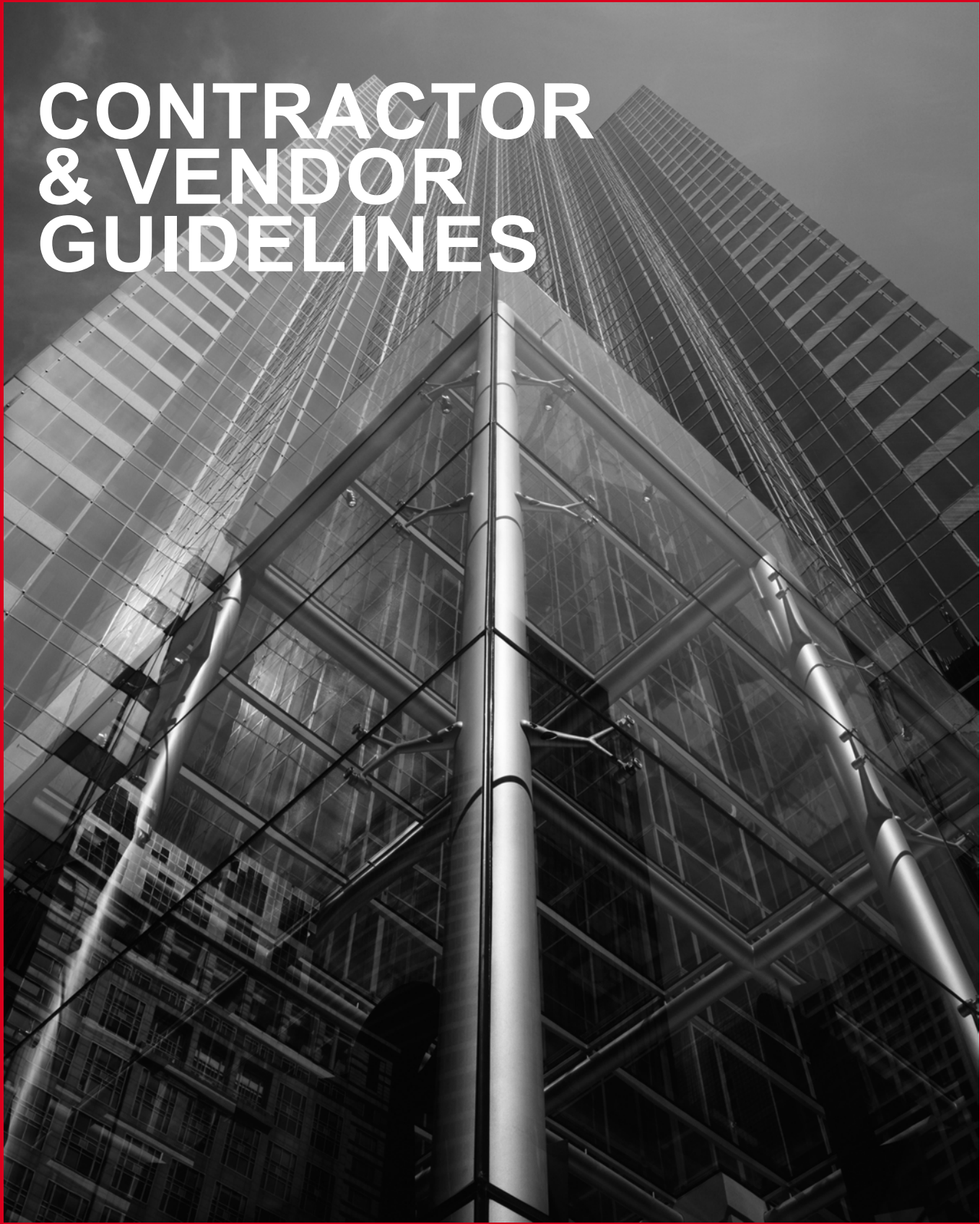


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200 West Madison Directory

Office of the Building, Suite 1130

Direct: 312.407.6400
Fax: 312.606.7265
Business Hours: Monday – Friday
8:30am – 5:00pm

MANAGEMENT STAFF

Lisa Baldwin, General Manager	312.407.6403
Dolores Lopez, Assistant General Manager	312.407.6412
Tika Brown, Property Associate	312.407.6413
Juan Corona, Tenant Services Rep	312.407.6400
Anthony Guidice, Chief Engineer	312.407.6401
Quanisha Davidson, Security Director	312.407.6405

BUILDING SERVICES

Lobby Desk (24 hours/day)	312.407.6410 / 312.407.6420
Engineer's Office	312.407.6401
Loading Dock (6:30AM – 4:30PM)	312.407.6407

BUILDING HOURS OF OPERATION

Building Business Hours:	Monday - Friday	8:30 a.m. - 5:00 p.m.
After-Hours:	Monday - Friday	6:00 p.m. - 7:00 a.m.
	Saturday	1:00 p.m. - 12:00 a.m.
	Sundays and Holidays	24 hours
Loading Dock/Freight Hours:	Monday - Friday	6:30AM – 4:30PM
	Saturday	CLOSED
	Sunday and Holidays	CLOSED

Building Holidays

New Years Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day

Contractor and Vendor Guidelines

We wish to ensure all Tenants peacefully enjoy their Leased Premises without hindrance from the work of others. The review of the Tenant drawings and/or specifications by PMO and any of its representatives is not intended to verify the Tenant's engineering or design requirements and/or solutions. This review is performed to determine compatibility with the building's systems and Lease conditions. To this end, all Tenants, as well as their contractors and engineers, shall adhere to the specific Building Rules and Regulations along with the requirements listed below.

