

**180 North LaSalle Street
Electronic Tenant® Portal**

Created on December 5, 2023

Building Amenities: On-Site Amenities

Sundries – Lobby Level

Byline Bank ATM

LaSalle Newsstands – newspaper, snacks, lottery tickets - *opening in August*

Jimmy John's – sandwiches, snacks.

Paul Chang Tailors – tailoring, custom suits.

Starbucks – coffee, breakfast items - *re-opening in August*

ESQ – Men's and Women's custom clothier.

Fitness Center – Lower Level

The Fitness Center is available exclusively for the tenants of 180 North LaSalle and equipped with your favorite work-out pieces, including treadmills, elliptical trainers and stationary bikes. A group fitness room with On-Demand Fitness classes is also available for tenant use. Adjacent restrooms have lockers, showers and a changing area for built-in convenience. The Fitness Center is open from 6am - 7pm, Monday - Friday, free of charge to tenants. For more information on signing up for the Fitness Center, please contact the Administrative Assistant at 180nlasalle.info@hines.com for further information regarding this amenity and how to sign up!

[Click here to view the Fitness Center Waiver and Rules & Regulations](#)

Bike Room - Lobby Level

180 North LaSalle is pleased to provide a bike room facility for tenants who choose to bike to work. Please email 180nlasalle.info@hines.com for further information on how to sign up!

[Click here to view the Bike Room Waiver and Rules](#)

The Hub - Lower Level

The Hub's allure is the amplitude and variety of lounge and meeting spaces throughout. Complimentary WiFi is available throughout the floor. Tenants can access the amenity floor by following the lobby's textural travertine stone walls to the escalators that lead you right into the brightly lit lounge space with entrances to the fitness and gaming center. The elegantly lit textural space has a contemporary flare with a refreshing atmosphere.

Conference Center - Lower Level

180 North LaSalle has a Conference Center comprised of three separate spaces available to rent for our tenants. Each room features an in-room wall mounted controller that can adjust lighting levels and screens, giving the presenter the utmost control over his/her environment.

[Click here to view the Conference Center Overview](#)

Tenants can reserve the Conference Center through [Building Engines](#). Please contact the Office of the Building for assistance with special requests: 180nlasalle.info@hines.com.

Tenant Lounge - Lower Level

180 N LaSalle now has a tenant lounge located on the lower level for tenants to enjoy. This modern lounge offers seating and places to plug-in devices throughout the space. Entering the Lounge, tenants are greeted by warm living space with lounge and club room furnishings. You can relax, work, eat or watch TV. The Lounge also features a bar designed to accommodate any type of setup or pop-up-shop. Its blend of casual lounge and corporate office designs offers employees a retreat from the day-to-day into a soothing, social atmosphere.

Building Operations: Accounting

Payments

Rent and tenant charges are due and payable on the first day of each month. Tenant statements are sent to each tenant at the end of each month preceding the due date.

All checks should be made payable to 180 N LaSalle Property Owner LLC. Please see rent remittance information [here](#).

Billing Address

Your billing address should be established prior to move-in. The Office of the Building has the capability to send billing statements to multiple addresses or via email, if desired.

Building Operations: Building Management

The staff of 180 North LaSalle Street is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located in Suite LL-020.

Please do not hesitate to contact the management office at:

Phone: 312.827.7800

Address:

180 North LaSalle Street
Suite LL-020
Chicago, Illinois 60601

The following personnel are available to address your needs; The Management Team for 180 North LaSalle is as follows:

<i>General Manager</i>	Ray Biziorek	312.827.7820	ray.biziorek@hines.com
<i>Assistant Property Manager</i>	Hillary Snodgrass	312.827.7814	hillary.snodgrass@hines.com
<i>Tenant Service Coordinator</i>	Bryce Hervert	312.827.7869	bryce.hervert@hines.com
<i>Staff Assistant</i>	Myrna Jimenez	312.827.7800	180nlasalle.info@hines.com
<i>Security Director</i>	Charles Freund	312.827.7895	charles.freund@hines.com
<i>Engineering Manager</i>	Frank Falzone	312.827.7873	frank.falzone@hines.com
<i>Assistant Engineering Manager</i>	Michael Clisham	312.827.7863	michael.clisham@hines.com
<i>Engineer</i>	Dave Jenkins	312.827.7800	
<i>Engineer</i>	Greg Brown	312.827.7800	
<i>Engineer</i>	Bob Carlin	312.827.7800	
<i>Engineer</i>	Mike Clisham	312.827.7800	

General Inquiries: 180nlasalle.info@hines.com

Building Operations: Holidays

In order to aid your planning operations during the year, the Building Holidays are the generally observed holiday for each of the following, or in accordance with your lease:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Day

Security officers will be on duty during each of these holidays. Should you require any routine cleaning, heating, ventilation, air conditioning or other special services on any of the above holidays, please contact the Office of the Building at least 72 hours prior to the holiday. Since the building staff and contractors also observe these holidays, you will be charged for any of the above services. We will be glad to provide you with a cost estimate.

