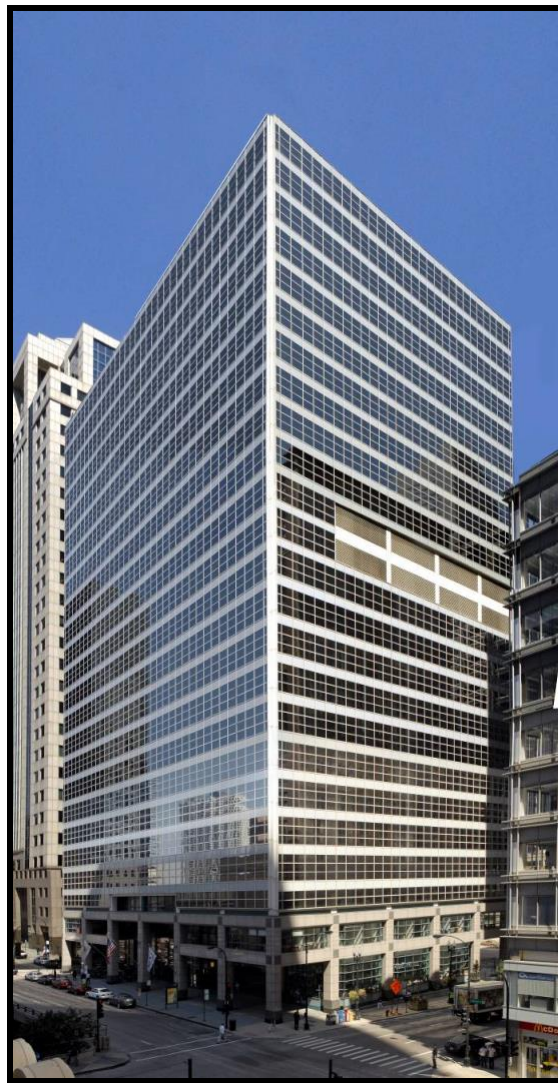




Building Rules & Regulations



101 NORTH WACKER BUILDING RULES & REGULATIONS

A. Access Procedures

1. This building is a **UNION** shop. All construction workers must be **UNION** members with respect to their specific trades, and therefore may be carded. Construction workers must be in uniform or display a building contractor's and/or Union badge at all times while on the property.
2. Workers will be allowed only on the floors where construction is taking place.
3. Building Security will be given the name and phone number of the job foreman. The foreman should be in the building anytime his crews are working.
4. Contractors will not conduct interviews with job applicants on the premises.
5. Construction personnel will use designated restrooms only, which are located in the Lower Level and are accessible via the freight elevator. The construction team will keep the facilities clean at all times. Any abnormal cleaning or damages resulting from contractor use will be billed back to the contractor or, when applicable, tenant.
6. No property may be removed without a Material/Property Pass signed by the Building Manager.
7. JLL is not required to provide parking to any contractor or subcontractor.
8. Loading Dock: During normal business hours (7am-4pm), use of the Loading Dock is limited to loading and unloading and for no other purpose. If the Loading Dock is needed during non-business hours, please contact JLL. No storage of materials is allowed within the Loading Dock or immediate area. Material and supplies must be immediately delivered to tenant or construction space.
ABSOLUTELY NO PARKING PERMITTED WITHIN THE LOADING DOCK.
9. Roof access will not be permitted without prior notification and escort by a member of Building Security. Any contractor needing access to the roof must sign a roof access waiver and file it with the Office of the Building.
10. At Building Manager's discretion, the Building will provide keys granting access to the following areas on the designated construction floor(s).
 - electrical closets
 - telephone closets
 - janitor closets
 - washrooms

These keys will be signed out by the general contractor's Superintendent. Extra keys will not be provided. Access to occupied tenant spaces must be arranged with the Office of the Building **48 hours** in advance. Building Security will be required to access tenant spaces. Charges will be billed back to tenant or contractor.

11. The contractor will be issued "Contractor Asbestos Notice" forms, enclosed within as Attachment D, and upon request the 101 N. Wacker "Asbestos Guidance Manual", before the commencement of any work. All contractors and/or sub-contractor representatives/ foremen must read and sign this form, to ensure all employees under his/her direction understand these ACM policies before starting.