Nothing herein contained shall be deemed to supersede and/or contradict any article, provision and/or amendment to the officially executed Lease agreement in effect upon inception of these alterations.

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 in the Office of the Building during regular business hours or the Lobby Desk after hours.

The contractor will abide by all legal City codes, OSHA, NFPA, and EPA guidelines as well as building standards, regarding the life safety and fire regulations.

Security for the construction area during construction work is the responsibility of the contractor. This extends to possessions as well as the securing of the area upon completion of the work period. All temporary locking devices shall be provided by the building Engineering Department. Building security is on duty 24 hours a day, every day of the year. The engineering department is on duty 24 hours a day, every day of the year.

We expect contractors working in our building to realize that he/she and his/her 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.

The building management reserves the right to halt or delay any work in the building if we determine that the work interferes with our Tenants' ability to reasonably conduct their business. Any and all work that results in noise affecting areas in the building other than the floor under construction, 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, shall be done after regular business hours or on weekends, or with the prior permission of the building manager. Security measures will be taken if required to assure compliance.

Any work that creates a toxic odor must be performed after regular building hours and is to be coordinated with the Office of the Building. (Electro Static painting must be performed under full purge or out of the building.)

When after-hours work is required, building management must be notified no later than the close of business on the preceding business day by an authorized Tenant representative. Arrangements must be made for freight elevator or rubbish removal service through the office of the building at 312.407.6400

Prior to the start of work, the General Contractor must submit the permit, 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 the Office of the Building. Also, the General Contractor must introduce the job superintendent to the chief engineer and Building Manager.

All Standard Operating Procedures shall be adhered to.

All public areas such as elevator lobbies, corridors, toilets and service halls shall be protected with masonite and craft paper to the satisfaction of the building manager.

All public areas must be continuously cleaned to prevent the accumulation of dust and other construction debris.

All doors surrounding the work area shall be kept closed at all times.

Noise and vibrations generated by construction activities to be kept to a minimum so as not to disturb existing Tenants.

Damp piece of scrap carpet will be place outside the entranceway of the work area so that dust/dirt does not travel into common corridors or elevators.

Clear access to be provided at all times to stairwells, mechanical/electrical equipment, elevators, fire hoses, etc.

Construction materials are not to be stored in corridors/lobby and must be located within the demised space.

The Contractor is responsible for the daily maintenance of the construction area. Any additional cleaning by the building staff, if required, shall be charged to the Tenant.

Contractor shall provide for the required fireproofing or fire-stopping resulting from the Tenant's renovation effort.

Any area that is prone to water leakage shall be waterproofed.

Any unusually heavy equipment including but not limited to, vaults, batteries, a/c units, transformers, storage racks and high-density filing systems supported by floor or hung from ceiling are subject to structural engineer's approval.

All approved Tenant equipment including but not limited to HVAC, telephone, proprietary security system, shall be located in Tenant's space.

Tenant may re-use existing material/equipment which is located within their demised premises ONLY.

Drip pans piped to open site drains shall be installed under any equipment that has water circulating through it or is prone to condensation (e.g., water heaters, condenser pumps, air-conditioning units, refrigerators, refrigerated vending machines).

All work will be performed in a safe and lawful manner, using contractors approved by the Landlord and complying with applicable laws, and all requirements and regulations of Municipal and other governmental or duly constituted bodies exercising authority.

Proper supervision shall be maintained at the job site at all times and Tenant's workmen, mechanics and contractors must not cause or affect any inconvenience to or interfere with the Building's operations or Landlord. Tenant's workmen, mechanics and contractors shall work in harmony with and shall not interfere with any laborer employed by Manager or any other Tenant, or their workmen, mechanics and contractors.

Plenums must be cleaned of all miscellaneous debris and inspected by a representative of the Building prior to closing the ceiling.

Any work that is performed in other than Tenant's Premises must be reviewed, approved and scheduled in advance with building management. Any area that is affected outside of the Tenant's demised space must be restored to the original condition at Tenant's expense.

Any base building equipment that is to remain in Tenant Premises (e.g., baseboard units, covers, etc.) shall be protected from damage and debris. Any base building equipment that is damaged in any way must be repaired immediately by the contractor at Tenant's expense.

