

**311 SOUTH WACKER DRIVE  
CHICAGO, ILLINOIS**



## **Introduction**

311 South Wacker Drive is a post-modern 65-story skyscraper located in Chicago, Illinois, and was completed in 1990. At 961 feet (293 m) tall, it is the seventh-tallest building in Chicago and the 24th tallest in the United States. It was once the tallest reinforced concrete building in the world. Until 2015, 311 South Wacker was also the tallest building in the world known only by its street address, when it was surpassed in height by New York's 432 Park Avenue.

The lower level of the winter garden was designed for a possible connection via underground passageway to Chicago Union Station. The building also contains three levels of underground parking. The building contains both retail and commercial tenants.

The lobby is a two-level (one below ground) 85-foot (26 m) tall glass-ceilinged "Wintergarden." It used to have palm trees, still has a fountain, and is supported by a steel structure influenced by the Chicago "L" tracks and bridges. It was envisioned as a commuter link or "pedestrian station" serving as a connection from the nearby Union Station through a disused streetcar tunnel under the South Branch of the Chicago River.

Raymond Kaskey's bronze sculpture "Gem of the Lakes" looks over the Wintergarden from the Wacker entrance. The fountain shell form is taken from the city seal with a heroic figure representing Chicago as the "city of broad shoulders" wearing a cape symbolic of the great engineering feat which reversed the flow of Chicago River.

The top of the building is a 105-foot (32 m)-tall translucent cylinder, surrounded by four other smaller cylinders, which was inspired by the massing of the Tribune Tower. This makes it among the most visible Chicago skyscrapers at night, as its crown is brightly illuminated. The five cylinders on top are lit at night by 1,852 fluorescent tubes, and the crown changes colors for various holidays and special events.

The building was acquired by a Zeller Realty Group joint venture on March 11, 2014.

## **Building Hours & Information**

311 South Wacker is accessible to Tenants and their employees seven days a week, 24 hours a day. The specific hours of operation for the various components of 311 South Wacker are as follows:

### Office Tower

Monday – Friday: 8:00 a.m. to 6:00 p.m.

Saturday: 8:00 a.m. to 1:00 p.m.

Sunday/Holidays: Closed

### Loading Dock/Freight Elevators

Monday – Friday: 6:00 a.m. to 5:30 p.m.

Saturday, Sunday & Holidays: Closed

### “Off Hours”

Monday – Friday: 6:00 p.m. to 8:00 a.m.

Sundays & Holidays

Tenants can access the building and elevators with their keycards through the handicapped entrances located on the south side of the Wacker entrance, or through the North or South plazas during off hours.

### Observed Holidays

New Year’s Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

### Emergency Personnel Building Access Address

334 S. Franklin St.

## **Policies and Procedures**

### **Tenant Rules and Regulations**

- The tenant agrees to observe the rights reserved to Landlord and agrees, for itself, its subtenants and occupants, and their agents, employees, clients, customers, invitees, licensees, and guests, to comply with the following rules and regulations.
- The sidewalks, halls, passages, elevators, freight elevators, elevator lobbies and stairways shall not be obstructed by the tenant or used for any purpose other than for entrance to and exit from the leased premises. The halls, passages, entrance, elevators, stairways, balconies, and roof are not for the use of the general public, and the Landlord shall in all cases retain the right to control and prevent access thereto of all persons whose presence in the judgement of the Landlord shall be prejudicial to the safety, character, reputation and interests of the building and its tenants.
- Tenant shall not place anything or allow anything to be placed near the glass of any door, partition, or window which may be unsightly and may be seen from the outside premises. Tenant shall not remove items in or out of other entrances in the building unless it is through service doors or freight elevators. No item shall obstruct in any way, passageways, exit stairwells, elevator shipping platforms, or the truck concourse. The tenant shall fully cooperate to keep such areas free from all obstruction and in a clean condition and to move all supplies, furniture and equipment as soon as received directly to the premises and move all such items and waste, other than customarily removed by the employees of the building, being taken from the premises, directly to the shipping platform at or about the time arranged for removal.
- The sashes, sash doors, windows, glass lights and any lights or skylights that reflect or admit light into the halls or other places of the building shall not be covered or obstructed. The restrooms, drinking fountains, and other water apparatus shall not be used for any purpose other than that for which they are constructed, and no foreign substance of any kind whatsoever shall be thrown therein, and the expense of any breakage, stoppage or damage resulting as a violation of this rule shall be borne by the tenant.
- If the Landlord, by notice in writing to the tenant, shall object to any curtain, blind, shade or screen attached to, or hung in, or used in connection with, any window or door of the leased premises, such use of such curtain, blind, shade or screen shall be discontinued forthwith by the tenant. No awnings shall be permitted on any part of the leased premises, without landlord approval.
- No safes or other objects heavier than the lift capacity of the freight elevators of the building shall be brought into or installed in the leased premises. Tenants shall not place a load upon any floor of the leased premises, which exceeds the load per square foot, which such floor is designed to carry, and which is permitted by law. No freight, furniture or bulky matter of any description shall be received into the building or carried into the elevators except during hours and in a manner approved by the Landlord.

- Only space heaters approved by the building/landlord are allowed.
- No video or photography of any area of the interior or exterior of the building is permitted without the consent of the landlord.
- Tenants shall not use, keep or authorize to be used any foul or noxious gas or substance in the leased premises, or permit or suffer the leased premises to be occupied or used in a manner offensive or objectionable to the Landlord and other occupants of the building by reason of noise, odors and/or vibrations or interfere in any way with other tenants or those having business therein.
- Tenants shall not use or keep in the building any flammables, including but not limited to kerosene, gasoline, naphtha, and benzene (except cleaning fluids in small quantities and when in containers approved by the Board of Underwriters), or explosives or any other articles of intrinsically dangerous nature, or use any method of heating other than that supplied by the Landlord.
- If Tenant desires telephone connections or alarm systems, Landlord will direct electricians as to where and how the wires are introduced. No boring or cutting for wires or otherwise shall be made without specific directions by the Landlord.
- Tenant, upon termination of tenancy, shall deliver to the Landlord all the keys of the offices, rooms and toilet rooms which shall have been furnished Tenant or which Tenant shall have made, and in the event of loss of any keys so furnished shall pay the Landlord, therefore.
- Tenant shall not put down any floor covering in the leased premises without Landlord's prior approval of the manner and method of applying such floor covering.
- On Saturdays, Sundays, Legal Holidays and all other days between the hours of 7:00p.m. and 8:00 a.m., access to the building, may be refused unless the person seeking access has a pass or is properly identified. Services to be provided to the tenant as previously outlined in the lease shall be provided only during those hours in which the building is open to the public. In the case of invasion, mob, riot, public excitement or other commotion, Landlord has the right to prevent access to the building during the continuance of the same by closing the doors or otherwise, for the safety of the tenants or Landlord and the protection of the property in the building.
- Before leaving the premises unoccupied, the tenant shall close and securely lock all doors and shut off all utilities. The tenant shall pay for any damage resulting from the failure to comply. Tenants who regularly leave the space unsecured may incur a fee.
- In advertising or other publicity, without Landlord's prior consent, the Tenant shall not name the building except as the address of its business and shall not use pictures of the building.