B. Elevators

1. Passenger elevators will not be used by construction personnel.
2. Only the freight elevator will be used to carry materials.
3. Elevators will be cleaned after each use.
4. Elevator tracks will be kept clean at all times; floor covering will be covered with masonite or other suitable material.
5. Elevator door bucks will be protected on the floor on which construction work is in progress.
6. All large or time consuming deliveries of building materials (such as drywall, pipe, etc.), and/or tenant related equipment/supplies requiring "exclusive" freight elevator usage, are to be scheduled for before 7:00 AM or after 4:00 PM during the week, or on pre arranged weekend hours. These arrangements should be made 48 hours in advance, through the Office of the Building at (312) 525-8100. There is a 15-minute time limit, and the freight elevator will not be shut off for loading and unloading these types of deliveries during its normal business hours.
7. Carting material on top of the elevator or tampering with its components is strictly prohibited and is a criminal offense.
8. All passenger elevators shall be protected from damage and use. See above for further specifics on how General Contractor must protect each.

C. Building Trash Dumpsters

1. No construction or demolition material of any kind is to be put in building dumpsters during the day, unless previously approved by building management. If approved, the contractor will pay for the determined percentage of dumpster used.
2. Construction dumpsters will be provided by and paid for by contractor. Contractor dumpsters used for demolition/construction material removal must not be brought in earlier than 4:00 PM in the evening, and must be removed by 7:00 AM the next morning. **NO EXCEPTIONS.**
3. Construction trash will be removed by the contractor from the loading dock daily.
4. The construction site and loading dock are to be cleaned of trash daily if used by construction personnel.

D. Protection Systems

1. Life/Safety system work to be done only with the prior knowledge and approval by JLL Engineering Staff.
2. Building Life/Safety system and sprinkler valves will be turned off by building engineers ONLY.
3. Fire sprinkler and floor valve will be closed and drained by the Building Engineer ONLY with 48 hours' prior request. System will only be shut down when contractor is on site. All sprinkler and/or fire system isolation valves will be "Red Tagged" by building Engineer during isolation.
4. Connections into the main fire sprinkler system at riser must be previously arranged by and coordinated through Building Engineer.
5. When welding or soldering, notify Building Engineers to have building Life/Safety system for affected area turned off. Notify Building Engineers upon completion. See **Chief Engineer** for "**Hot Work Permit**" before beginning any such work. An Engineer may be required to be on site during certain procedures if deemed necessary by Building Management.

E. Core Drilling

1. No drilling or coring will be permitted without prior print review and/or written consent by the Building's structural engineer. Core drilling and hammer drilling are only allowed before 8:00 a.m. and after 6:00 p.m. Scanning or X-raying must be done prior to coring. Contractor is responsible for repairing any damaging to base building conduits running through the slab.



F. Electrical Panels

All electrical panels are to be labeled when new work is completed under the direction of the Building's chief engineer at the contractor's expense. See electrical prints for requirements. All panels, meters, disconnects, etc. shall be labeled with a plastic tag approved by the Building and have typed, removable directories. Stickers are not permitted.

G. A/C Units

1. All A/C units within the construction site will be turned off during construction.
2. Contractors are not to sit or stand on building equipment.

H. Copy Rooms and Equipment

1. Contractors are to cover copiers or equipment, which remains in construction area overnight. Trash and other debris may not be placed on top of this equipment.
2. Copiers and other equipment may not be moved by the contractor without prior notice of Building Management.
3. All unused electrical outlets for copy equipment shall be returned to tenant.

I. Doors and Locks

1. Standard locksets only shall be installed by General Contractor. All locksets shall be ordered with the proper cylinder barrel (keyway) for the floor under construction. All keying of cylinders shall be coordinated as early as possible through the building engineer to ensure keying is completed in a timely manner.
2. All keys and locks removed during construction will be turned over to a building engineer with room number attached. All unused locks and hardware shall be returned to Building Engineer.

J. Carpet

1. All carpet and floor covering will be protected with plastic or masonite and kept in clean and tidy manner. Contractor will be billed back for all additional cleaning of carpets and floor coverings, if required.
2. Check with Building Engineer before removing old carpet from building.

