

**OWNER'S RULES AND REGULATIONS**  
**180 North LaSalle**

1. Service Contractor must be approved by Building Management. Service Contractor and all subcontractors must provide proof of insurance to be reviewed by Building Management. Service contractors must employ union employees when applicable. A current union card will be asked for upon entry to the building.
2. Service Contractors are not to post signs on any part of the Building or on the Premises.
3. Service Contractor shall protect all base-building elements and all tenant improvements and equipment from damage of any sort and shall repair any damage in the course of performing its work.
4. Service Contractor work shall be scheduled so that it in no way conflicts, interferes with or impedes the quiet and peaceful environment of tenants. Any work that is in conflict with the other tenants will be rescheduled by the Service Contractor to such dates or times approved by Building Management.
5. Service Contractor shall contain storage of materials and operations within such space which may be assigned by the Building Manager. Service Contractor must properly mark and identify all containers containing chemicals with hazardous material stickers and storage areas for these containers should have MSDS posted in the space in which the work is being completed. Items requiring this marking are (at a minimum): soap, paint, solvents, lubricants, cleaners, refrigerant, etc.
6. Service Contractor shall take appropriate measures to block temporarily the view of the work (if applicable) from public corridors.
7. Service Contractor shall notify the Building Management two (2) business days prior to any planned work to be done on weekends or at other than normal job hours.
8. Service Contractor shall be responsible for all his actions on-site as well as those of its subcontractors. Any damages to Landlord's property caused by the Service Contractor will be promptly repaired at no cost to Landlord. The Service Contractor shall maintain supervisory personnel on site at all times whenever the Service Contractor is working on the site. Such personnel shall be fully empowered to coordinate and authorize the Service Contractor's subcontractors to perform such work as necessary to enable the work to proceed.
9. Additional security (if required by Building Management) for Service Contractor's work shall be the financial responsibility of the Service Contractor.
10. Before any work will be started, there will be a walkthrough of the service elevator, corridors and area of work to check on existing damage of walls, doors, ceiling, etc. This walk through should include Service Contractor and Building Management. Failure to comply with the above will put all responsibility for repair on the Service Contractor.
11. All work required to be performed in Tenant's spaces (i.e.: plumbing lines, HVAC ductwork, etc.) shall be performed on weekends or between 7:00 p.m. and 8:00 a.m. on weekdays (or as designated by the Tenant, occupying the space in which the work is to be done) unless otherwise agreed to in writing by the Building Manager. Service Contractor shall inform the Building Manager of the need of such after-hours work with two (2) business day's minimum notice. Service Contractor shall be fully responsible for the protection of and subsequent damage to building common areas and Tenant

premises and merchandise, and Service Contractor shall be responsible for any damage caused to building common areas and Tenant premises or merchandise. A Building Courtesy Staff Guard, at the Service Contractor's expense, may be required to be present at all times while working in Tenant's space. Any work that will interfere or interrupt service such as electrical, water, plumbing, HVAC or fire life safety devices to existing tenants during normal business hours must be scheduled with the Office of the Building with a minimum two day advance notice.

12. Service Contractor(s) must use the service (freight) elevator for transporting materials and tools to and from the work area. Access via the service elevator requires use of a key card which shall be obtained upon check-in with Security at the loading dock. To obtain an access key card, contractor must provide a state issued photograph license (driver's license or state ID) which will be left with Security until the key card is returned. Special requests for after-hours use, which are made on a first-come, first-served basis, must be scheduled at least two (2) business days in advance through the Office of the Building.
13. Transportation of glass material on any elevator on the premises shall be done so using a cart. In the event that the glass cannot be transported using a cart, Building Security must be made aware. Security will assist in operating the elevator in a safe manner. Contractors will be responsible for any damage caused to the elevator due to improper transportation of glass materials.
14. Washroom facilities for Service Contractors are available in the Lower Level and will require the use of a key card, which is obtained at the loading dock upon check-in. Contractor is responsible for any fees associated to a lost key card. Washroom facilities will be maintained and stocked on a regular basis. The Service Contractor will be responsible for any damage, defacing, etc. during their use. Any special cleaning required will be at the cost of Service Contractor.
15. Service Contractor shall take care not to clog drains including the slop sinks located on every floor with construction debris or materials. Service Contractor is responsible for drains up to 30 days past completion.
16. The Service Contractor is responsible for trash removal from areas in which the Service Contractor is working or storing materials. The Building Manager is responsible for providing dumpsters as needed by the Service Contractor. The Service Contractor must contact the Building Management office to schedule removal of the dumpster. When asking for removal, the Service Contractor shall specifically indicate to which project it is to be allocated. The Service Contractor shall not permit trash and construction debris to accumulate within the premises or in the corridors adjacent to the premises, the Lower Level or streets and sidewalks adjacent to the building. The cost of dumpsters will be the responsibility of the Service Contractor.