- Tenant shall not make any room-to-room canvass to solicit business from other tenants in the building, and shall not exhibit, sell, offer to sell, use, rent, exchange in or from the leased premises or the building any goods or services.
- Tenant shall not waste electricity, water or air conditioning and agrees to cooperate fully with the Landlord to assure the most effective operation of the building's heating and air conditioning, and shall not allow the adjustment (except by the Landlord's authorized building personnel) of any controls other than room thermostats installed for the tenant's use. Tenant shall keep corridor doors closed.
- Tenant will refer to all contractors, contractors' representatives, and installation technicians, rendering any service to the tenant, to Landlord for Landlord's supervision, approval, and control before the performance of any contractual service. This provision shall apply to all work performed in the building, installations of any nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment or any other physical portion of the building.
- Movement in or out of the building with furniture, office equipment or other bulky materials or movement through the dock shall be restricted to the hours designated by the Landlord. All such movements shall be under the supervision of the Landlord and in the manner agreed between Tenant and Landlord by prearrangement before the performance. Such pre-arrangement initiated by the tenant will include determination by the Landlord and subject to the decision and control, of the time, method, routing of movement and limitations imposed by safety or other concerns which may prohibit any article, equipment, property and personnel of Landlord if damaged or injured as a result of acts in connection with carrying out this service for the tenant from time of entering property to completion of work; and Landlord shall not be liable for acts of any person engaged in, any damage or loss to any of said property or persons resulting from any act in connection with such service performed for the tenant and the tenant hereby agrees to indemnify and hold harmless Landlord from and against and such damage, injury or loss, including attorney's fees.
- No portion of the tenant's area or any other part of the building shall be at any time used or occupied as sleeping or lodging quarters.
- Landlord will not be responsible for lost or stolen personal property, equipment, money or jewelry from the tenant's area or any public rooms regardless of whether such loss occurs when such area is locked against entry or not.
- Tenant and its employees, agents and invitees shall observe and comply with the driving and parking signs and markers on the property surrounding the building.
- Tenant shall give prompt notice to the Landlord of any accidents to or defects in plumbing, electrical features or heating apparatus so that such accidents or defects may be attended to promptly.

- No vending machines of any description shall be installed, maintained or operated in any part of the building without the consent of the Landlord.
- Tenant assumes all responsibility for protecting its space from theft, robbery, and pilferage, which includes keeping doors locked and other means of entry to the premises closed and secured.
- Tenant shall not place any radio or television antenna, aerial wire or other equipment on the roof or any part of the inside or outside of the building other than the inside of the premises.
- Tenant shall not attach or permit to be attached additional locks or similar devices to any doors, transom or window; change existing locks or the mechanism thereof; or make or permit to be made any keys for any door other than those provided by the Landlord. (If more than two keys for one lock are desired, the Landlord will provide them upon payment thereof by Tenant). Landlord utilizes a Primus key system. This system allows Landlord to delegate one key per person. The Primus keying system permits Landlord to increase the security awareness in the building, as the keys cannot be duplicated.
- Access cards are used to access tenant floors and common space ex bike room, fitness center. Tenants are not permitted to use their access card to enter floors other than their leased floor.
- Tenant shall not do any painting or decorating in the premises; or mark, paint, cut or drill into, drive nails or screws into, or in any way deface any part of the premises of the building, outside or inside, without the prior consent of the Landlord. (If the tenant's signal, communication, alarm or other utility or service connections installed or changed, the same shall be made by and at the expense of the tenant, with the approval and under the direction of the Landlord).
- No person or contractor not employed by the Landlord shall be used to perform window washing, cleaning, decorating, repair, or other work in or on the premises, unless said contractor and said work is approved by Landlord in writing in advance.
- Bicycles shall not be permitted in the building other than in the Landlord designated location.
- Animals are not permitted in the building with the exception of service animals.
- Tenant shall cooperate and participate in all security programs affecting the building.
- The "Smoke-Free Illinois Act", which took effect on January 1, 2008, prohibits smoking within 25 feet of any entrance, window, ventilation intake, etc. In addition, smoking is prohibited in workplaces and indoor public places such as the emergency stairwells, freight elevator vestibules, parking garage, restrooms, etc. At this time, the outdoor Designated Smoking Area at the Wacker Drive entrance on the south side of the Wintergarden is the only area where smoking is permitted on this property.
- Please note, smoking is only allowed in the designated smoking area on the south side of the building. There is not an alternate location available for inclement weather.

- In the event the Landlord allows one or more tenants in the building to do any act prohibited herein; the Landlord shall not be precluded from denying any other tenant the right to do any such act.
- Tenant may only have alcoholic beverages in the building with the prior consent of the landlord.
- General HVAC hours are 8am to 6pm, Monday through Friday and 8am to 1pm on Saturday. Holidays are exempt. Please refer to your lease for specific information regarding your suite HVAC requirements.  
  
**After hours Rates: Cooling - \$100 per hour/ Heating: \$105 per hour**  
**After hours HVAC requests must be placed in the tenant service work order portal – Agnus**
- Landlord reserves the right to make such other and reasonable rules and regulations as in its judgment may from time to time be needed for the safety, care, cleanliness of the building and for the preservation of good order therein.



