

NORTH 180 LASALLE

Building Services

Deliveries

All deliveries must be made at the loading dock located on the first floor of the building on Couch Place (off LaSalle Street). Tenants must accept and sign for all deliveries and arrange for the immediate transport of those items to their suites. No holding area exists on the loading dock, so immediate transport to your suite is necessary. 180 North LaSalle building personnel will not take responsibility for accepting deliveries. Delivery personnel are required to use freight elevator only, never the passenger elevators. The freight elevator has a capacity of 3,000 pounds. In order to enhance security, delivery persons are required to check in with dock security and leave a Photo I.D. before allowed access to the freight elevator.

Deliveries requiring extended use of the freight elevator need to be scheduled with the Office of the Building for after hours (before 8am or after 5pm) or weekends. Notice of 48 hours is needed on all extended deliveries. Extended deliveries include any deliveries requiring more than one trip up the freight elevator.

Cleaning

Cleaning service is provided five nights a week, Monday through Friday between the hours of 5pm and 1am.

Day staff is available during normal business hours to clean the building's common and public areas and provide supplemental services. If a janitorial service other than that which is normally provided (i.e. moving small amounts of furniture) is necessary, please contact the Office of the Building at 312-827-7800.

No garbage or discarded items (i.e. boxes, computers, furniture, etc.) are to be left in the common areas of the building including the freight elevator vestibules. Any items left in the common areas will be removed by the building and the tenant will be billed for the removal.

If trash that is to be disposed of is not in wastebaskets, then please inform the cleaning personnel by putting the orange "PLEASE THROW AWAY" stickers on the trash that won't fit in the waste basket. Please DO NOT leave items that are not trash on top or near wastebaskets that might be misconstrued as garbage. If you have special cleaning needs, such as carpet shampooing, please contact the Office of the Building at 312-827-7800. Special cleaning services can be arranged at tenant expense.

HVAC

Heating and air conditioning are provided Monday through Friday from 8 a.m. to 6 p.m. and Saturdays from 8:00 a.m. to 1:00 p.m. The temperature of the building is maintained at a comfortable level and centrally controlled. For temperature issues or questions, please call the Office of the Building.

Heating and air conditioning are not regularly provided on Saturday after 1:00 p.m. through Monday at 8:00 a.m. If you need HVAC service at these times, please contact the Office of the Building at least 48 hours in advance to schedule this service and inquire about the current charge.

For more information regarding Building Services, please visit our website at www.180nlasalle.info or call the Office of the Building at 312-827-7800.