Dumpsters must have a **plywood or Masonite sheet layer** to protect loading dock concrete.

Dumpsters must be delivered after 5pm and picked up by 5am daily.

17. Service Contractor (or Tenant) shall apply and pay for all utility meters required (if applicable).
18. Temporary electrical service shall be provided by the Building at the floor where the work is to be performed. Service Contractor must have the Building Manager's approval to connect temporary lines to the power source for service to the Premises. Service Contractor shall provide any required temporary heat for the Premises at its expense. Only electric heat is allowed.

19. All work performed by Service Contractor shall be performed in a manner so as to avoid any labor dispute which results in a stoppage or impairment of work or delivery services or any other services in the Building, and in the event there shall be any such stoppage or impairment as the result of any such labor dispute, Service Contractor shall immediately undertake such action as may be necessary to eliminate such dispute or potential dispute.
20. Service Contractor shall use only such entrances and access ways as shall be determined by the Building Manager. All access for construction materials and labor shall be through the loading dock on the lower level.
21. All demolition work shall be performed after 6:00 p.m. and before 7:00 a.m. unless otherwise agreed to in writing by the Building Manager. Cleaning and dust control measures must be taken to prevent dirt and dust from infiltrating into adjacent tenant, mechanical or base building areas.
22. All noisy work shall occur between 6:00 pm and 8:00 am to avoid disturbing other tenants. Noisy work will be defined as any noise that is noticeable from adjacent spaces.
23. Use of odor causing cleaners, chemicals, paints etc. shall be scheduled for use during non business hours (after 6:00 pm and before 7:00 am) it is the contractors responsibility to assure proper ventilation is happening and must be enforced so as to comply with OSHA and building code requirements. Ventilation cost for after hours will be at Contractor's expense. All paints, varnishes, finishing chemicals or cleaning solutions must be sealed when not in use.
24. The use of a torch for the purpose of welding and or soldering piping requires a burn permit. All requests of permits must be submitted to the Building Chief of Engineering with a minimum of two days advance notice. All contractors that require a permit must indicate the company for whom they work for, their name and a detailed explanation of the proposed work. Upon receipt of this information a permit will be issued. Upon completion, permits must be returned to Engineering Staff. Note: it is required that all safety precautions shall be taken and any expense is that of the contractor seeking the permit.
25. Air conditioning will not be provided in construction sites; Service Contractor should make provisions to accommodate temperature changes.
26. Deliveries and trash removal for construction projects on occupied floors must occur after 5:00 p.m. and before 8:00 a.m. Floor protection must be used and cannot remain in the corridor between 8:00 a.m. and 5:00 p.m.
27. For construction related projects, all base building return air ducts and grilles and all base building supplied fan powered VAV box inlets shall be protected with filter media provided and installed by the Service Contractor. Contractor will clean all induction units after construction is completed.
28. For construction related projects, Building Management expects the Service Contractor to maintain a clean and presentable space during construction. The floor must be swept nightly at a minimum. Wet walk-off mats must be provided in front of the elevator doors as needed. Additionally, a thorough final cleaning including but not limited to the following, will be required before Tenant occupies the space.
  - a. Fluorescent light fixtures and lenses;
  - b. Windows and window mullions;
  - c. Doors and frames;

- d. Base;
- e. Carpet; Floors
- f. Blinds;
- g. Smoke detectors
- h. Walls

Service Contractor must use Building's cleaning contractor and only through coordination with Office of the Building.