If additional services or facilities (including but without limiting the generality of the foregoing, extra elevator and cleaning services) are required for the performance of the work, Tenant shall pay Landlord or its agent's standard charge thereof. All such services or facilities shall be coordinated with the Building Manager.

At no time shall a Tenant do or permit anything to be done whereby the property may be subject to any mechanics' lien or other liens or encumbrances arising out of the work; and our consent herein shall not be deemed to constitute any consent or permission to do anything which may create or be the basis of any lien or charge against the estate of the Landlord in the demised Premises or the real estate of which they are a part.

In the event of the breach of any of the requirements, procedures, agreements, or conditions hereof, Landlord expressly reserves the right to revoke this consent.

In order to maintain a record of the alterations, Tenants are requested to provide information noted on the example form Exhibit A.

Only Landlord's telephone cable maintenance contractor is authorized to work in or have access to Base Building telephone closets. Cabling to satellite closets or to Tenant's telephone equipment room must be coordinated with the building management. Tenant shall be responsible for the cost of any necessary cabling work performed in connection with Tenant's work.

The passenger elevators shall not be used by the contractor or subcontractors for any reason.

Workers shall not tamper with, tape shut, or otherwise alter the locking mechanism of the stairway doors. All stairways must be kept free of obstructions.

Washrooms on the mezzanine are to be used by the contractor and subcontractors for the duration of the project. Use of a washroom for anything other than its designated purpose is prohibited.

Slop sinks are NOT available on the floors. Contractor must use the slop sink located in the lower level garage for tool and equipment clean-up.

Concrete, drywall and other heavy debris should not be washed down into slop sink. Washrooms and clean-up areas are to be returned to original condition at the completion of the job.

Access to all mechanical, electrical, plumbing controls, valves, switches, motors, and components that may require service and inspection must be kept free from obstructions (temporary and permanent).

All existing conditions are to be verified in the field by the tenant, architect, and/or engineer.

All new structural steel or modifications to building structural systems must be tested by a certified inspection agency at tenant's expense.

All structural engineering questions are to be directed to the Landlord's designated structural engineer.

Smoking is prohibited in the building, including the loading dock and parking garage.

No penetrations shall be made through the perimeter walls. These walls contain a vapor barrier and the integrity of this vapor barrier must be maintained.

Insurance Requirements

Contractor represents and warrants to Owner that Contractor and each subcontractor or employee of Contractor or subcontractor retained for the purpose of accomplishing the Work has or shall have prior to commencing the Work all necessary licenses, permits and certifications required in order to accomplish the Work in accordance with all applicable laws, rules, regulations and rulings.

To the fullest extent permitted by law, Contractor shall indemnify, defend, protect and hold harmless Owner, Owner's Agent and their respective direct or indirect officers, directors, partners, agents and employees (collectively, the "Parties") from and against all claims, damages, losses and expenses, including attorneys' fees, directly or indirectly arising out of or alleged to arise out of or resulting from the performance of the Work, or the failure to perform the Work, including but not limited to all claims, damages, losses or expenses which may be: (a) attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than the Work itself, including the loss of use resulting there from, and (b) caused in whole or in

part by any fault or negligent act or omission of Contractor, any subcontractor, anyone employed by any of them, or anyone for whose acts any of them may be liable, or by anyone acting for or on behalf of them, regardless of whether or not it is caused in part by one of the Parties. Such obligation shall not be construed to negate, waive, or otherwise reduce any other right of indemnity which would otherwise exist as to any of the Parties.

In any and all claims against the Parties by any employee of Contractor, any subcontractor, any one directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligations under this Article shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for Contractor or any subcontractor under any applicable workers' or workmen's compensation acts.

Contractor and each subcontractor engaged by Contractor to perform portions of the Work in accordance herewith shall purchase and maintain the following insurance:

Commercial General Liability including premises-operations, independent contractors, completed operations, broad form property damage, personal injury and blanket contractual liability with limits of liability for bodily injury and property damage of not less than the Contractor's Liability Insurance Requirements. Owner and Owner's Agent shall be included as additional insureds under Contractor Commercial General Liability insurance using a standard I.S.O. Endorsement or its equivalent. This insurance may be carried under a blanket policy, but must be primary insurance of Owner and Owner's Agent and must specifically insure against all categories of claims/losses described in Article above.

Comprehensive Automobile Liability including owned, hired, and non-owned automobiles naming Owner and Owner's Agent as additional insureds with limits of liability for bodily injury and property damage of not less than the Contractor's Liability Insurance Requirements.

Statutory workers' or workmen's compensation including occupational disease with an employer's liability limit of at least \$500,000.

Property insurance on Contractor's property including but not limited to tools and equipment not intended to be incorporated into the Work.

The foregoing policies shall contain a provision that coverages afforded under the policies shall not be canceled, materially changed or not renewed until at least thirty (30) days prior written notice has been given to Owner's Agent by Certified Mail, Return Receipt Requested. Certificates of Insurance

showing such coverages to be in force shall be filed with Owner's Agent prior to the commencement of any Work.