## **Construction Rules and Regulations**

### Project Directory:

Zeller Management Corporation  
311 South Wacker Drive  
Suite 1150  
Chicago, IL 60606  
(312) 629-8200 Main  
(312) 880-2559 Fax

**311CSM@zeller.us is the main email address to contact Construction, Security, and Management.**

<u>Construction</u>	<u>Title</u>	<u>Phone</u>
Camilo Gonzalez	Vice President/Project Manager	(312) 229-8866
Mary Darwin	Senior Vice President	(312) 595-2267
Fax		(312) 640-7699
<u>Management</u>	<u>Title</u>	<u>Phone</u>
Doug Casey	General Manager	(312) 692-8214
Jarrett Crnkovich	Tenant Services Coordinator	(312) 692-8200
<u>Engineering</u>	<u>Title</u>	<u>Phone</u>
Joe Belsan	Director of Engineering	(312) 692-8161
<u>Security</u>	<u>Title</u>	<u>Phone</u>
David Delgado	Director of Security	(773) 255-9796

NOTE: For purposes of obtaining building permits, submitting lien waivers, contractual documentation or proposals, tenant contractors working in the building are requested to use the following information:

1. Owner of the Building: 311 S. Wacker Building, L.L.C.

**The following is a list of required contractors. These contractors must be used at 311 S. Wacker for the services specified below:**

Architect

BE Architects Inc.  
1030 Wenonah Ave.,  
Oak Park, IL 60304  
(630) 329-5367  
Contact: John Benoit

Structural Engineer

Klein & Hoffman  
150 South Wacker Drive  
Chicago, Illinois 60606  
(312) 251-1900  
Contact: Bill Ipema

MEP Engineer

Environmental Systems Design, Inc.  
233 South Wacker Drive, Suite 5300  
Chicago, Illinois 60606  
(312) 372-1200  
Contact: Jenny Jutton

Air Test and Balance

Aero  
406 North Aberdeen  
Chicago, Illinois 60622  
(312) 666-3097

Fire & Life Safety Contractor

Rex Electric/Simplex  
920 National Avenue  
Addison, Illinois 60101  
(630) 932-8600

Janitorial Contractor

ABM Services  
311 South Wacker Drive  
Chicago, Illinois 60606  
(312) 692-8113

Major Jurisdictional Authorities

City of Chicago, Dept. of Buildings  
121 North LaSalle, 9<sup>th</sup> Floor  
Chicago, Illinois 60602  
(312) 744-3405

Chicago Fire Prevention Bureau

444 North Dearborn  
Chicago, Illinois 60610  
(312) 744-472

## **Contractor and Vendor Guidelines**

The following guidelines are strictly enforced in the best interest of the integrity of the building, the professional appearance of the common areas, tenants' ability to conduct business and the safety and welfare of tenants and participants involved in the construction project itself.

These Rules and Regulations apply to all Tenants, contractors, sub-contractors, consultants or any other entity working at 311 South Wacker Drive. The Landlord and Manager, Zeller Management Corporation shall have the right to reject or halt any work that interferes with out tenants' ability to reasonably conduct their business.

*Any and all work that results in noise affecting areas in the building other than the area under construction, including but not limited to concrete coring or sawing, hammering, drilling, shooting of ceiling hangers, cutting of pipes along columns or within the concrete slab shall be done after regular business hours or on weekends. Security measures will be taken if required to assure compliance.*

Building Management objectives will always have priority over the Contractor's work and the Contractor shall schedule his work to avoid conflicts with Building Management.

1. Tenants who choose to employ their own Contractors shall be responsible for all of their selected contractors' work performed in their space and as this work relates to the building and all associated costs.
2. A project schedule must be submitted to the Office of the Building, attention: General Manager, prior to commencement of work. The General Manager shall also be notified of all schedule revisions.
3. Contractor will furnish to the Office of the Building attention: General Manager, at least ten (10) days prior to commencement of construction the following items: (A – V):
  - a. An executed copy of the Contractor Acceptance of these Rules and Regulations of the site for construction attached as Exhibit A. All General Contractors and Sub-Contractors MUST sign the Contractor Acceptance Form.
  - b. Certificates of Insurance and required endorsements for the General Contractor and each Sub-contractor evidencing the insurance coverage as well as naming as Additional Insureds as specified in Exhibit B
  - c. Copy of the building permit for work (also to be posted at the job site).
  - d. Schedule of Construction
  - e. Project Information Sheet, Exhibit C, which lists emergency numbers for General Contractor and all Sub-contractors working on the site.

- f. MSDS sheets for all products being used shall be supplied to the building staff prior to construction.
- g. Contractor's COVID-19 safety protocol describing Contractor's compliance with all applicable governmental laws, rules, guidelines and protocols.
- h. Four - (4) complete sets of approved and stamped architectural, mechanical & structural drawings. One is for the General Manager's review, the second for the Director of Engineering's review and the third set is for filing. One additional set should be forwarded to Environmental Systems Design (ESD) at 233 S. Wacker Drive, Suite 5300, Chicago, IL 60606 (312) 372-1200.
- i. A list of building materials to be used in the project, which are to be purchased from the building (i.e., hardware and doors). All materials will be paid for up front prior to use.
- j. Prior to any demolition and/or construction work, it must be determined whether such work will affect the fire alarm system. If the fire alarm system is affected, the Office of the Building should be notified to coordinate the effort. Under no circumstances will the building allow the fire alarm system to be shut down overnight, on weekdays or holidays. A forty-eight (48) hour written notice to the construction supervisor is required by the Prime Contractor before any work affecting the fire alarm system is undertaken. The Prime Contractor will be responsible for paying any fines resulting from failure to provide required notification.
- k. Details and specifications of any roof penetrations or equipment mounted on the roof must be submitted in writing to the Office of the Building for approval. All structural review costs will be the responsibility of the General Contractor.
- l. All Building permits necessary for the completion of the work shall be secured and paid for by the General Contractor. The original must be given to the Building General Manager prior to any work starting.
- m. The Tenant and/or General Contractor may use Landlord's selected and approved Mechanical Engineer, Environmental Systems Design Inc. ESD located at 233 South Wacker Drive, Suite 5300, Chicago 60606 (312) 372-1200. Tenant, Tenant's Architect and/or General Contractor will work directly with ESD and be responsible for any cost involved. If Tenant elects to use another mechanical engineer, ESD will need to review the drawings on behalf of Landlord (prior to Landlord giving approval) at Tenant's sole cost.
- n. All life safety engineering, speaker supply, strobes, wire pulls, final connections and testing (DOES NOT INCLUDE PIPING) are also to be done by the Landlord's selected and

approved contractor, Rex Electric, Inc. & Technologies. Rex Electric is located at 920 National Avenue, Addison, IL 60101-3125, (630) 932-8600. General Contractor will deal directly with Rex and be responsible for any cost involved. NO other contractor is allowed to work on Life Safety issues or systems. NOTE: Any new construction project requires the installation of strobes.

- o. Plans for all mechanical work required, including HVAC, electrical, fire sprinklers and plumbing, are to be submitted to the Office of the Building's General Manager for approval. Contractor shall notify Office of the Building of scheduled tie-ins to Base Building Systems. All electrical panels and circuits shall be properly identified. No structural modifications shall be made without General Manager's written approval. Contractor will be held responsible for damage done to Base Building Systems AS BUILT.