29. Service Contractor shall contact the Office of the Building for proper cylinder ordering information.
30. Requests for connections to the base building sprinkler system, plumbing systems, exhaust ducts, etc. are to be made in writing to the Building Manager. Prior to making any cores through the base building floor slabs, Service Contractor shall lay out such locations and request approval from the Building Manager for the final core locations. All core locations must be x-rayed or scanned to be determined by Building Management. The Building Manager will require five (5) days to arrange for an engineering review and approval of such work. Service Contractor will be billed for this cost
31. Electrical contractors must adhere to all applicable codes and are required to wear the proper PPE in accordance with those codes. Electrical contractors are required to identify and properly label meters and panels serving the construction space.
32. The EC must comply with 180 N LaSalle energized work permit system and electrical program Rev 1 6/27/2011. See Office of the building for policy on program requirements.
33. No conduit shall be tied directly to suspended ceilings, grid work, hanger wires or HVAC components such as ductwork. Conduit must be mounted directly to the deck above, and independently supported by its own hanging apparatus. The Service Contractor will be held responsible for any repairs to the base building systems stemming from improper attachments.
34. No water or drain lines can be run through any part of the duct work.
35. No electrical connection of any type shall be attached or run from the induction units.
36. Ensure a 12" clearance is maintained around all perimeter induction units.
37. Construction Work shall be subject to inspection by the Building Manager and Landlord from time to time during the period in which Work is being performed.
38. Due to the high volume of traffic in the loading dock, trucks will only be allowed a fifteen (15) minute stay between 6:00 am and 5:00 pm. Use of the loading dock facilities is limited during normal business hours; therefore, large deliveries must occur before or after normal business hours between 5:00pm and 8:00am and must be scheduled in advance with the Office of the Building.
39. The service elevator operates Monday through Friday from 6:00 a.m. to 5:00 p.m. for use by the Tenants' vendors, contractors and for general building operations. Construction personnel must use the service elevator for their own personal transportation.
40. The Building housekeeping staff uses the service elevator on a limited basis from 5:00 p.m. to 12:00 a.m. Monday through Friday for trash removal. Service Contractors may use the service elevator

during this time on a shared basis with the Building housekeeping staff. Please contact the Office of the Building to arrange after-hours access of the service elevator.

41. Construction keys for electrical, communication, telephone and slop sinks closets shall be obtained from the Office of the Building. A form of identification will be requested in exchange for a key to these areas. Failure to return keys daily will result in the key being considered lost. Contractors are responsible for all keys issued to them and will be charged for rekeying all locks associated with lost keys.
42. Electrical closets, communications closets, and slop sinks are to remain locked unless they are being used.
43. 180 North LaSalle is a non-smoking building. Smoking or use of e-cigarettes is not permitted anywhere on the Building premises or within 25 feet of entryways. Contractor personnel will be asked to leave and escorted from the Building if found smoking or using e-cigarettes on the premises.
44. Crude, obscene, or otherwise offensive language is strictly prohibited. Contractor personnel violating this rule will be promptly escorted out of the building.
45. Lunches and breaks are to be taken within the construction area or in restaurant areas in the building. They are not to be conducted anywhere else on the building premises.
46. Building emergency stairwells are for emergency use only. Stairwell doors are not to be propped open or left ajar.
47. Building passenger elevators are specifically for Tenants and visitors. Contractor personnel are not permitted to use these elevators for any reason. Contractor personnel violating this rule will be promptly escorted out of the building.
48. For construction area, cleaning contractors are responsible for providing their own vacuum cleaners, cleaning supplies, etc. Building equipment is not for Contractor use and will not be loaned.
49. The corridors must remain neat and clean. Contractors should make the appropriate provisions to prevent construction debris from being tracked into the public corridors and should clean up any material track into the corridors.
50. Life safety trouble alarms shall be cleared before the end of each day.
51. Prior to the installation of any special equipment, (HVAC, Electrical, etc.,) the Service Contractor is required to provide one (1) copy of the installation instructions to Building Management.
52. 180 North LaSalle has a Distributed Antenna System installed on all floors which can only be modified by Extenet. During demolition, the conduits, junction boxes and antennas should be identified prior to demolition and protected as required during the work. The antennas should be carefully removed from the suspended ceiling as necessary and secured to the junction box. Any damage to the antennas or the infrastructure will be the contractor's cost to restore and the work must be done by Extenet.

Conduits and junction boxes may be painted, provided that the Extenet labels are NOT painted over.

The contractor shall submit drawings to Extenet for review, with a copy to Building staff. Extenet will identify any modifications to antenna locations due to the new layout and will provide a proposal to the contractor for making those modifications.

53. The Building Manager will make repeat inspections as necessary to determine the condition and progress of Tenant's remedial work and enforce the provisions of the Tenant's lease.
54. Tenant shall notify the Building Manager at least 10 days prior to substantial completion of Tenant's space so that the Landlord's Building Manager can perform an inspection of the Tenant Improvements to verify that work has been performed in accordance with the Lease. Building Management will notify the Tenant in writing of the findings upon completion of the inspection and whether any action must be taken to complete and/or remedy Tenant's work. The Building Manager's approval of Tenant Improvement work shall not constitute an implication, representation or certification that the Tenant Improvement work is in accordance with any statutes, codes, ordinances or other regulations which is the responsibility of the Tenant's Architect and Contractor.
55. Upon completion of construction of Tenant's premises, Tenant or Service Contractor shall notify the Office of the Building of such completion so that the building janitorial Contractor can be scheduled to clean Tenant's premises.
56. Service Contractor shall comply with Loading Dock and Elevator procedures as outlined a follows:

#### LOADING DOCK

Number of Loading Berths: 3 berths

Berth Dimensions: Trucks no larger than a 20 foot box truck will fit

Dock Hours: Monday—Friday 6:00am-5:00pm \*\*\*Fifteen minute parking limit\*\*\*

Due to the high volume of traffic in the loading dock, trucks will only be allowed a fifteen (15) minute stay and in no event should deliveries impede traffic in dock or service corridor. Extended parking on the dock is available outside of these times by special request only, with 48 hours advance notice.

\*Pallet jacks are never allowed to be used inside any elevators on the property.

\*Under no circumstances should a contractor's truck or vehicle block passage through the alley.

\*Please contact the Office of the Building to schedule use of the dock.

#### SERVICE FREIGHT ELEVATOR

Cab dimensions: See attached drawing

Door dimensions: 41 ½" W x 83 7/8" H

Weight capacity: 3,500 lbs.

Tenants and Service Contractor who require use of the service elevator must notify the Building Manager.

Special requests for after-hours use, which are made on a first-come, first-served basis, must be scheduled two (2) Business days in advance by contacting the Office of the Building.

## HYRDO ELEVATOR

Cab dimensions: See attached drawing

Door dimensions: 42"W x 84 1/2"H

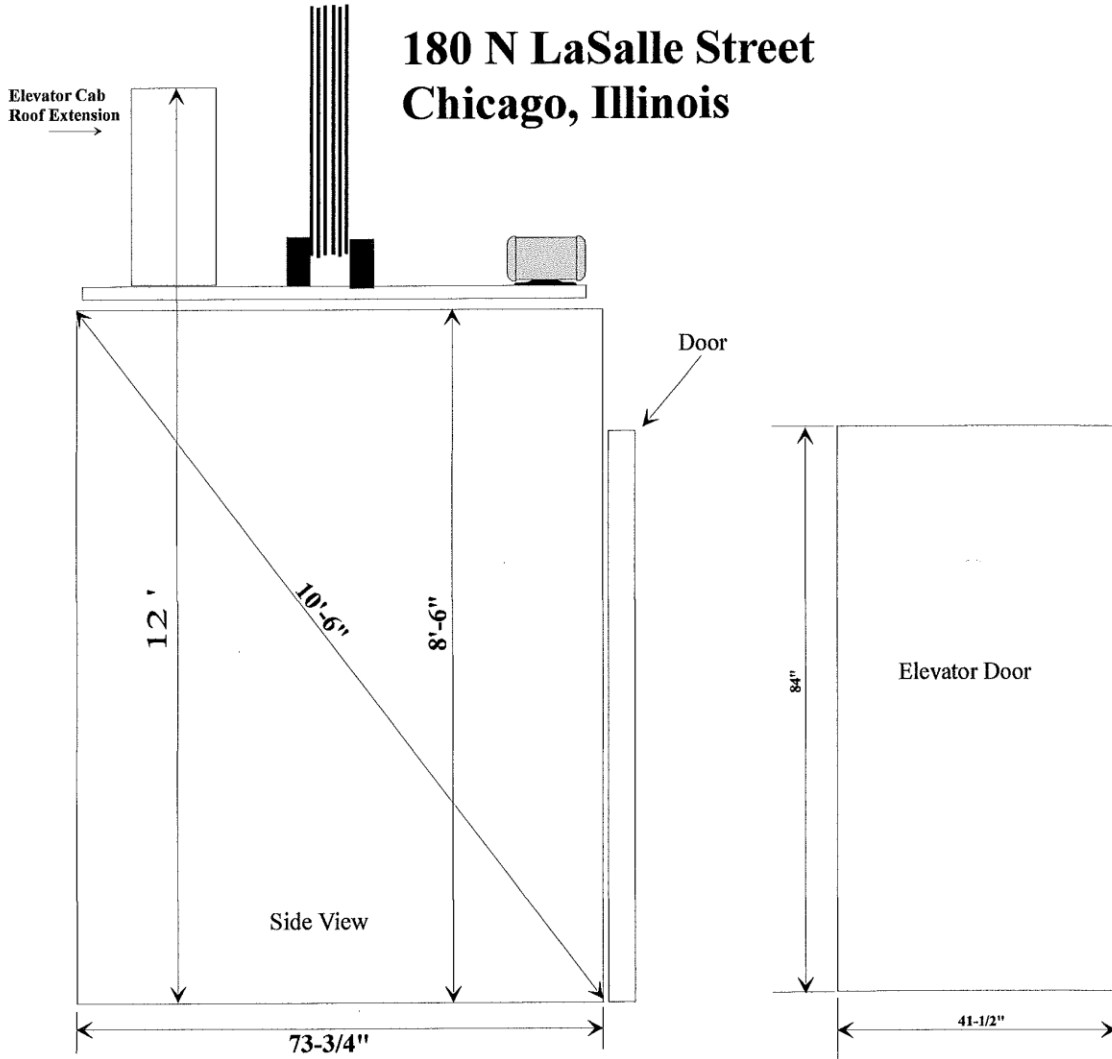
Weight capacity: 3,500 lbs.