Trades Persons Rules

1. **Unions** - All trades persons shall have the proper trade union or other affiliations as required by the local jurisdictional entities.
2. **Elevators** - Tradesmen will use freight elevators for access to construction floors. Building management reserves the right to monitor and require specific rules for the use of elevators if it so warrants or to limit the use of the elevators if the privilege is abused.
3. **Building Security** - Contract Vendor Guidelines must be followed including proper notifications to building management. Building management reserves the right to interrupt any work in the building if any Contract Vendor Guidelines are not followed and the General Contractor will be responsible for delays caused as a result thereof.
4. **Public Areas** - The building does not permit anyone to loiter in public areas of the building and construction personnel may not loiter in the areas of the building where they are not working.

Construction Documents & Specifications

Three sets of drawings should be provided for management review. No work will be allowed to proceed without building management first reviewing the most current set of drawings outlining the scope of work. If the Building Manager requires the services of outside consultants, i.e., a structural engineer to review load or coring requirements, the cost of such review will be the responsibility of the Tenant for whom the job is being performed.

Building Department permits to be provided to building management prior to Tenant construction.

Certificate of Occupancy to be submitted to building management prior to Tenant occupancy. All work to comply with those authorities having jurisdiction.

Tenant equipment specification sheets shall be submitted to the Building Office. Tenant to submit documents and/or permits to the building office, as required by jurisdiction having authority. Any revisions to drawings and

specifications must be resubmitted to building management for comments and/or approval

Permits

The following is required from the General Contractor prior to the start of construction or the delivery of materials:

- I. The building permit must be posted at the job site;**
- II. A copy of the building permit shall be submitted to Building Manager prior to Tenant construction;**
- III. Certificate of Occupancy must be submitted to Building Manager prior to Tenant occupancy.**

Demolition

All unused plumbing and equipment lines must be removed and capped at the main riser or branch connection.

All abandoned electrical cabling and conduit shall be removed back to the source.

Where demolition is to take place in the area of the building where fire safety equipment such as alarms, speakers, smoke detectors, floor warden stations, etc. are located, the building manager must be notified three (3) working days prior to start of demolition so equipment may be removed or protected.

Prior to the demolition of any area of the building demolition, contractors shall make an initial inspection of said area accompanied by the building's chief engineer. All findings shall be reported to the building's chief engineer, i.e., venetian blinds, light fixtures, plumbing fixtures, air water and waste lines, fire cabinets, water coolers, air conditioning units heating coils, doors, door frames, cabinets, ductwork, exhaust fans, et. al., lock sets, latch sets.

Architectural

Contractor shall use base building hardware and cylinders for Tenant construction. All cylinders, unless otherwise agreed to in writing by the

Building Manager shall be keyed to the Building Standard keying system. The building will provide cylinders for the locks in the Premises at Tenant's cost. Tenant must furnish the building management with a keying schedule.

Relocation of ductwork, electrical conduit or piping in elevator lobbies to accommodate ceiling heights must be coordinated with and approved by the building management.

Architect and engineer must verify existing field conditions.

Relocation of hall lanterns and elevator call buttons are to be coordinated with the Office of the Building.

The Building Standard corridor width is 6'-0" (inside dimension). Clear access must be allowed to all mechanical areas for maintenance and service of equipment.

When sliding doors are planned in elevator lobby areas, compliance with applicable City Codes must be verified.

Access from elevator lobby areas to a stairwell must be provided to comply with City Code.

Expansion joints are recommended at all points where drywall partitions meet the core area or perimeter walls.

UPDATE: Demising partitions are to be constructed up to the deck slab above with an insulated Z boot for air circulation in the plenum or fire dampers must be provided as specified by the design engineer. Mull- It-Over product is to be installed on demising wall window line. See Chief Engineer for more information. <http://www.mullitoverproducts.com/>

All wood blocking is to be fire-treated.

Food Service Facility

Food facilities shall be constructed in accordance with Illinois and City of Chicago City Health Codes. Food facilities shall have a current City of Chicago Health Permit **BEFORE** operation of food facility and shall have a current City of Chicago Food Protection Certificate.

Food refuse and refuse disposal must not be a nuisance to Tenants or affect building management operations.

Kitchen exhaust access doors must be clearly identified and accessible for periodic inspection by property manager and outside vendor as required by law.

Rubbish Removal

The removal of all construction debris shall be scheduled and approved by the Building Manager.

General Contractor must provide dumpster box for removal of construction and other debris. Contractor's dumpster is not allowed to occupy a loading dock slip during regular business hours. All removal of construction debris shall be performed after normal business hours or on the weekend. Landlord requires a freight elevator operator and dock guard to be present during debris removal. The costs for these personnel shall be paid for by the Tenant.

All food waste and any other debris that may cause safety hazards, odors, or any other building problem must be removed on a daily basis.

Food refuse and refuse disposal must not be a nuisance to Tenants or affect building management operations.

Premium Time Service

The building will keep separate work tickets for the premium hours performed as specifically requested. The premium time rate for personnel will be billed to the Tenant.