*Mechanical subcontractors must include balancing costs on bids for HVAC. All balancing must be done by Office of the Building's contractor (Aero) to insure proper heating and cooling. Aero is located at 406 N. Aberdeen, Chicago 60622, (312) 666-3097. The General Contractor is responsible for all costs paid directly to Aero. No other contractor is allowed to do this work.*

*If drain down is required (plumbing or sprinkler), Contractor must schedule 24 hours in advance. Building management will perform any such drain down and tenant will be billed for all costs attributed to the drain down. The contractor will contact the Building Engineer before refilling the sprinkler system at the end of each day. Sprinkler contractor must remain in the area of the work while system is being refilled to verify there are no leaks. After refilling the system, the general contractor will remain on site to verify that no leaks occur after the pressure is back to normal.*

- p. If an electrical shutdown is required that may affect other tenants, the General Contractor must notify the building two weeks prior to shut down. Shutdown shall be performed only by Office of the Building- approved contractor. All costs associated with the shutdown are the contractor's responsibility. All work will be done after-hours only.
- q. No storage of flammable substances will be allowed in the building unless approved by the Office of the Building, General Manager in writing and in accordance with approved city and national building codes and regulations.
- r. Contractor must contact the Director of Engineering at least 48 hours in advance of any open-flame work performed on the premises. Before any cutting, soldering or welding can take place, a Building Engineer must inspect the work with the Contractor's project superintendent, and a representative of the subcontractor performing the work. After the inspection, and if all concerns have been addressed, the work will be allowed to proceed.
- s. Temporary construction lock keys will be supplied by the Office of the Building at the start of the job, and are to be returned upon completion. Lost keys and associated costs for re-pinning and supplying tenants' keys will be at the General Contractor's cost, paid upon

completion of work.

- t. The locks & keys must be upgraded to building standard with any construction that takes place in any tenant suite & construction which was authorized by tenant. Please contact the Director of Engineering at 312-692-8161 with questions.
- u. Contractor shall provide and install a water sensor in drip pan. The water sensor should a “Water Bug WB200” with GS valves S20 & S21 series solenoid shut-off valve. Solenoid valves are required to be 120V as lesser voltages may not provide secure shut off at higher pressures. Water sensor to be provided at all plumbing appliance connections, including, but not limited to, water heaters, coffee machines, water coolers, and water filtration systems.
- v. COVID-19 SAFETY PRACTICES. All contractors, subcontractors, and vendors shall wear a face covering which complies with CDC recommendations (or with the more stringent of State or Federal requirements) when in building common areas. Common areas include elevator lobbies and common corridors, loading docks and service corridors, elevators, toilet rooms, central plant or other areas which are not enclosed work areas accessed solely by the contractor. Building security reserves the right to deny access to individuals who do not comply with this requirement.

The following additional Rules and Regulations contain important information about the building operations as they pertain to construction and contractors.

1. Engineering, Office of the Building or Security will make periodic checks of all construction areas when work is being performed. If they observe any practices different from those outlined herein, they may at their discretion suspend all work for the remainder of the shift.
2. A copy of these rules must be posted on the job site at all times.
3. Building permits must be posted on the job site at all times.
4. All materials moved into the building shall enter through the loading dock (11'7" maximum clearance) located on Lower Wacker Drive and must be scheduled by General Contractor a minimum of 24 hours in advance at 312-692-8171. These materials shall be moved vertically only via the service elevators. The General Contractor must have their own superintendent on site at any time material is delivered or removed. Building Management or Security will not sign or accept any material. The service elevator operations and construction delivery schedules are as follows:

*One service elevator with a security operator is assigned exclusively to construction from 6:00a.m. -8:00a.m. Monday - Friday at no charge. Every contractor must check in with that*

*operator and receive a contractor's badge as he/she is taken to the job site each day. Contractor badges must be visible at all times while on the job and while coming and going from the job site during the day. The operator will have all scheduled information for that day, such as scheduled drain downs, access to spaces, closets and special needs of the contractors. Elevator security operator will issue property removal passes to contractors as they take their tools to their work site each day. If a contractor fails to get a property removal pass from the operator at that time, he must obtain one from the General Contractor prior to removing any tools or equipment.*

*Materials, workers and tool deliveries for construction are scheduled between 6:00a.m - 8:00a.m only. Each authorized Contractor or Sub-contractor is automatically scheduled for 3 lifts each Monday through Friday between those hours. If there is a large delivery (drywall, studs, etc.) that will require more than 3 lifts the contractor is required to schedule that time 24 hours in advance as stipulated in #4. If needed a second service car will start up between those hours. Large deliveries are typically scheduled as an "early start" (4:00 or 5:00a.m.) or after 5:30 p.m. with exclusive use of the elevator. Contractor will be billed by the building for before and after hour use of the elevators.*

5. After hours use (after 5:30p.m.) must be scheduled 48 hours in advance and on a first come, first served basis. Contractors working after hours should arrive at the building before 5:30p.m. (workers only, no deliveries unless scheduled). After-hours deliveries of materials (not workers) cost \$45.00 per hour for operator and dock exclusive use. Should after-hours use be scheduled and not used, without providing a 24-hour written notice in advance, the contractor will be charged for the scheduled time. All after-hours work will be coordinated with the security department at (312)692-8171.
6. Demolition and removal of debris must be done after normal building hours. Scheduling of dock, dumpster and elevators must be done not less than 24-hours in advance with the security department. Schedules are made on a firstcome, firstserved basis.

311 South Wacker adheres to comprehensive Construction & Demolition Waste & Recycling guidelines. The Construction & Demolition Waste & Recycling Guidelines and pricing may be obtained from the Office of the Building (312-692-8200). Dumpsters must be ordered and paid for by the contractor.

7. All contractors will use rubber-wheeled carts, hand trucks, tool chests, etc.
8. There is no available storage space in the building. Contractors must store all materials within the construction area.
9. No materials, equipment or tools can be left at the dock at any time.