Building Operations: Leasing

For Leasing Information:

Title	Name	Phone Number	E-Mail
Senior Vice President	Melissa Rubenstein	312.228.2505	Melissa.Rubenstein@am.jll.com
Senior Vice President	Gary Kostecki	312.228.3311	gary.kostecki@am.jll.com

Building Security: After Hours Access

All employees are required to swipe their Building Access Card or show photo identification at the security desk between 6:00pm and 6:00am Monday through Friday and all times on holiday and weekends.

Tenants should also carry the correct key or access card to their suite, as Building security officers are not allowed to provide tenants access to any suites or other Building areas.

If you are expecting a guest after regular business hours; please contact the Office of the Building at 312.827.7800 to arrange access for your guest.

Building Security: Building Access

Regular building hours at 180 North LaSalle are from 8:00 a.m. to 6:00 p.m. Monday through Friday and Saturday from 8:00 a.m. to 1:00 p.m. For your further protection, security officers are not permitted to accept any deliveries unless specific arrangements have been made with the Office of the Building. All deliveries should be scheduled during normal business hours.

The Office of the Building will be officially closed on the following national holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Security officers will be on duty during each of these holidays. Should you require any routine cleaning, heating, ventilation, air conditioning or other special services on any of the above holidays, please contact the Office of the Building at least 72 hours prior to the holiday. Since the building staff and contractors also observe these holidays, you will be charged for any of the above services. We will be glad to provide you with a cost estimate.

Security Staff

180 North LaSalle provides security officer coverage twenty-four hours a day at the lobby desk at the entrance to the building. In addition, a security officer patrols the exterior areas of the building during certain hours, to monitor security, life safety systems and after-hour access to the Building. Periodically one of the officers will patrol the interior areas of the building. Our security officers act as deterrents to would-be perpetrators and enforce building regulations, maintain order and watch for unusual activities within the Building.

Vendor/Contractor Access

There may be special instances where vendors or contractors need to perform work in your suite during non-business hours. In such instances, please provide written notification to the Office of the Building, stating the name(s) of the individual(s) and the company, the date they will be coming, and the approximate time. A brief description of the work to be done and a certificate of insurance must also be included. We also require all contractors to provide photo identification upon sign-in before access to the building will be allowed. All vendors are required to have a current certificate of insurance on file with the building. For certificate of insurance requirements, please download the form [here](#).

Tenant Precautions

Primary responsibility for the security must rest with each tenant. Please ensure, upon leaving the Building, that all entrances and exits to your suite are locked. During the day, offices, desks and entrance areas should never be left unattended. Valuables, such as purses, should not be left unattended when an employee leaves his or her workstation. Solicitation is not permitted within 180 North LaSalle. Therefore, if you notice a suspicious person within the building, please call Security or the Office of the Building at once and provide as much detailed information as possible regarding the person. 180 North LaSalle security personnel will escort the individual off the premises. We also suggest that you require photo identification from repairmen who come to work in your office suite.

Special Keying

All keys at 180 North LaSalle are keyed to a Building Master Key system. This key system is necessary so that the building staff has access to all areas in the event of an emergency. For this reason, we require that no locks are changed or additional locks/bolts added to any door within your suite. If additional lock work for your suite is necessary, prior written consent must be obtained from the Office of the Building.

Building Security: Deliveries

All deliveries must be made at the loading dock located on the first floor of the building on Couch Place (off LaSalle Street). Please contact the Tenant Service Coordinator at 180nlasalle.info@hines.com to schedule use of the freight/dock for deliveries or contractors. We request 24 hour advance notice to ensure adequate time for scheduling. 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 3,500 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 or weekends. Notice of 48 hours is needed on all extended deliveries. In addition to this, the trucking company should be informed that it would need to unload the delivery into the loading area rather than drop shipping to the building. This will expedite the shipment and will allow for more efficient use of the loading dock.

Loading dock and freight elevator hours are from 6:00 a.m. to 5:00 p.m. There is a 15 minute limit in the loading dock for deliveries. Service at times other than those specified can be arranged through the Office of the Building for a nominal cost.

Building Security: General Office Security

Security Checklist

The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Establish uniform procedures for collecting keys prior to the termination of employees.
- Establish a rule that keys must never be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Ensure that a responsible person is in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or one that conforms to a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department, and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

Suspicious Persons

If you see suspicious or offensive persons in the building, please call the Office of the Building at 312.827.7800 immediately. If possible, make note of appearance, clothing, etc. in order to assist building security in locating them.

Please be aware of strangers in your Tenant areas and halls. Quite often a question such as "May I help you locate someone?" will be enough to deter a potential thief. Suspicious encounters of this type should be reported to the Office of the Building immediately.

Restroom Security

As part of our overall security program for 180 North LaSalle Street, locks are installed on all restroom doors. These require the use of a key to gain access. When a tenant moves in, restroom keys are provided through the Office of the Building. We suggest restroom keys be held by the receptionist or someone in a central location in your office.

Building Security: Key and Lock Policy

Tenant Building Access Cards

To enhance security, a 180 North LaSalle building access card must be used for an individual to gain access to the Building through the elevator system after non-business hours. Building access cards may be obtained through the Office of the Building.

When an employee departs from your company, it will be necessary to retain his/her entry key, building access card and advise the Office of the Building, in writing, regarding the name of the individual with a directive that the individual is not to be admitted to your suite.