Note that there is a minimum charge of four (4) hours for each request of premium time. This service should be scheduled a minimum of 24 hours, in advance, with the Office of the Building.

Freight Elevator

After hours the freight elevators are controlled by an operator supplied by the building. Scheduling should be arranged a minimum of 24 hours in advance with the Office of the Building.

Freight Car	Width	Length	Low Height	Tall Height	Outer Door Ht.	Outer Door Wd.	Capacity
24	6'2"	10'	9'10"	N/A	8'6"	4'	6500 lb.

Note: Special hoisting of oversized and/or heavy items must be done by the building's elevator personnel. Coordination must be made through the Office of the Building.

Freight elevator service is available from 4:30 p.m. to 6:30 a.m. Monday through Friday and at any time on weekends at the Landlord's posted rate for freight elevator operator and dock guard. Requests must be made to the Office of the Building one day in advance on company letterhead. There is a four-hour minimum charge.

Deliveries

All material deliveries and removals shall be scheduled through the Building Office. These deliveries shall be scheduled for after normal business hours. Landlord requires that a freight elevator operator be present during all deliveries and removal of materials, including but not limited to: drywall, carpeting, equipment and rubbish. The cost for these personnel shall be paid by Tenant.

All materials shall be brought into the building at the loading dock which is located on Calhoun Place on the north side of the building.

Large deliveries requiring special freight elevator service may be made before 6:30 a.m. or after 4:30 p.m. on weekdays and at all times on weekends. Freight elevator time must be scheduled through the Office of the Building no less than 24 hours in advance. (Standard freight elevator service is provided from 6:30 a.m. to 4:30 p.m.) Any substantial deliveries requiring more than 1/2 half hour of dock parking time during regular working hours must have prior approval from the building management.

All packaging and shipping materials must be disposed of by the Contractor in Contractor's dumpster or removed by the delivery personnel. At no time should packing or shipping materials be disposed of in Landlord's dumpster.

Loading Dock

The loading dock hours are from 6:30 a.m. to 4:30 p.m., Monday through Friday. General deliveries will be accepted on a first come first serve basis during this time with a maximum dock time limit of 30 minutes. *Please see the above rule and regulations on large deliveries before and after business hours.* The loading dock has a maximum clearance height of 14'. Five dock bays are available. Each bay is 10' wide and 31' deep. Trailer length restriction is 40'.

Site Security

The General Contractor is responsible for the security of the project site for the duration of the work. Building Engineers must have access to the site at all times. The General Contractor is responsible to insure that the Building Engineer has the proper keys necessary for such access.

Construction personnel must carry proper identification at all times. Workers must prominently display building issued pass at all times.

Contractor and Vendor Guidelines

All hazardous material must be properly stored on the job site. The location of the stored hazardous material **must** be listed and supplied to the Office of the Building **and** the Chief Engineer. (In case of a fire, the location of such material must be immediately available.)

A list of all hazardous materials as well as copies of all MSDS sheets must be supplied to the Office of the Building before work commences.

Windows / Window Films / Blinds

Building windows and window blinds must be protected during the construction process. A site survey of the building windows will be performed both before and at the conclusion of the project. Any damage noted will be the responsibility of the General Contractor.

If there are any questions regarding the windows or window film, contact the Building Office.

Building Signage

Existing building signage removed for construction purposes must be returned to the Office of the Building until substantial completion of project. Missing signage will be replaced at the General Contractor's sole cost and expense.

Carpeting

Both broadloom and carpet tiles are approved for installation at 200 West Madison. In the case of broadloom carpet, tackless strip installation must be scheduled for either before or after regular business hours or on a weekend.

All carpeting should be delivered to the loading dock and taken to the location of installation within the building upon delivery.

Old carpet must be disposed of by the carpet installer or the General Contractor.

The cost to repair or repaint a common area wall or walls damaged as a result of carpet installation will be the responsibility of the carpet installer or the General Contractor.

Contractor shall not apply any carpet by a method commonly known as "glue over glue." Specifically, contractors shall not glue padding to slab and then glue carpet to padding.

HVAC

The building CVB voltage is 480/277V.

Tenant to comply with the Clean Air Act and subsequent amendments covering CFC refrigerants release, testing, repair, installation, training, servicing, etc.

Prior to connecting to the building system, the condenser water pipes shall be cleaned and flushed in the presence of the Landlord's representative with the chemical used per the building's chemical treatment company's recommendation.

A Tenant valve tag schedule for the plumbing piping and the HVAC piping shall be submitted to the Building Office as required.

All mechanical and electrical equipment shall have permanent identification labels affixed.

Air balancing must be performed after any alterations or reconfiguration of partitions. A certified report is to be provided to the Building Manager.

Filter medium for the building return air shafts must be provided by tenant's contractor for the duration of the construction period, and removed prior to testing and balancing.

Thermostats in the perimeter offices are to be located 60" AFF in order for the building's HVAC system to work properly.