10. Electrical subcontractors are responsible for labeling all electrical panel directories.
11. The building will provide no materials, supplies, tools, ladders, carts or equipment.
12. Cutting, soldering or welding is prohibited under the following circumstances:
  - a. In areas not authorized by the Office of the Building / General Manager.
  - b. In the presence of explosive or flammable atmosphere, or explosive or flammable atmosphere that may develop inside uncleaned or improperly prepared tanks or equipment which have previously contained such materials, or in areas with an accumulation of combustible dust.
  - c. In areas near the storage of quantities of exposed, readily ignitable materials.
  - d. In areas where employees or workers are present, unless proper shields or guards and appropriate exhaust provisions are used.
13. Suitable fire extinguishing equipment will always be maintained in a state of readiness for immediate use. Additional fire prevention precautions and suppression capability must be engaged whenever performing such work under any of the following conditions:
  - a. Appreciable combustible material in building construction or contents is closer than 35 feet from the point of operations.
  - b. Appreciable combustibles are more than 35 feet away but are easily ignited by sparks.
  - c. Wall or floor openings occur within a 35-foot radius of the point of operation where the potential exists of igniting exposed, combustible material. This includes adjacent areas and concealed spaces in walls, floors and ceilings.
  - d. Combustibles could be ignited by conduction or radiation through metal partitions, wall, ceilings or roofs.
14. In the case of an accident, reports must be completed by your company and building security. A copy of your report is to be submitted to the Office of the Building.
15. All public areas in the building affected by the construction must be adequately protected (i.e. laminate floor covering, plastic, walls, hoses, "caution" tap) to prevent any damage. These areas shall include, but are not limited to, entryways, corridors, lobbies and the service elevators. Construction trades shall use only the service elevators. Contractor shall promptly repair any damage at its cost.



16. Contractor will not be permitted to leave any articles such as carpeting, pads or equipment in the public corridors. Further, Contractor shall not use existing corridor outlets to pull power. No extension cords lying in existing corridors are allowed.
17. Contractors will be expected to use their own vacuum cleaners to vacuum up construction dust from public corridors and elevator carpets on a daily basis. Contractor will adequately protect existing finished floors in common areas at all times from damage and/or construction dirt. The Office of the Building will have common areas cleaned at a charge of \$100.00 dollars a day. There must be a 48-hour notice to schedule these cleanings.
18. Contractor shall furnish adequate protection against personal injury to employees and public while work is in progress.
19. Omitted.
20. Normal work shall be performed between the hours of 6:00a.m. - 3:30p.m. Monday through Friday. Saturday, Sunday and holiday work is allowed with a 24 hour notice unless the Office of the Building needs to deviate from those times or days. Work including but not limited to, coring or drilling into the concrete slabs or any noises that are deemed to be disruptive to the occupants of the building or the Office of the Building are not allowed between the hours of 8:00a.m - 6:00p.m. This work must be scheduled with the Office of the Building or Security during normal business hours and then performed between the hours of 6:00p.m. - 8:00a.m.
21. During the progress of the work, all discarded materials, refuse, deliveries, etc., shall be cleaned up at the site and stored in gondolas until its removal is scheduled. If contractor is using staging areas outside the constructed area, these areas must be kept free of debris until its scheduled removal. Upon completion of the work, all debris and equipment shall be removed from the building premises by the contractor including the staging areas and electrical closets. After scheduling dock space with the security department for a dumpster, Contractors must schedule their own open dumpsters (no larger than 20 yards), and at their direct cost and billing. Open dumpsters can be scheduled for delivery before or after hours with a 24-hour notice.

**Failure to follow the above will result in your dumpsters being turned away from the dock.**

22. Contractor is responsible for security and lock-up of their construction areas.
23. Contractor and its subcontractors will act in a professional manner at all times. Work rules regarding misconduct are listed in the following section.
24. Post tensioning cables are at levels two, three, truck dock, cantilevered beams and cooling tower girders only. The remainder of the building is mild steel conventional reinforcing.

25. Under no circumstances will we allow vertical coring of the beams and haunch girders.
26. Anyone desiring to core the floors will be required to provide the Office of the Building with a sketch stating the exact locations of the cores from a structural-base building reference point (i.e., column, shear wall). The Director of Engineering, before final approval by the General Manager, will physically inspect all of the locations.
27. All the work is to be done in accordance with the City of Chicago and all applicable codes.
28. Upon completion of construction, Tenant's Contractor and/or Architect is to provide the Office of the Building a set of "as-built" plans, operating manuals, warranties and guarantees. These would include, but are not limited to, electrical, plumbing and mechanical plans.
29. Contractor is charged with the responsibility for insuring that all its Subcontractors are informed of these Rules and Regulations, including Work Rules (listed below).
30. Final cleaning is to be scheduled with the Office of the Building (312) 692-8113 with a 48-hour notice. Contractor or tenant must use the Office of the Building's contractor (ABM Services), which can be contacted at (312) 692-8113. The contractor or tenant is responsible for all costs involved and will be billed by either the Landlord or ABM Services.
31. Attached is a list of key names and phone numbers. A partial list of approved subcontractors is also attached. See Exhibit D (attached).
32. No interviewing of job applicants of Sub-Contractors will occur on site without prior approval by the Office of the Building and a prior scheduled appointment.
33. All deep trenching of floors must be done before or after normal business hours. It is the General Contractors responsibility to remove or reroute existing electrical conduits and pipes.
34. Should there be any damage to fireproofing on columns or beams, the tenant will be responsible for reinstallation of the fireproofing as approved by the Office of the Building.
35. All unused or abandoned conduits (excluding homeruns), cables and ductwork shall be removed and capped.
36. Final points of connection to existing HVAC, plumbing or electrical systems must be inspected or done under the observation of the Building Engineer.
37. Any procedure that emits noxious fumes (i.e., carpet laying, use of oil- based paint, etc.) must be performed after normal business hours.

38. Under no circumstances shall the contractor drill, burn or fasten anything to any structural steel members without written consent of Landlord.
39. All penetrations through the building walls, floors and ceiling must be sealed with City of Chicago-approved fire-rated materials.
40. The contracting and cost of security required in other tenant spaces will be contracted by the tenant using the building security department with no less than a 24-hour notice.
41. All exposed structural steel members must be fire proofed.
42. Acceptable construction barricades and/or lockable doors must be maintained and used to keep noise and dust pollution to a minimum level. All Common areas must be kept clean and maintained at levels of acceptance to the Landlord. Use of dust mats at all exits is required.
43. There will be no signage posted on perimeter of barricades without written consent from the Office of the Building.
44. No penetrations are allowed in the exterior walls for any reason, including electrical and voice/data outlets.
45. The Office of the Building reserves the right to revise and supplement the foregoing rules and regulations.
46. The cleaning on a daily basis of the corridors and common areas on any construction floor is the responsibility of the General Contractor. These areas must be kept in clean condition at all times. If contractor causes these public or common areas to be in unacceptable condition, the Office of the Building will clean them, and the General Contractor will be billed \$100 dollars a day. These costs will be paid weekly in advance prior to any work continuing. Contractors are only allowed to use the restrooms on the dock unless they have received authorization from the Office of the Building.
47. All cores must be approved by the building and completed after hours. Any questionable core approvals or structural questions should be addressed to:  
  