Building Security: Lost and Found

Please contact the Office of the Building at 312.827.7800 to claim items that have been lost or found in the buildings.

Building Security: Property Removal

Property Removal Passes

In order to provide better security for our tenants' assets, 180 North LaSalle has a property removal pass system. The property removal pass must be used whenever equipment, furniture or other appropriate property is being removed from the building. Our security personnel are trained to ensure that proper authorization has been given to anyone removing such visible property. Property removal passes are available at the management office and must be completed by an authorized signatory.

Building Security: Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Office of the Building at 312.827.7800 and we will send appropriate personnel to escort them off of the premises.

Building Security: Theft and Insurance

Any suspected theft, no matter how small, should be reported to the Office of the Building immediately. Security needs to be kept informed of any thefts in the Building in order to establish a pattern and to effectively conduct an investigation. Personal property insurance is the responsibility of each tenant.

Incident Report

To provide an accurate record of every incident, the 180 North LaSalle security staff is required to write an incident report for any accident, theft or other incident occurring on the property. We would appreciate your cooperation in answering any questions the 180 North LaSalle Security Staff may have in order to properly file an incident report.

Building Services: Additional Services

The Office of the Building is happy to arrange any special requests you may have for moving deliveries from the loading dock to your suite. We do require 48-hour advance notice so that this work can be scheduled without disrupting the normal day-to-day maintenance routine of the building.

The Office of the Building can quickly arrange a number of other special services. These services include, but are not limited to:

- Moving small amounts of furniture
- Hanging pictures
- Changing light bulbs
- Changing locks
- Fixing doors

Building Services: Building Signage and Directory

All signage in the common areas, public areas and those visible to the public through windows, doors and exterior openings will be building standard and must be approved by the Office of the Building. Please contact the Office of the Building at 312.827.7800 for any questions or to obtain a quote for tenant suite signage.

[Please click here for a Suite Signage Request Form](#)

Building Services: 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 or submit your request through [Building Engines](#).

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 or submit your request through Building Engines. Special cleaning services can be arranged at tenant expense.

If a small cleaning problem should arise during working hours, please contact the Office of the Building at 312.827.7800.

If you have any questions or comments regarding the cleaning services, please notify the Office of the Building at 312.827.7800.

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 being 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 or weekends. Notice of 48 hours is needed on all extended deliveries. In addition to this, the trucking company should be informed that it would need to unload the delivery into the loading area rather than drop shipping to the building. This will expedite the shipment and will allow for more efficient use of the loading dock.

Loading dock and freight elevator hours are from 6:00 a.m. to 5:00 p.m. There is a 15 minute limit in the loading dock for deliveries. Service at times other than those specified can be arranged through the Office of the Building.

Building Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at www.adobe.com.

Tenant Move In/Out Information

- [Move In / Out Procedures](#)
- [Tenant Information Sheet](#)
- [Building Services](#)
- [Tenant Services Pricing](#)
- [Property Removal Pass](#)
- [Rent Payment Address](#)
- [ComEd Tenant Change Form](#)

Other Forms

- [Tenant Building Engines Training Guide](#)
- [Tenant Access Card Form](#)
- [Suite Signage Order Form](#)
- [Fitness Center Rules and Regulations](#)
- [Fitness Center Waiver](#)
- [Bike Room Waiver and Rules](#)
- [Emergency Procedures Flipbook](#)
- [Conference Center Overview](#)
- [Organics Program Order Form](#)

Building Services: HVAC

General Service

General Service Heating and air conditioning are provided without additional cost Monday through Friday from 8 a.m. to 6 p.m. and upon request, Saturdays from 8:00 a.m. to 1:00 p.m., holidays excluded. The temperature of the building is maintained at a comfortable level by utilizing the individual building supply fans. These fans are centrally operated on two mechanical floors which service the entire building. 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.

HVAC System Overview

The building ventilation system consists of an induction perimeter system and a separate VAV interior system.

Energy Management

180 North LaSalle utilizes a direct digital control (DDC) system by Honeywell to monitor and control the building HVAC functions. Tenant thermostats and VAV boxes are pneumatically controlled. In an effort to reduce energy costs to all tenants, we developed and implemented an energy management system. This system monitors the mechanical floors' energy usage with real time data.

Individual switches control the lights in each suite. In order to reduce operating costs for all tenants, please turn off all lights in your suite when you leave in the evening. The night cleaning staff will turn off all lights when cleaning has been completed. All calculators, radios, computers, and coffee machines should be turned off each evening as well. All tenants will benefit from these simple measures to conserve energy.

Maintenance of Tenant Specific Cooling Systems

Above standard equipment requires special maintenance to insure its continued problem-free functioning. We can provide you with an ongoing preventative maintenance program from our highly trained engineering staff for a special charge.

Building Services: Mail Service

The [U.S. Postal Service](#) delivers incoming mail Monday through Friday to each tenant's suite. The U.S. Postal Service normally delivers mail between 11 a.m. and 2 p.m.

[Federal Express](#), [DHL](#) and [UPS](#) overnight services will pick up mail from your suite upon request. There is also a UPS drop box and a FedEx drop box located in the Lobby on the first floor.