K. Hazardous/Odororous Materials:

1. No Contractor shall, during occupancy or construction, use any materials which may cause obnoxious gases or which may be hazardous, offensive or objectionable to the Landlord or any other Tenant in the building.
2. Any construction that involves smoke or odor-producing activities must be performed after-hours with the express prior consent of Building Management. This includes the use of the following: carpet adhesive, wallpaper sizing, wood stains, finishes and painting.

L. Rules of Conduct

As an important member of the building staff, your activities must be conducted in a professional manner. All individuals must keep in mind that we are paid to provide quality service to our customers, tenants and visitors of the building. Poor conduct can reflect unfavorably on the Contractor's job performance and on our staff.

Remember to be friendly and polite to everyone at the job site and in the building. Avoid socializing while on the job. All tenant and common areas are considered private property. It is important that you do not enter a tenant area without a specifically contracted assignment.

The following rules are imposed upon the JLL Staff and also apply to all contractors and subcontractors.

1. No Smoking in the Public areas of the building or within tenant spaces. Per COC code all smoking outside must be at least 15' away from the front of the entrance to the building.
2. No Eating or Coffee Breaks are allowed in public areas or tenant space. The only approved area for eating or coffee breaks is within the contracted work area (if not occupied) or space designated by the building management.
3. No Congregating in public areas (within the Building or on the Building's premises). Meetings, lunches and breaks are to be within construction areas, offices, or designated lounging areas (designation shall be the choice of the building management).
4. Professional Behavior is required. Please remember the importance of your appearance and professionalism to our customers, visitors, and tenants when you and your employees are within the buildings. Congregation reflects unfavorably on the entire job, Hines and your firm, and makes it hard for a team to achieve the important objective of quality service. Serious offenses which will result in the immediate dismissal from the premises or closing down of the job include:
 - a.) Drinking on the job, or coming to work in an intoxicated condition.



- b.) Possessing or consuming drugs or any illegal substances while on the property.
- c.) Violating any Local, State or Federal Statutes while on the property.
- d.) Possessing firearms, explosives, or weapons while working on the property.
- e.) Physically or verbally abusing any individual who works or visits the building.
- f.) Duplicating any keys or illegal entrance into any restricted space within the property.
- g.) Gambling with any individual while on the property.
- h.) Intentionally harming or destroying any property.
- i.) Sleeping on the job.
- j.) Behaving in disorderly manner.
- k.) Core drilling between the times of 8:00 a.m. and 6:00 p.m.
- l.) No AM/FM radios allowed on occupied floors.

Because JLL respects the dignity of each individual, the Company is committed to dealing fairly with all individuals when administering these rules. However, it is the Company's expectation that all individuals will readily observe these rules as they conduct their professional affairs.

M. Building Information and Dimensions

The freight elevator dimensions are as follows. 86" deep (80" from control panel to back wall) by 67" wide by 115" high. Door opening 54" wide by 100" high. 12' diagonally from bottom of closed door to top of back wall. 5500 lbs. weight limit rating.

Loading dock dimensions. South overhead door 20' 6" wide by 12' high. Middle overhead door 19' 6" wide by 12' high. North overhead door 13' 4" wide by 8' high. 34' from inside of south loading dock door, to dock curb. Curb height 11.5" all the way across to generator. The opening at the outer service corridor door off the loading dock leading to the freight car is 60" wide by 92" high.

Total Super Imposed Floor Loads – Tenant must have a structural engineer verify any atypical loading scenarios and verify the below information from the base building structural drawings. A peer review for any structural support must be peer reviewed by the base building structural engineering firm.



1st Floor 164 p.s.f.
Mezz.. 90 p.s.f.
2-11 Floors 80 p.s.f.
12th Floor Tenant 80 p.s.f.
12th Floor Mech. 160 p.s.f.
13th Floor Tenant 80 p.s.f.
13th Floor Mech. 160 p.s.f.
14th Floor 100 p.s.f.
15-23 floors 80 p.s.f.
Roof 45 p.s.f.
Pent. Floor 60 p.s.f.
Core Areas 105 p.s.f.