The freight elevator is only accessible from the dock by the hydro elevator. In the event of an oversized delivery, the hydro elevator may be bypassed but only by special request through the Office of the Building with 48 hours advance notice.

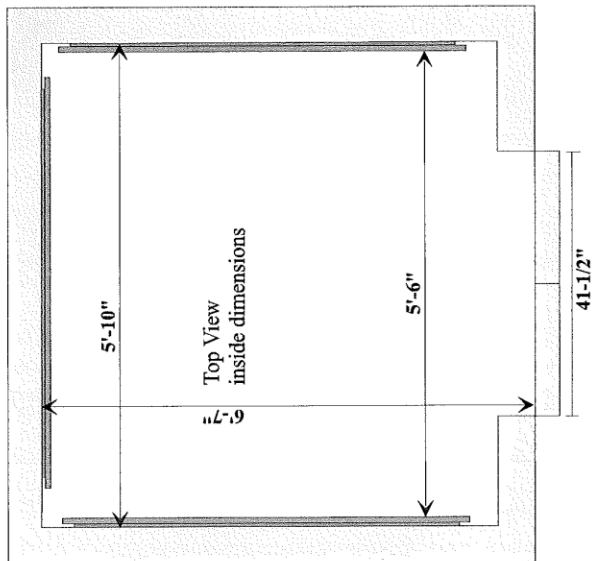
Elevator dimensions are provided on the following pages.



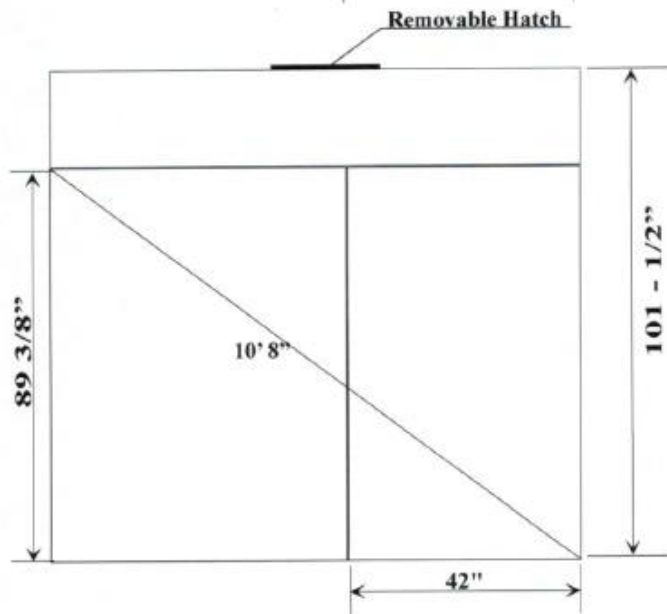
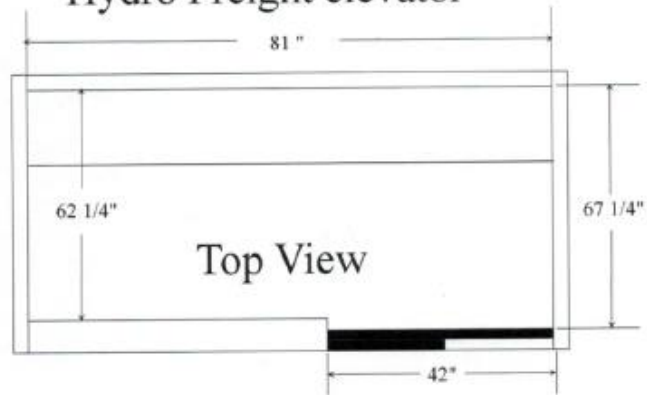
**180 N LaSalle Street  
Chicago, Illinois**



**Elevator Cab # 9 Freight Elevator**



# Hydro Freight elevator



Elevator FrontView