Klein & Hoffman: Bill Ipema (Structural Engineers)  
150 South Wacker Drive  
Suite 1900  
Chicago, Illinois 60606  
Phone number: (312) 251-1900
48. In the event that anything occurs during the course of construction to disrupt nearby tenants (eg- leak, power outage, noise complaint, creation of dust), Contractor or any sub-contractor will immediately stabilize the situation, and at the first available opportunity, verbally notify the

Property Management Team of the situation. Contractor or sub-contractor will then, once the situation has been further stabilized, summarize the events in an e-mail, and forward it along to the “311 CSM” email group. The contractor will continue to work to correct the situation until such time as directed otherwise by a representative from the Property Management Team.

**Based on their recommendations an x-ray of the area may be required.**

The following is a list of Work rules for the Contractors, Sub-contractors, their agents and any agents of the tenant. Acts or Conduct, in violation including, but not limited to, the following are prohibited and can result in immediate discharge by the Office of the Building.

1. No coring or drilling into the concrete slab(s) or other noises deemed to be disruptive to the occupants of the building between 8:00 a.m. - 6:00 p.m.
2. Destroying or removing, without permission, any property belonging to the building, its occupants, or other contractors or other employees.
3. Fighting, abusive language, creating a disturbance, horseplay or loud radio playing.
4. Reporting to work under the influence of illegal drugs, intoxicants, alcohol or non-prescribed tranquilizers or pep pills or possession or use of such on site.
5. Possession of firearms or other deadly weapons.
6. Smoking inside any part of the building (including parking garage) or entrance ways.
7. Falsely stating or making claims of injury.
8. Loitering or roaming.
9. Sale of food, beverages or other merchandise.
10. Cooking or unauthorized fires.
11. Picture taking.
12. Violation of safety rules, city codes, state codes, federal codes or common sense
13. Abuse defacement or destruction of building or its occupants' property.
14. No posting of unauthorized signs.
15. Misuse of fire extinguishers, safety or fire prevention equipment.
16. Failure to follow directives, rules and requests, verbal or written, by the Office of the Building

and its Security staff.

17. Failure to use assigned entrances/exit gates or doors. All construction personnel shall only use the service elevators for vertical transportation within the building. Use of escalators, passenger or garage elevators is prohibited.
18. No parking at the dock, except while making a delivery.
19. Contractors and their workmen should not eat lunch or take their breaks in the Wintergarden or in the retail wings.

## **Loading Dock & Deliveries**

- All materials moved into the building shall enter through the loading dock (11 '7" maximum clearance) located on Lower Wacker Drive. These materials shall be moved vertically only via the service elevators.

### **Building Management or Security will not sign or accept any material.**

- Every vendor must check in with the dock and/or service elevator operator and receive a contractor's badge.
- Contractor badges must be visible at all times while on the job and while coming and going from the job site during the day. The operator will have all scheduled information for that day, such as scheduled drain downs, access to spaces, closets and special needs of the vendor.
- Each authorized vendor is allowed three lifts each Monday through Friday. If there is a large delivery (drywall, studs, etc.) that will require more than 3 lifts, the vendor is required to schedule that time 24 hours in advance.
- Large deliveries are typically scheduled as an "early start" (4:00 or 5:00a.m.) or after 5:30 p.m. with exclusive use of the elevator. The vendor will be billed by the building for before and after hour use of the elevators.
- After hours use (after 5:30 p.m.) must be scheduled 24 hours in advance and on a first come, served basis.
- Vendors working after hours should arrive at the building before 5:30 p.m. (workers only, no deliveries unless scheduled). After-hours deliveries of materials (not workers) cost \$50.00 per hour for service elevator and dock exclusive use.
- Should after-hours use be scheduled and not used, without providing a 24-hour written notice in advance, the contractor will be charged for the scheduled time.
- All after-hours work will be coordinated with the security department at 312-692-8171.

## **Graphics & Signage**

- All signage in common areas, public areas and areas visible to the public through windows, doors, and exterior openings, will be building standard or must be approved by the management office.
- If you require details, including pricing on signage, please contact the management office at 312-692-8200.

## **Building Services**

### Janitorial Services

- Cleaning and trash removal are performed Monday - Friday between the hours of 5:00 p.m. and 1:00 a.m.
- Day staff is available during normal business hours to clean the building common and public areas as well as provide supplemental services. If a janitorial service other than that which is normally provided is necessary, please place a work order in Agnus to have a cost proposal sent to you.
- No trash or discarded items, (i.e. paper, boxes, computers, furniture, etc.) are to be left in the common areas of the building, including the service elevator vestibules. Any items left in the common areas will be removed by the building and the tenant will be billed \$150.00 for the removal.
- The management office has “discard” stickers available to place on all building approved trash to be removed from the suite. Without the “discard” sticker, items not in a trash can will not be disposed of.
- The building offers E-Waste disposal of most electronic equipment at a per pound charge. Please contact the management office for details and pricing.

### Service Rates

*Prices are subject to change.*

- Janitorial Labor - \$50 per hour
- Janitorial Overtime Labor - \$75 per hour
- Engineering Labor - \$65 per hour
- Engineering Overtime Labor - \$97.50 per hour
- Security - \$50 per hour
- Event Security - \$50 per hour
- 10 yard dumpster - \$330 per request
- 20 yard dumpster - \$400 per request
- 30 yard dumpster - \$500 per request
- Gondola - \$40 each

### Messenger Center/Mail Delivery

Arrow Messenger is the building’s messenger center manager, and they can be reached at 312-692-8236.

### Parking Garage

311 S Wacker Drive offers underground parking for tenants and the public. The parking garage is managed by ABM Services. They do not accept cash.

Franklin Street Access operates as an exit Monday – Friday, 3 p.m. to 11:59p.m. Lower Wacker access is available 24/7 as an entrance and exit.

### Monthly Parking

For monthly parking rates, please contact the Garage Manager at 312-692-8115.