Live Loads

Roof 25 p.s.f.
Office Floors 50 p.s.f.
Partition Allowance 20 p.s.f.
Mechanical 150 p.s.f.
Stairs & Corridors 75 p.s.f.
1st Floor 100 p.s.f.

N. COVID-19 PANDEMIC PRECAUTIONS

Pursuant to the terms of the Agreement between Owner and Contractor, and in light of the on-going Covid-19 pandemic, Owner is implementing the following rules for the Property. Contractor shall comply with these rules, and in the event that it cannot comply with such rules, shall immediately inform Owner's Managing Agent in writing of such issues.

1. Contractor shall comply with all applicable laws and regulation in performing the Services including, but not limited to, laws and regulations implemented by the State and/or local governments where the Property is located as a result of the novel coronavirus (COVID-19) pandemic or other pandemics. These laws and regulations may include, but are not limited to, the use of personal protective equipment and/or face coverings and following social distancing guidelines.
2. Contractor shall ensure that all subcontractors that it brings onto the Property shall comply with all applicable laws and regulations implemented by the State and/or local governments where the Property is located as a result of the novel coronavirus (COVID-19) pandemic or other pandemics. These laws and regulations may include, but are not limited to, the use of personal protective equipment and/or face coverings and following social distancing guidelines.



Freight/Service Elevator & Loading Dock Dimensions

Car	Location/Door	Dimensions
Freight Elevator	East side of Building	86 " deep x 67" wide x 115" high (80" from control panel to back wall)
Freight Elevator Door Opening	East side of Building	54" wide x 100" high 12 ' diagonally (from bottom of closed door to top of back wall)
Freight Elevator	Weight capacity	5,500 lbs.

Loading Dock

South Overhead Door	19' 6" wide x 12' high
Middle Overhead Door	17' 10" wide x 12' high
North Overhead Door	11' 9" wide x 8' 2" high
Depth of Dock (inside)	34' from inside of overhead doors to dock curb
Access to/from Dock into Building:	Opening on outer swinging doors off loading dock leading to freight car 60" wide x 92" high

Lower Wacker Drive

Outside Building	12' 6"
------------------	--------

Attachment A

Hazardous Substances Certificate

The undersigned Contractor hereby certifies to Landlord that no asbestos containing materials, PCBs or other substances regulated as hazardous substances as of the date of this certification are present in any materials used by the undersigned as a part of performing any of its work at 101 North Wacker Drive.

CONTRACTOR:

BY:

DATE:



Attachment B

Material Fabrication Information and Material Safety Data Sheets Certificate

The undersigned hereby agrees to deliver to Landlord Material Fabrication and Material Safety Data Sheets for all materials used prior to construction commencement.

CONTRACTOR:

BY:

DATE:



Attachment C

Acceptance of Premises Agreement

The undersigned hereby agrees that Contractor has thoroughly examined the area(s) of work and has determined there are no deficiencies in base building conditions in any of these areas and furthermore fully accepts the Premises in an “as-is” condition, whereby all repairs to any such conditions arising on the date below and after are the full responsibility of the Contractor.

CONTRACTOR: _____

BY: _____

DATE: _____



Attachment D

Contractor Asbestos Notice

We are committed to making 101 North Wacker Drive a safe and comfortable place to work for all contractors entering and performing work on the premises. This building was constructed at a time when asbestos (a naturally occurring mineral) was minimally used. However, all building asbestos removal policies and procedures must be followed when any amount of asbestos-containing material is discovered.

When in good condition, and not disturbed, asbestos-containing materials (ACMs) should not pose a health hazard. There are no regulations requiring removal of intact ACMs in good condition unless disturbed by repair or renovation activity. Do not disturb the following materials, which are assumed ACM's: **Floor tile and tile mastics.**

To reduce future risk, the building had an Asbestos Guidance Manual prepared to provide guidance for those working on repair, renovation or installation within our building until the asbestos is removed. To examine the Manual, contact the Office of the Building.