Outgoing mail may be given to the postal carrier when the daily mail delivery is made. There is an outgoing mailbox located near the LaSalle Street lobby entrance.

Building Services: Maintenance Requests

Procedures

To facilitate a quick response, tenants should be familiar with the following procedures for requesting building services:

1. Place the request by logging into [Building Engines Work Order System](#). Please contact the Administrative Assistant to get set up in the system at 180nlasalle.info@hines.com or by calling 312.827.7800.
2. Give the following information:
 1. Tenant's name
 2. Tenant's suite number
 3. The name of the individual requesting the service.
 4. Nature of the request or issue (suite temperature, cleaning, electrical, etc.)
3. The System will dispatch the proper personnel to service your request.
4. The Security staff has instructions on how to handle emergencies during non-business hours.
5. Response time to the request will vary, however the request can usually be categorized in the following manner:
 1. Emergency (water leak, chemical spill, etc.) : Immediate response
 2. Comfort call (suite temperature) : Next available engineer
 3. Cleaning request: Will be taken care of by nightly cleaning crew
 4. Special services (hang pictures, handle deliveries, clean up broken glass, etc.): Variable time- depending on availability of engineers or day porters.

Building Services: Calendar

Emergency Procedures: Introduction

Protection of all employees is always foremost in the minds of the Hines Management Team at 180 North LaSalle. You will play an important role in making and keeping 180 North LaSalle a safe place. This handbook provides valuable information to ensure maximum protection for all tenants.

In the event of an emergency, the safe and rapid evacuation of the affected area is the joint responsibility of the Building Management Team, and the Tenant Emergency Evacuation Teams. It is suggested that the emergency procedures be reviewed on a quarterly basis, in preparation for an emergency. This Emergency Preparedness Handbook serves as a valuable resource for this preparation. If there are any questions, please call the Office of the Building at 312.827.7800, before an emergency arises.

Purpose

The contents of this plan are designed as an Operational Guide for the behavior, safety and protection of 180 North LaSalle tenants and visitors to the property.

Scope

As outlined in the following pages, this handbook establishes a sequential plan of response for initially recognizing, identifying, and reporting the existence of the specific emergency situations threatening the facilities and/or its inhabitants. It then provides for the safety and protection of endangered personnel and/or assets.

When implemented and supplemented with appropriate instructions, this plan becomes an operational tool for the effective and responsive action when occupants of the building are forced to cope with various emergency situations.

Administration Hours of Operations

Building Hours	8:00 a.m. - 6:00 p.m.
Management Office Hours	8:00 a.m. - 5:00 p.m.
Security Hours	24/7

Emergency Procedures: Crime Prevention

The following is a list of general office security recommendations, which are offered to you as an aid in preventing crime:

- Lock up your valuables even if you are just going down the hall. It takes a thief less than 10 seconds to enter a room and steal your property.
- Lock up laptop computers before leaving for the night.
- When entering a secure area, do not let someone unknown to you 'tailgate' in behind you.
- Make individuals unknown to you present their I.D. to confirm access authorization.
- Do not leave messages on your door indicating you are away and when you will be back.
- Do not put your home address on your keys and do not leave your keys in a 'special' hiding place in your office.
- Call the Office of the Building at 312.827.7800 to report any suspicious persons or activities.

Emergency Procedures: Workplace Violence

Workplace violence includes verbal assaults, stalking, threats and physical assaults. If you experience a workplace violence situation, do the following:

- If any kind of weapon is involved call Chicago Police at 911.
- Call the Office of the Building at 312.827.7800.
- Remain CALM and do not aggravate the situation.
- Keep as far from the hostile individual(s) as possible.
- Limit the hostile individuals' access to interior building areas.
- Save any evidence of threats (e.g. voice mail messages, notes, etc.).
- If needed, arrange for a security escort for any threatened individuals when they leave the building.

Types of Threats

- **Electronic Threats:** Telephone calls, voice mail messages, e-mail, etc.
- **Stalking:** Following a person on or off site, returning to an area when requested to leave, etc.
- **Harassment:** Unwelcome acts, gestures, verbal communication, or physical contact not resulting in physical harm.
- **Overheard threats:** Threats overheard which are directed against an employee or sabotage to property.

Emergency Procedures: Bomb Threat

Telephone bomb threats can be received by any person at any time, but will usually be received by Security, a main switchboard operator or persons in a sensitive area. Mail bombs or bomb threats may be received by a variety of means including standard mail, package delivery service or truck.

While the vast majority of threats are false alarms, at no time should any threat be regarded as a false alarm. Always err on the side of safety.

If you receive a telephone bomb threat:

1. Remain CALM and attempt to keep caller on the line as long as possible.
2. Note the time of call and telephone number it came in on.
3. If possible, signal a co-worker to call 911.
 - Use the [Bomb Threat Checklist](#) as a guide. It is a good idea to keep the checklist near your phone.
 - Listen carefully to caller and note any background sounds you may hear.
 - After caller hangs up, call 911 immediately (if not done already).
 - Call the Office of the Building at 312.827.7800 and your Floor Warden.
 - Your Floor Warden and the Emergency Response Team will visually search the immediate area for any strange or usual objects, update authorities and evacuate the area.
 - Never disturb a suspicious object or package or use cell phones, radios or any other electronic devices in or around the area.
 - Keep this information as confidential as possible, and follow instructions of the authorities.
 - If there is a need to evacuate, do not re-enter the area until advised to do so by the authorities.