Provide access panel or relocate any CVB's, air balance dampers, baseboard heater junction boxes, and life-safety junction boxes located in any drywall ceiling areas.

All baseboard heater covers need to be accessible and removable for servicing heaters and proper air flow.

All new CVB's should be the same as Base Building.

Supplemental A/C units and condenser water pumps should be floor mounted.

It should be verified whether duct lining is required for exhaust fans, transfer ducts, and A/C unit ductwork.

Verify that all heating at perimeter corresponds to the Base Building densities.

It should be verified that all perimeter slot diffuser take-off sizes, as provided under Base Building, will be sufficient to serve the required CFM.

Provide proper access beneath all CVB's, keep all electric, phone conduits, plumbing pipes, sprinkler pipes, and ductwork clear of CVB units so as not to block access to unit for servicing.

Seal all medium pressure ductwork to the CVB box that has been removed or relocated.

Duct insulation shall be provided when required for exhaust fans, transfer ducts and air-conditioning equipment on the exterior of the ductwork.

All testing and balancing shall be performed by an independent contractor. Adequate ventilation must be provided for all toilet rooms.

The requirement of booster fans in long toilet exhaust duct runs should be verified with the appropriate City Inspectional Department.

Provision should be made for connection to bypass condenser water in the event that all A/C units are shut off.

Mechanical drawing should note that flexible ductwork shall be limited to 6 feet maximum length in accordance with Chicago Code.

Access panels must be provided beneath all CVB damper units. All perimeter HVAC units shall be cleaned and vacuumed prior to painting.

Condenser Water

Condenser Water Tap-in fees and annual fees that are not addressed in leases should be addressed in the following three areas:

i) Rules & Regs - Insert note as follows:

Condenser Water: Provided the Building has available capacity, and with Landlord's prior written approval, Tenants requiring supplemental HVAC may install, at Tenant's sole cost and expense, all required equipment to permit Tenant to make wet taps into Landlord's condenser water riser to serve the Premises; provided, however, Tenant shall pay to Landlord, at its then established rate (which as of the date hereof is \$1,500.00 per ton), for access to the condenser water riser. As a condition to such consent, Tenant may be required to install pumps or flow restriction valves to regulate flow to Tenant's equipment. Tenant shall pay, as Additional Rent, the charge Landlord' has then established for the provision of condenser water per connected ton (which as of the date hereof is (\$258.96 per ton per annum), which amount shall be payable as Additional Rent in equal monthly installments in advance on the first day of each month during the Term.

ii) Fee Schedules (rates subject to lease and/or established building rates, with the goal to have the below as a starting point.

(1) Condenser Water Tap-in Fee: \$1,500 per ton (one-time charge)

(2) Condenser Water Annual Fee: \$258.96 per ton per year

- iii) Drawing Reviews - When tenants identify supplemental HVAC requirements on submitted construction drawings, comment per the note above on your drawing review correspondence to reinforce that this charge will be billed, in addition to adding any specific building review issues (needed pumps, valves, etc) and add comment "installation to comply with Building Rules & Regs." For example, 200 W. Madison Rules, Regs, & Standards read as follows:

Supplemental AC Units

- A. 208 volts unless approved by the building management office.
- B. Two-way water regulating valve for each compressor circuit.
- C. Drain legs at unit on condenser water supply and return lines.
- D. Thermometer on condenser water supply and return lines.

Condenser water pumps should include but are not limited to the following: gauges for both suction and discharge, petes plug, bypass valve, thermometers, bypass line, vent, spring isolator hangers, valves, strainers, blow down valves, drip pan piped to drain, and Liquitex sensor (optional). Air-conditioning piping should include isolation valves, petes plugs, thermometers, and gauges. The condenser water pumps should be specified with sufficient capacity to overcome not only the system static head pressure, but also, the additional head pressure present when the building system pumps are in operation.

All piping for condenser water is to be cleaned and tested before being placed in service. All plumbing tests require 120 lbs. of air for approximately one hour and are to be witnessed by the Chief Building Engineer.

Painting

Elevator doors are to be painted after normal business hours or on weekends, and this work to be coordinated with the building management. No lacquer finishes are to be sprayed on the premises.

Fire Protection Sprinklers (In Here Applicable)

Modifications must comply with the plans approved by the building chief engineer. Before any work may begin, the contractor must first check in with the chief engineer who will isolate the floor on which the work takes place.

All fire protection system work that is started on a given day must be completed by 3:00 p.m. on the same day. The General Contractor is responsible for coordinating this activity.

All floor and wall penetrations shall be sealed with approved fire rated material.

No welding or any other work that has the potential of activating the building fire/smoke detection system or has the potential of attracting outside attention may commence without first informing the Building Manager.

Any tie-in to the base building Fire & Life Safety system must be performed by the base building contractor.

All fire safety equipment and the associated conduit and wiring system shall not be harmed during demolition and/or any construction and shall be protected from any physical damage.

All Fire & Life Safety System tie-ins must be inspected and approved by the proper authorities.