Under the Building's Asbestos Operations and Maintenance Plan, contractor and employees must comply with these general rules:

1. Personnel of tenants and contractors performing any abatement, maintenance, renovation or cleaning activity in or near areas where ACMs are present and may be disturbed must refer to the Asbestos Guidance Manual for appropriate guidance before beginning work. Such work shall only be performed by personnel who have been specially trained and authorized.
2. If ACMs have been damaged or disturbed, do not try to sweep them up or otherwise further disturb them. Disturbing the materials may spread the asbestos fibers and make them airborne. Disturbed ACMs must be cleaned by trained personnel according to approved procedures.
3. Any incidents involving damage to or significant changes in the condition of ACMs must be reported to the Office of the Building.

I have read and understand this notice. I will ensure that my company's employees will follow the procedures and requirements as outlined above and in the Asbestos Guidance Manual.

CONTRACTOR: _____

BY: _____

DATE: _____



Attachment E

Waiver and Indemnification for Roof Access at 101 North Wacker Drive

The undersigned, and any of its employees, agents, guests or invitees (collectively, referred to herein as the “User”) has requested roof access at 101 North Wacker Drive, Owned by BAEV – LaSalle Chicago North Wacker Drive, LLC and managed by Jones Lang LaSalle Americas (Illinois), L.P.

For and in consideration of the roof access and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, User agrees as follows:

- (1) To the extent not expressly prohibited by law, User releases 101 North Wacker Drive, Owned by BAEV – LaSalle Chicago North Wacker Drive, LLC and managed by Jones Lang LaSalle Americas (Illinois), L.P., all mortgagees of the Property, and their respective agents, beneficiaries, partners, officers, servants and employees (BAEV – LaSalle Chicago North Wacker Drive, LLC, Jones Lang LaSalle Americas (Illinois), L.P. all such mortgagees, and their respective beneficiaries, partners, officers, servants and employees are collectively referred to herein as the “Owner”) from and waives all claims for injury to or death of any person (other than injury to or death of any person caused by the negligence or willful misconduct of Owner) or damage to or theft of misappropriation or loss of any property sustained by User or by any other person resulting directly or indirectly from User’s roof access or from any accident in or about the Property or any part thereof or from any act or neglect of user. This waiver shall apply especially, but not exclusively, to damage caused by water, snow, frost, steam, excessive, heat or cold, sewerage, gas, odors, or noise, or the bursting or leaking of pipes or plumbing fixtures, falling plaster, broken glass, sprinkling or air-conditioning devices or equipment and, except as provided above shall apply without distinction as to the person whose act or neglect was responsible for the damage and whether the damage was due to any of the acts specifically enumerated above, or from any other thing or circumstance, whether of a like nature or of a wholly different nature. All personal property belonging to User shall be there at the risk of User and Owner shall not be liable for damage thereto or theft or misappropriation thereof.

- (2) To the extent not expressly prohibited by law, User shall hold harmless and indemnify Owner and the Property against all claims and liabilities, including attorney’s fees and costs, for injury to or death of any person (other than injury to or death of any person caused by the negligence of willful misconduct of Owner) or damage to or theft or misappropriation or loss of property occurring in or about the Property resulting directly or indirectly from User’s roof access or from any accident in or about the Property or any part thereof or from any act or omission of User. In the event, any action or proceeding is brought against Owner, by reason of such claims, then, upon notice from Owner, User covenants to defend such action or proceeding by counsel satisfactory to Owner.

- (3) If any damage to the Property results from any act or neglect of User, then User shall upon demand by Owner pay to Owner the total cost of such repair and damage to the Property. If Owner elects not to repair such damage, User shall promptly repair such damage at its own cost in a manner satisfactory to Owner.

The forgoing waiver and indemnity shall be in addition to and shall not be limited by any other waiver, release of claim or indemnity contained in any lease, contract or other agreement between User and Owner.

Date: _____

User: _____
(Name of Entity)*

Signed (By): _____

Title (Its): _____



Attachment F

Acceptance of 101 North Wacker Building Rules & Regulations

The undersigned hereby agrees that Contractor has read and understands all regulations, rules, specifications, means and methods defined in the 101 North Wacker Building Rules & Regulations and has provided these documents to all of its subcontractors, consultants and any other entity contracted by Contractor. Furthermore, the undersigned agrees to uphold and abide by all that is included with these documents and enforce likewise with its subcontractors.

CONTRACTOR: _____

BY: _____

DATE: _____