If you receive a written bomb threat or parcel:

- Remain CALM.
- If you think the parcel may be an explosive device, calmly and quietly alert individuals in the area to leave quietly.
- Call 911 if you think the item may be a harmful agent.
- Call the Office of the Building at 312.827.7800 and your Floor Warden.
- Do not move or disturb item.
- Do not attempt to open the item.
- Keep anyone from handling it or going near it.
- Do not use portable radios or cell phones in the vicinity of the item as they may cause detonation.
- Write down everything you remember about the letter or parcel.
- Save all packing materials.

Emergency Procedures: Civil Disturbance

Should a riot or civil disturbance start outside the Building, the security officers will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and the police will be summoned.

Emergency Procedures: Earthquake

Earthquake Preparedness

Keep an earthquake preparedness kit on hand. Include the following:

- Food and water – at minimum, a 3 day supply (a 7 day supply is ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing, and a whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlights and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List, including family at work, school, daycare, etc.
- Long-distance message check-in phone number
- Cell phone

During an Earthquake

Most earthquake-induced injuries are caused by falling objects or debris that has become dislodged by the quake. During an earthquake, please observe the following:

- Remain calm, do not panic.
- Stay in the office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.
- Floor Wardens should assess damage and injuries and be prepared to expedite evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

Elevators are equipped with seismic detectors, which when activated, will automatically stop the elevator at the nearest floor; if they are occupied at the time, inhabitants should exit immediately, and follow instructions issued by the Floor Warden.

Following an Earthquake

- Be prepared for aftershocks. While aftershocks are generally smaller than the earthquake that generates them, they can cause additional damage.
- If you smell gas, notify the Office of the Building or Security immediately.
- Check immediate location – make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared for an absence of immediate emergency services, and be prepared to help yourself and others.
- Extinguish any fires. Do not light matches. Do not smoke.
- Listen for news or pertinent instructions on the radio or television.
- Do not use the telephone unless you have a dire emergency; ensure that all telephone receivers are properly mated to their cradles.
- Conserve, and responsibly ration food and water.

Emergency Procedures: Elevator Malfunction

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the emergency button within the cab will alert Building Security that the elevator is malfunctioning. The officer will establish two-way communication with elevators occupants until help has arrived. Please let the officer know which elevator cab you are in and the specific floor on which you are stuck.

In the event of a power outage, elevators temporarily cease moving. Please remain calm and push the emergency button to establish two-way communication with the security officer.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.

Emergency Procedures: Emergency Contacts

All Emergencies	911
Management Office	312.827.7800
Ray Biziorek – General Manager	312.827.7820
Hillary Snodgrass – Assistant Property Manager	312.827.7814
Bryce Hervert – – Tenant Service Coordinator	312.827.7869
Frank Falzone – Engineering Manager	312.827.7873
Michael Clisham – Assistant Engineering Manager	312.827.7863
Security Office	312.827.7895
Charles Freund – Security Director	
Local Emergency Authorities	
Fire/Police/Medical	911
Chicago Non-Emergency	311
Building Security/After Hours Emergencies	312.827.7878
Hospital-Northwestern Memorial	312.926.2000

Important notes

If you call 911 as a result of a medical emergency, please be sure also to notify building management with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Management Office, unless you have something specific to report. Building Management is aware of the noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so that Management may attend to the situation as quickly and efficiently as possible.

Emergency Telephone Number

In case of any emergency, such as theft, fire, or other incident after normal business hours, we will notify a designated emergency contact from your company. Please provide us with the name and home telephone number of the designated person. This procedure allows us to alert you as soon as possible in the case of any unforeseen circumstances.

Emergency Procedures: Emergency Response Team

In the event of an emergency, there are three teams that come together to direct occupants to safety; the Building Management Team, the Tenant Emergency Safety Team and the Local Municipal Authorities Team.

1. BUILDING MANAGEMENT TEAM

Consist of building management, engineers, and security personnel.

Fire Safety Director – Primary responsibility is to coordinate and implement an effective emergency & evacuation plan of the buildings occupants in case of an emergency that requires evacuation, relocation or other instruction. Further, responsibility stems from preparation, monitoring, and implementation (with the approval & assistance of local Fire & Police authorities), training programs for all members of the Emergency Teams, the actual Emergency Evacuation Plan of Action, and the related records.

Chief Engineer – Upon a building alarm sounding the Chief Engineer is dispatched directly to the location of alarm. Unless he is in imminent danger, he trouble shoots the situation, until arrival of the Fire Department.

2. LOCAL MUNICIPAL EMERGENCY TEAM

Emergency Personnel consist of Fire, Police and Medical. In the event of an emergency, employees should call 911, for any of the services below, then immediately alert Security.

Fire Department – Fire Personnel will respond directly to the building that receives an alarm. They will meet with the Building Engineering Staff and go directly to the point of smoke, fire, panel or command center. Once the situation is in control, Security will proceed to prepare an incident report for building management.