Plumbing

The contractor shall inform and schedule any shut-downs with the chief engineer. The General Contractor is responsible for coordinating the activity. Futures must be provided at wet columns, vent, and drainage systems.

All plumbing connections shall comply with the Department of Environmental Protection Cross-Connection Control Unit.

All piping shall be properly suspended and secured from the concrete flooring of the floor above.

All plumbing pipes, valves, fixtures, etc. that are to be located within partitions must be inspected by the appropriate City Inspectional Department and the Chief Building Engineer before the partitions are closed.

Drain primers are to be provided for all floor and open site drains.

Drip pans piped to a floor drain are to be provided for major equipment, air condition units, large water heaters, booster pumps, condensing units, etc. Systems with condensate pumps require constant on-going maintenance to prevent clogging, and pump failure which may cause flooding. All connections to building wet column stubs must be provided with a full-size stub for future use.

All vents and sanitary piping should have cleanouts each 50 feet and at every change of direction in the line.

All floor drains and funnel receptors should have drain primers.

Sufficient waste and grease trap clean-out access must be provided.

Soil, vent and waste system to be tested at 10 feet of head (ceiling heights permitting) at tenant's expense.

Valves must be provided to shut-off both hot and cold water lines above the ceiling at all plumbing fixtures.

Walls under construction which contain plumbing fixtures are not to be closed until the building's chief engineer inspects such an area and gives his approval. The contractor will be required to notify the chief engineer of such circumstances and an inspection can be scheduled.

Sprinkler lines to be tested at 225 PSI at tenant's expense, and witnessed by building engineer.

Accessibility

All new or existing MEP items, whether behind walls or above ceilings, which require maintenance must remain accessible at the completion of the project. The Tenant shall adhere to the requirements of the Americans With Disabilities Act (ADA).

Millwork

Woodwork, cabinetwork, and furniture/partitions along the perimeter wall of the building at the convector cover locations must be easily removable and

maintain a proper distance to ensure adequate air circulation and access for maintenance. All material used in composite installations must meet City of Chicago flame spread ratings.

Hot Taps

Hot taps shall be pressure tested prior to doing actual hot tap and be inspected by the chief engineer.

Electrical

Panel boards shall be braced and rated for a minimum (10,000 AMP Interrupt Capacity A.I.C.) with copper buss only.

Circuit breakers for panel boards shall be of the bolt-on type, rated for switching duty and rated for minimum (10,000 A.I.C.) and shall be clearly marked with regard to use on the inside door of breaker panel.

Branch circuit breakers of 2P and 3P configuration shall have a common trip.

Wire and cable shall be copper and minimum size wire shall be #12 except for control wire.

Thin wall fittings shall be steel compression type.

All wiring shall be installed in conduit unless otherwise approved, by City of Chicago.

Plenum cabling to be installed only after receipt of City of Chicago approval.

Existing wiring and/or conduit and any temporary wiring, existing or added, shall not be reused and shall be removed prior to the completion of the project.

Emergency lights and exit sign wiring shall be separate conduit systems.

City of Chicago plenum approved Flex must be used for installation of all new or relocated light fixtures.

Electrical and telephone (if involved) closets shall be cleaned at completion of work. All penetrations shall be sealed equal to fire wall rating. Panel

directories shall be updated and inserted in panel door with a copy submitted to the Building Manager.

Emergency lighting shall be installed in compliance with applicable Building Department regulations.

Transformers, panelboards, switches, etc. shall be installed to permit infrared testing of components and shall conform to manufacturer, and style of the building.

All electrical panel circuit indexes shall be clearly labeled and a copy of the indexes issued to the Building Office.

All mechanical and electrical equipment shall have permanent identification labels affixed.

Work will not be considered complete until it has been inspected by the chief engineer.

The contractor will be required to notify the chief engineer, so that an inspection may be scheduled.

Any proposed floor cores shall be submitted to the Office of the Building for review and approval. All proposed floor cores must be reviewed by a structural engineer designated by the Landlord. The cost for said review shall be incurred by Tenant and/or Tenants contractor.

If any coring results in disabling buried services, immediate repairs must be made at the contractor's expense.

All connections to existing building equipment or system must be performed after regular building hours and must be coordinated through the Office of the Building. All testing of the equipment must be coordinated with the building management with no less than 24 hours advance notice. Such work will require supervision of the building engineer at Landlord's rate for service.

As-Built Drawings

All mechanical trades are required to submit copies of as-built drawings to the General Contractor. The General Contractor will make one submission of three copies of as-built drawings for all trades to the Building Manager. All as-built drawings shall be dated and signed by the appropriate subcontractor as well as the General Contractor and submitted to Landlord within 30 days of substantial completion. A 10% final payment retention will

be held from General Contractor until all as-built drawings are received at close of project.

Final Clean

Prior to the space being turned over to the Tenant/building, the site must be final cleaned, to standards appropriate for Tenant occupancy. The final cleaned condition must be approved by the Property Manager. If the condition is unacceptable for occupancy, building management will have the situation corrected and back-charge the General Contractor.