### Rental Space Available for Tenant Use

#### 2<sup>nd</sup> Floor Conference Center and Tenant Lounge

*Please see the handout for space available in the conference center and Tenant Lounge.*

#### Park Rental

- Events with 100 or fewer people can be held in the park with building management approval.
- Events can only be scheduled Monday through Friday and cannot be held during the hours of 11:00 a.m.–1:30 p.m. Events must conclude by 7:00 p.m.
- If the tenant will not be using a caterer from the building, a valid COI will need to be provided. If alcohol is being served, dram shop insurance is required.
- Set up of the event can only take place on the concrete patio portion of the park. No tables and chairs (other than building provided Adirondack chairs) can be set up in the grass area.
- No cooking in the park, all food will need to be prepared prior to the event. Food can be kept warm using chafing fuel.
- Tenant must hire one security guard for every 50 attendees for the duration of the event as well as hire housekeeping for the event set up and clean up.
- Only subtle background music is permitted during events. Any disturbance to building tenants is not allowed.
- The event cannot block any entrances/exits to the building and must allow passage for building tenants.
- The park furniture (with the exception of building Adirondack chairs) cannot be moved and décor cannot be attached to the building or park landscape.



- If the tenant would like to designate a certain area of the park to their event, housekeeping will set up building stanchions. Using anything other than stanchions will not be allowed to designate an event area.

#### Sky Lobby Rental

- The maximum capacity is 50 people
- Rental fee is \$500
- Event set-up must start no earlier than 3:30pm.
- There are no restroom facilities, sink, or water available. (sink/water can be used by Arch Amenities Group only).
- All other areas of the 46th floor must remain open, free and clear for tenants exiting. Any signage must be in the Sky Lobby area and cannot be in the hallways on 46.
- The Sky Lobby Coffee Bar will not be open during the event nor are the facilities or equipment to be used during the event. (except by Arch Amenities Group only)
- One security officer will be needed at \$50/hour (2-hour minimum)
- Cleaning: \$67.50 per hour
- After hours HVAC: Air goes off at 6pm. If you would like to keep it on the price is - A/C- \$100/hour and Vent/Ventilation-\$105/hour.
- Additional charges may apply if more than standard cleaning and/or maintenance of the area is needed.
- Furniture cannot be removed from Sky Lobby. The rental space stays as is.

## **Emergency Procedures**

Director of Security – David Delgado – 773.255.9796  
Security Desk – Emergency – 312.939.4396 or 312.939.5069  
Security Desk – Non-Emergency – 312.692.8171

### Security Services:

- Key Card: \$15 per card
- Security After Hours: \$50 per hour (minimum 4 hours)
- Fright Elevator: \$50 per hour (minimum 4 hours)
- The above two must be scheduled in advance with security

### Keycards/Access Cards

Keycards are obtained through inputting of a work order. Once the work order is received a profile is created. The keycards are produced in the Security Office on the second floor Lobby Level. It is located next to the entrance to the Tenant Lounge. A tenant's picture will be taken there and they will receive their keycard immediately. For lost or damaged keycards simply input a work order and the keycard will be brought to the individual's suite. The cost is \$15 per keycard.

## **Security Emergency Guidelines**

Developing and maintaining an efficient organization with procedures to cover emergency conditions is essential for the safety of tenants and their employees. We have concentrated on providing the simplest, most direct instructions to eliminate confusion during an emergency. Staff involvement through a Tenant Safety Coordinator, as well as periodic review of the following plans may save lives during an emergency.

Tenants can prevent fire emergencies. The most common causes of a fire are:

- Coffee maker left on
- Improper use of extension cords (overloading circuits)
- Use of personal electric heaters
- Accumulation of used packing materials, boxes, etc.

In a high-rise building, occupants normally are not evacuated completely out of the building unless necessary. Occupants are moved at least eight floors below the problem via the emergency stairwells. Never take an elevator.

### C.A.L.M.

- Call 911 first
- Alert building management & security
- Listen for instructions/ public address system

- Move to safety or evacuate

### Life Safety Plan

- Know your building's emergency plan
- Practice drills in your building/suite regularly
- Learn to keep safe, know your evacuation route
- For additional information about Life Safety guidelines, contact building management or visit the Chicago Fire Department website at [www.cityofchicago.org/fire](http://www.cityofchicago.org/fire)

### Evacuation Team

Each tenant should choose two people to supervise emergency procedures in case of an emergency. The Floor Warden & Assistant Floor Warden should be personnel who are normally present during regular business hours and be able to assist building engineers and security in an investigation of your suite.

The duties and responsibilities are as follows:

- Provide the Management Office with the names of your Floor Warden & Assistant Floor Warden with their personal phone numbers in case of an emergency.
- Make sure all employees are aware of who the Floor Warden & Assistant Floor Warden are.
- The Floor Warden is responsible for selecting an Assistant Floor Warden. The Assistant Floor Warden must attend one meeting a year offered by the Security Department.
- Coordinate an Emergency Team within a firm that includes stair monitors, elevator monitors, and search teams.
- Keep at least two flashlights in working order, "Post-it" notepad and whistle, supplied by your firm.
- In the event of a real emergency, the Floor Warden and Assistant Floor Warden should always instruct everyone to stay calm and proceed in an orderly manner to the nearest stairwell.
- Each evacuation team is responsible for educating their fellow employees.

### Medical Assistance

In the event that a person in your suite needs medical attention:

1. Call 911 and tell them the nature of your call. Tell them your address (334 South Franklin) and your suite number.

2. Notify Security (312-939-4396) so they can meet the police, fire department or paramedics, and assist them in getting to the problem as quickly as possible.
3. Please note the building has two automated external defibrillators (AED) on site.

### Police Emergencies

In case of criminal activity in progress (theft, break-ins, assault, riot, bomb threats, etc.) or disturbances caused by unauthorized or uninvited persons in the building:

1. Immediately call 911. Give your name, the emergency address of this building (334 South Franklin) and a description of the trouble.
2. Notify the Office of the Building at 312-692-8200 or Security at 312-939-4396 so they are aware and may meet the police, directing and assisting them when they arrive.

### Fire Emergencies

- The following instructions must be reviewed with all employees to make sure their understanding and performance.
- When any of these situations occurs, there is an alarm that will warn Security and Engineering on site. The situation is also monitored off-site.
- The off-site alarm monitoring company will automatically dispatch the Fire Department.
- The building security or engineer will activate audible alarms on affected floors via our alarm system and public address system to create a smooth evacuation of people around the fire.
- A backup call is placed to the Fire Department from the Security department.
- If you should smell smoke but cannot see it, immediately call the Office of the Building at 312-692-8200.

The Safety Coordinator, who will investigate the possible origin of the problem with the building engineer, will keep you informed of any actions that may need to be taken.

If you see smoke or any type of fire - immediately call the Fire Department at 911. Your Safety Coordinator will call the Office of the Building at (312) 692-8200 or Security at 312-939-4396.