Police Department – If assistance is needed for an altercation, contact the Security office. They will respond and attempt to remedy the situation. If Security is unable to control the situation, they will contact the Police. If the situation is determined to be life threatening, call 911 and Security.

LOCAL MUNICIPAL EMERGENCY TEAM (Continued)

Emergency Medical Service – If medical services are dispatched, be prepared to provide your name, phone, address, exact floor location of the injured party and their condition. Immediately thereafter, notify Security so that they may meet and escort the medical team to your location, without delay. Medical Personnel will arrive on the LaSalle Street Entrance of the building and enter through the ADA Door. Security Personnel will meet them at the elevator and escort Medical Personnel to the injured party. Security will also notify the Office of the Building of the emergency situation. After the Medical Personnel have attended to the injured party, Security will prepare an incident report on behalf of the Office of the Building.

3. EMERGENCY EVACUATION TEAM (EET)

The following information describes the organization and roles of each tenant's mandatory Emergency Evacuation Team. This team should consist of key personnel who are trained to respond to emergency events that may require relocation, evacuation or coordination with the Property Management Team in the event of an emergency. It is of utmost importance that the individuals trained to carry out these roles understand the responsibility involved and the critical nature of their response in the event of an emergency. Please contact the Office of the Building at 312.827.7800 if, at any time, you are unclear about your role as a Floor Warden or a member of the Emergency Evacuation Team.

An outline of each member's role on the Emergency Evacuation Team is described below:

Floor Wardens

Responsibilities prior to an emergency:

- Familiarization with individual floor or area
- Compile and update current rosters and lists
- Emergency Evacuation Team & Alternates
- All employees in your area
- All special needs individuals
- Assign team members to special needs people
- Provide current lists to building management
- Remain in contact with building management to review emergency procedures

Floor Wardens (Continued)

Responsibility in the event of an emergency:

- Call 911 if appropriate
- Notify Building Management at 312.827.7800
- Insure that all tenants of the floor are notified
- Respond to the elevator lobby with all rosters
- Coordinate EET activities
- Remain alert for instructions
- Receive reports from Team Members
- Insure that the floor or area is evacuated
- Report status of area, including individuals unaccounted for or those unable to evacuate the area to Fire Command Center
- Proceed to your pre-determined assembly site for an accountability check

EMERGENCY EVACUATION TEAM (EET) (Continued)

Assistant Floor Warden

In the event of an emergency:

- Report to the floor's command post at the elevator lobby
- Assist in evacuation as directed by Floor Warden
- Assume the position of the Floor Warden in his/her absence

Search Monitor

- Search designated area quickly and thoroughly
- Start at the point furthest from the exit and proceed toward the exit
- Once the rooms are searched, close but do not lock doors
- Insist that all persons evacuate immediately
- Report to the Floor Warden

Stairwell Monitors

- Report to assigned stairwell to assist in orderly evacuation
- Inspect stairwell for heat and smoke conditions
- Coordinate merging with individuals from other floors
- Provide instructions
 - Quickly, quietly, hands free
 - Use both handrails
 - No smoking eating or drinking
- Report to Floor Warden

Elevator Monitors

- Report immediately to assigned elevator bank
- Deny employees and guests entry to elevators
- Evacuate occupants from elevators
- Direct individuals to nearest exit stairwell
- Report all information to the Floor Warden

Evacuation Assistant

- Respond to assigned special needs employee
- Assist individual to nearest exit stairwell
- Ask for help if necessary, or wait in safe area until help arrives
- Report anyone who cannot be evacuated to the Floor Warden or Security

Emergency Procedures: Evacuation

In the event of a fire or other building emergency, the alarm system and strobe lights (if in your space) will be activated and an alarm will be emitted from the alarm system speakers. The alarm will be followed by an announcement giving specific evacuation instructions.

- The building contains two primary evacuation stairwells that run from the lower level to the 39th floor mechanical room:
 - North Stairwell runs from the 39th floor mechanical room and exits in the lobby.
 - South Stairwell runs from 39th floor mechanical room and exits in the loading dock.

Rule of Eight Relocation

The “Rule of Eight” is used for an initial evacuation when the emergency is located on one floor. The “Rule of Eight” states that:

- The floor where the emergency is located relocates 8 floors down.
- Three floors above the emergency relocate 8 floors down.
- Four floors below the emergency floor relocate 8 floors down.

Full Building Evacuation

A full building evacuation is used when the emergency involves more than one floor. Occupants should quietly evacuate down to lobby level and proceed to their company-designated assembly areas outside of the building.

Evacuation Procedures:

- Remain CALM. Walk, do not run.
- Do not use elevators! Use stairwells to exit.
- If you are in an elevator when the alarm sounds, do not push the “emergency stop” button.
- Do not talk and listen carefully for specific evacuation instructions.
- If possible, assist persons with disabilities who appear to need direction or assistance.
- Do not take personal items with you and close doors behind you.
- If leaving a room, feel the door with the back of your hand before opening it and do not open any door that feels hot.
- If smoke is present, stay low. The best air quality is near the floor.
- Never evacuate up.
- Move quickly to your company-designated assembly area and check in with your Floor Warden. Assist with determining if all persons from your area are accounted for.
- Return to the building only when instructed by Police or Fire Department officials.