Tenant's contractor is responsible for cleaning the perimeter induction units of accumulated construction dust and debris at the conclusion of the project.

Note: Building management is responsible for post-move in cleaning only.

After Hours Access

Entrance to the building after hours is controlled by an intercom system at the loading dock. In order to facilitate after hours entrance or departure, it is important to notify the Office of the Building 24 hours in advance to schedule access into the building. This is of particular importance regarding freight elevator service and the loading dock, as manpower may have to be scheduled to handle the need. If an after-hours emergency arises, you must notify the Lobby Desk (312.407.6410).

All building shutdowns, including but not limited to, electrical, plumbing, HVAC equipment, Fire & Life Safety must be coordinated with building management in advance.

Accidents

All accidents must be reported to the Lobby Desk immediately. The security department will dispatch personnel and facilitate the emergency procedures. In serious cases call 911 for the Chicago Fire Department Paramedics first, then notify the Lobby Desk (312.407.6410).

Fires

All fires must be reported to building management immediately at 312.407.6400 or 312.407.6410. **In the event of an emergency call 911.**

Locksmith

The building has a locksmith who may consult, order, and install all locking mechanisms. The locksmith is responsible for all keys and all other types of locks and the installation of all lock cylinders/cores. Contact the building chief engineer for assistance.

Contractor will be billed for lock mechanisms damaged by his/her employees or subcontractors. Hardware shall be keyed per building standards. Any fail-safe hardware must conform to building standards and comply to City of Chicago Building Code.

Sheet Metal Workers

All blue prints shall be approved by the Building Manager and Building Engineers. A copy of all blue prints will be delivered to the building engineers and will be kept on file.

Prior to working in any area of the building, sheet metal contractors shall make an initial inspection of said area accompanied by the building's chief engineer, i.e. package air-conditioning units, heating coils, building control equipment, exhaust fans, in-line fans, volume and directional dampers, air balancing dampers, air diffusers, et. al.

All duct work, dampers, supply and return air diffusers shall be of building standard. All duct work, heating cores, a/c units, and diffusers shall be properly suspended and secured from concrete flooring of the floor above.

The sheet metal contractor shall have the ventilation system balanced according to any new specifications when any changes in the existing duct work are made. A balancing report shall be submitted to the Office of the Building. Failing to provide the required balancing report will cause the Building Manager to perform required testing and charge Tenant for said testing.

Welding & Cutting

Hot work permits shall be completed and on file with the Property Management Office/Chief Engineer for insurance purposes. The Building Manager shall be notified in advance of all ties into building systems, welding, or any work affecting the base building or other Tenant spaces.

All welding, brazing, soldering and burning shall be performed during non-business hours, with proper fire protection and ventilation.

Fire extinguishers supplied by the general contractor must be on the jobsite at all times during demolition and construction.

Precautions within 35 feet

- Make sure that cutting and welding equipment is in good repair.
- Make sure floors are swept clean of combustibles.
- Combustible floors: wet down, cover with damp sand or fire-resistive sheets.
- Flammable liquids are removed; other combustibles, if not removed, protected with fire-resistive tarpaulins or metal shields.
- Explosive atmosphere in area eliminated.
- All wall and floor openings are covered.
- Fire-resistive tarpaulins are suspended beneath work.

Wall / Ceiling Work

- Construction of the building structure is non-combustible and without combustible covering or insulation.
- Make sure combustibles are moved away from the other side of wall.
- Make sure all flammable liquids are purged from the work area.
- Any type of "Hot Work" requires a fire watch, appropriate extinguishers or fire hose, and a "Hot Work" Permit.

Structural Slabs

- **Saw cutting or trenching of floor slab is not permitted without prior written approval from Landlord and review by building's structural engineer.**
- **Coring is not permitted without prior written approval from Landlord and review by building's structural engineer. Any expenses incurred in the approval process will be the sole responsibility of the Contractor.**
- **Scanning is required prior to coring.**

Work on Enclosed Equipment

- Enclosed equipment cleaned of all combustibles.
- Containers are purged of flammable liquids.

Fire Watch

- Fire Watch will be provided by the contractor during and for at least 60 minutes after work, and during coffee or lunch breaks.
- The fire watch is supplied with suitable extinguishers
- Make sure that sprinklers are in service
- The fire watch is trained in use of this equipment and in the sounding alarm
- Report the beginning and conclusion of the fire watch to the Lobby Desk at 312-407-6410/312-407-6420.

Signature Acknowledgment

I acknowledge that I have read and understand the Rules and Regulations for Contractors, Vendors, and Service Providers.

Signature

Date: _____

Print Name

Title

Company Name

By signing this acknowledgment, you are also acknowledging that any subcontractors working on your behalf also understand the Rules and Regulations for Contractors, Vendors, and Service Providers.

A copy of this signature Acknowledgment must be submitted to building management prior to the start of any work.