### **KEEP ALERT - SMALL FIRES CAN SPREAD RAPIDLY!**

If you see smoke or fire, and in your judgment, any fire has reached major proportions, DO NOT DELAY in putting your evacuation procedures into action. If the building has smoke or fire, the system will be activated. If you are not in immediate danger, then:

1. Immediately call 911. Give them your address and suite number slowly and clearly. Our emergency address is 334 South Franklin.
2. Call the Management Office at 312-692-8200 or Security 312-939-4396. Give them your suite number slowly and clearly, also informing them you have called the Fire Department.
3. Advise your Safety Coordinator of your actions and start your evacuation

If caught in smoke, take short breaths, breathe through your nose, and crawl to escape. The air near the floor is purer than anywhere else in the room.

Touch all doors with the back of your hand before opening. If a door is hot, or fire is outside the door, do not open. If it is cool, open the door slowly and stay behind the door. If heat or pressure comes through, slam it shut and seek another door.

If you are trapped, call the Fire Department at 911 and tell them your situation and exact location.

Seal the bottom of your door with cloth material to keep smoke out. Always close as many doors as possible between you and the fire, and make sure there is a phone in the room with you.

#### Stairwell Safety

- Move quickly - but do not run
- Remove high heels to prevent injuries
- Use both handrails
- Evacuees should use the full width of the stairwell, but should move to their right-side handrail if they meet firemen or other emergency workers ascending via the firemen's' right side of stairs
- Allow room for others to enter the stairwell
- Only if necessary, treat any injuries at the nearest floor landing, but if serious, do not move the person

#### Public Announcement (PA) System

##### **ALWAYS LISTEN TO ANNOUNCEMENTS CAREFULLY**

- There will be a very loud siren activated on the affected floors
- The siren will stop, and the public address system will tell you what floor you need to advance to
- There are two emergency stairwells on each floor, located on the north and south sides of the floor
- An emergency team member will proceed through the suite, checking each office, pulling the unlocked doors and placing a "Post-it" note on the lower end of the door
- An emergency team member will proceed to the main passenger elevator lobby, and make sure no one attempts to exit using the elevators. That person should direct people to the closest emergency stairwell

- An emergency team member will proceed to the emergency stairwell. Check the stairwell for smoke or hazardous conditions and direct each person to the floor they should go to await instruction
- Emergency team monitors should remain at their designated positions until the last person leaves the suite and give the all-clear signal. At that point, all emergency team members are to evacuate
- The Office of the Building, Police or Fire Department will give re-entry authorization
- Remember, the Office of the Building, engineering and security staff have many positions and procedures they need to follow to assist the Fire Department or Police with the problem as quickly as possible. It is essential that the emergency team train all co-workers in these evacuation procedures so that everyone can help themselves

### Full Building Evacuation

The Chicago Fire Department will make the decision on whether the full building should be evacuated to street level. As with any evacuation, please listen carefully to the directions given by the Chicago Fire Department over the public address system.

### Elevator Emergencies

Each elevator is equipped with an alarm button and intercom system. The emergency stop and alarm buttons will both cause an alarm to automatically sound. Security will be notified and will be able to communicate with you over the intercom. The emergency stop button will cause the elevator to stop when pressed.

If there is an emergency on the elevator, do not panic. 311 South Wacker is staffed with elevator mechanics on site Monday through Friday. Help will be with you within minutes.

### Weather Emergencies

The Office of the Building will closely follow communication on any inclement weather that may threaten the area. If your area is threatened, the Office of the Building will notify all employees. Employees should move to the inner core of the building away from glass and flying objects. The stairwells, interior offices, closets, and freight elevator lobby all provide excellent protection. If you are unable to get to the inner core of the building, you should always take shelter under a desk, counter or doorframe.

### Power Outages

A power outage is not a life-threatening situation. There is no emergency reason for anyone to begin to evacuate. 311 South Wacker is equipped with emergency power. The four main areas automatically backed up on emergency power are the emergency lighting, fire pumps, main phone switch room, and elevators.

The following is how the emergency backup system works:

1. When the power goes down, the building will shut down for a few seconds.
2. The emergency power will then bring the emergency lights and phone system back up.
3. The passenger elevators will return to their main lobby in each bank, doors will open and the elevators will shut down.
4. The emergency power will then choose one elevator from each bank to begin responding to calls. There is no reason for masses of people to load up an elevator to leave. Please be patient and wait for the next time the elevator responds to your floor. Remember, there is only one elevator servicing your bank.
5. During a power outage, it is recommended that you turn off as much equipment as you can. This is to prevent any power surges when the normal power comes back on.
6. If the power outage continues for a considerable amount of time, the building may experience climate changes. In the summer, it will get warm within a few hours. In the winter, the building will get cold.
7. If the office of the building determines that the building needs to be closed down, they will request that all tenants or non-essential personnel be sent home.
8. We will contact all tenants as soon as possible via the emergency contact list provided by each tenant. If you have not provided such a list, you will not be notified. Please make sure you keep an updated copy of your emergency contact list with the building

### Bomb Threat

Keep the following checklist for bomb threat procedures available at the receptionist/telephone operator desk at all times. Our suggestion is to laminate a copy and place it under the phone.

- Remember - always attempt to obtain as much information as possible, and listen carefully, not only to the voice but also for the background sounds.
- Immediately notify the Office of the Building at 312-692-8200. If possible, have a second person call the Office of the building while the bomb threat is still in progress
- Be alert for any unfamiliar people and/or objects to point out to the police or management staff upon their arrival. Do not leave your office until directed to do so by police, building management or your Coordinator.
- The Coordinator will inform all employees to search their immediate work areas. You are the only one who knows your work area - no one else can possibly know if something is out of place or new. It will be the responsibility of the Coordinator to identify any suspicious items or packages that do not belong in the space
- Do not touch anything! Do not open/close doors!
- Do not operate any electrical or electronic device (lights, radios, etc.). If there is a bomb, a radio may detonate it; do not turn any radio device on!

- If a suspicious object is found, the Management Office will notify tenants and evacuate the known area where the suspicious object is located and call in trained police and fire personnel. The police and fire personnel will evaluate the situation and do everything possible to ensure the safety of the people in the building. If a verifiable bomb is found, the Chicago Police and Fire Department have a complete bomb and arson team on 24-hour call that will come to our aid.
- All tenants in the building not directly involved in the bomb threat will be informed of the situation as it progresses. If evacuation is suggested, this suggestion will be passed on to all tenants