General Evacuation Conduct:

- Move quickly, but do not run.
- Remove high-heeled shoes if necessary.
- Use handrails and move to the right when emergency responders are encountered.
- Allow room for others, but do not unnecessarily hold up travel.
- Assist those who are slower moving or disabled.

Emergency Procedures: Fire and Smoke

If you discover fire or smoke:

- Call 911 and give them the following information:
 - Building Address – 180 North LaSalle
 - Floor of Concern
 - Your Name & Phone Number
 - Location of fire on the floor, if possible
- Call the Office of the Building at 312.827.7800 and notify your Floor Warden.
- If properly trained, attempt to extinguish a small, controllable fire.
- Do not attempt to fight a fire that is out of control.
- If instructed by your Floor Warden or Voice Communication System, begin evacuation as directed and do not use elevators.
- Do not talk and listen carefully for instructions.
- See detailed Evacuation Procedures below.

If trapped in an office or room with a door:

- Notify 911 of your problem and location.
- If possible, wedge wet towels or cloth material along the bottom of the door to keep out smoke.
- Try to close as many doors between you and the fire as possible.
- Stay close to the floor and wait for assistance.

Response to audible fire alarms:

- If the audible alarm sounds and/or emergency strobe lights begin to blink, assemble near the closest stairwell and await further instructions.
- Listen carefully for instructions over the emergency communication system.
- If someone needs additional assistance, notify your Floor Warden, emergency team member or Building Security at 312.827.7800 to the location and condition of the person.

Emergency Procedures: Flooding

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

Emergency Procedures: Homeland Security

Hines recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security

<http://www.dhs.gov/dhspublic>

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

<http://www.redcross.org/>

Center for Diseases Control and Prevention Emergency Preparedness and Response

<https://www.cdc.gov>

Local media outlets will provide important information during an emergency situation.

Emergency Procedures: Medical Emergency

If someone becomes ill or is injured and requires medical attention:

- Call 911 to request an ambulance. Provide them with the following information:
 - Building Address – 180 North LaSalle
 - Floor of building and location of emergency on floor
 - Any details about the accident or illness
 - Injured person's name
- Call the Office of the Building at 312.827.7800 so building staff can prepare for the arrival of medical personnel and direct them to the location of the emergency. This will expedite medical assistance.
- Notify your Floor Warden. The Floor Warden should take charge of the emergency until the ambulance arrives (unless a doctor or other medical professional is on site).
- Unless properly certified, do not attempt to render any first aid before trained medical assistance arrives.
- Do not attempt to move an injured person.
- Comfort the victim and reassure them that medical assistance is on the way.
- Be aware of hazards associated with blood borne pathogens. Wear proper personal protective equipment to avoid direct contact with bodily fluids.
- After the victim's immediate needs have been taken care of, remain on site to assist responders and provide pertinent information about the incident.
- Notify victim's supervisor.
- Any personnel who might have been exposed to an infectious material should seek medical attention as soon as possible.

Emergency Procedures: Pandemic Preparedness

What you Need to Know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

Importance and Benefits of Being Prepared

The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.

When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.

A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.

As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at <https://www.cdc.gov/flu/>.

The [Department of Health and Human Services](#) (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:

- [Pandemicflu.gov](https://www.pandemicflu.gov/)
This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.
- [Centers for Disease Control and Prevention](https://www.cdc.gov/) (CDC)
The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline—1-800-CDC-INFO (1-800-232-4636)—that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to inquiry@cdc.gov.
- [Department of Homeland Security](https://www.dhs.gov/) (DHS)
DHS is working on a "Business Planning Guide," which will be posted on the DHS home page and on [Pandemicflu.gov](https://www.pandemicflu.gov/) as soon as it is completed. Also, for business-specific questions, the DHS has created an e-mailbox—DHSPandemic@dhs.gov.

The resources above will provide a lot of information, but we also encourage you to:

- Listen to local and national radio
- Watch news reports on television

- Read your newspaper and other sources of printed and Web-based information
- Look for information on your local and state government Web sites
- Consider talking to your local health care providers and public health officials

Emergency Procedures: Power Failure

180 North LaSalle is equipped with an emergency generator which maintains certain vital building systems during a power outage. This includes life safety systems, emergency lighting on each floor, and the freight elevator.

- In the event of a power outage, remain CALM. The building emergency power system will automatically activate.
- If possible call the Office of the Building at 312.827.7800 to advise them of your location and the nature of the problem.
- Assist others in your immediate area who may be unfamiliar with the building/workplace.
- Turn off equipment such as computers and monitors to avoid damage once power is restored.
- If you are in a dark area, proceed cautiously to an area that has emergency lights or locate flashlights if they are available in tenants' suite.
- If you are on an elevator, stay CALM. Use the emergency intercom button to alert Security. During a building-wide power outage, elevators will stop momentarily and remain at that spot until power is restored.
- If instructed to evacuate the building, refer to evacuation section of this guide.

Emergency Procedures: Severe Weather/Tornado

- In the event a tornado warning is issued, alarms will sound throughout the downtown area. After a warning has been issued, the Office of the Building will provide periodic updates.
- An announcement will be made over the Emergency Communication System in the event severe weather conditions make it necessary for employees to move to designated shelter areas.
- Stay clear from windows as the danger in a tornado situation will be from flying glass and other airborne objects.
- Exit all perimeter offices and close doors to interior areas.
- Proceed to the interior core of the building. Stairwells and restrooms offer the best protection against flying debris.
- Verify that all employees are accounted for.
- Assist persons with disabilities to the shelter area.
- Remain in the shelter area until an "All Clear" has been issued via the Emergency Communication System.
- Do not use the elevators or attempt to leave the building and avoid the lobby area during the tornado warning.

Emergency Procedures: Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. **Call 911.** Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials. Please also contact the Office of the Building at 312.827.7800 to advise them of the situation.

Introduction: Welcome

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of 180 North LaSalle Street and to facilitate your company's operations. There is a great deal of information contained within this handbook; take the time to familiarize yourself with this handbook and it will become a valuable resource for you and your company. Please note that the Building Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Building Management Office, and we will assist you from there.

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Building Management Office will promptly notify you of any such changes. Please feel free to contact the Building Management Office with any questions you may have. We are here to serve you.

Welcome to 180 North LaSalle Street.

Introduction: About 180 North La Salle

180 North LaSalle is a recently renovated, 38-story Class A office building located in the highly regarded Central Loop / LaSalle Street submarket of downtown Chicago. The property is located at the southwest corner of LaSalle and Lake Street, across from the Thompson Center and just a few blocks from Chicago's prestigious Theater and State Street shopping districts. Strategically positioned in the LaSalle Street office corridor with unsurpassed access to numerous government buildings as well as Chicago's Financial District, 180 North LaSalle takes advantage of all the Central Business District has to offer.

The property features an elegantly designed exterior and main lobby, highly desirable floor plates for full floor and multi-tenant configurations, convenient retail amenities, a neighboring 900-stall parking garage and fiber optic cable riser throughout the building. The property was designed by visionary modernist Harry Weese and built in 1971. 180 North LaSalle was named Chicago's best new building in 1972 by the Chicago Sun-Times.

In 1999, 180 North LaSalle underwent a \$21 million renovation program to include a new building façade, improvements to the building's operating systems and an elegantly renovated ground floor lobby area. The renovation was designed and implemented by world renowned architects Ricardo Bofil of Taller de Arquitectura in collaboration with the Chicago based architectural firm DeStafano & Partners. The project's architects and design team incorporated "modern classicism" into the property's renovation utilizing classical architectural elements to include pediments, Doric style pilasters and entablatures.

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections.

Special Features

This Electronic Tenant® Handbook has special features, such as a [Building Calendar](#) and [Search engine](#). In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by [clicking here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information.

If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office.

Policies and Procedures: Contractors

[Click here](#) to view the Owner's Rules and Regulations.

Policies and Procedures: General Rules and Regulations

Floor Load

Code requirements restrict placing loads upon floors that exceed the load per square foot for which the floor was designed. 180 North LaSalle has an office live load of 75lbs. per square foot. Should you find it necessary to utilize equipment, which exceeds this rating, you must receive prior written approval from the Office of the Building.

Electrical/Telephone/CRT Line Installation

Access to space occupied by other tenants is sometimes required for the installation of electrical and telephone floor outlets and CRT conduits. We will try to contact you ahead of time to request access for the electrician at a convenient time. Work of this nature is usually scheduled in the evening or on weekends so as not to disrupt tenants during business hours.

Electrical Requirements for Furniture Partitions

The City of Chicago electrical code is very strict concerning the electrical wiring of furniture partitions. Prior to the purchase of any partitions, please submit their specifications to the Office of the Building for review by the 180 North LaSalle Chief Engineer.

Window Covering

The Building standard is mecho shades.

Policies and Procedures: Insurance Protection

180 North LaSalle leases include a provision requiring tenants to have liability insurance and fire and extended coverage insurance for all tenant belongings located on the tenant's premises. Up-to-date certificates of insurance must be forwarded to the Office of the Building at the time of policy renewal. Please see your lease for tenant Insurance requirements.

All vendors visiting 180 N LaSalle on behalf of tenants must have a valid certificate of insurance on file.

[180 North LaSalle Vendor Certificate of Insurance Requirements](#)

All Certificates must meet the requirements below:

Certificate Holder:	IC US Properties LLC on behalf of 180 N LaSalle Property Owner LLC
Comprehensive General Liability:	\$1,000,000.00 per occurrence \$2,000,000.00 aggregate per project/location
Commercial General Liability /Umbrella	\$5,000,000 each occurrence;
Business Automobile Liability:	\$1,000,000 combined single limit \$3,000,000 combined single limit for Earthwork projects
Commercial Crime Coverage:	\$1,000,000 each claim
Worker's Compensation:	Statutory Amount. All contractors hired shall be obligated to maintain their own Workers' Compensation Insurance coverage.
Employer's Liability:	\$1,000,000 bodily injury by accident, each accident; \$1,000,000 bodily injury by disease, each employee; \$1,000,000 bodily injury by disease, policy limit

Specialty Coverage:

Professional liability (where professional services are included in contract)	\$2,000,000 per claim
Contractors Pollution Liability and/or Asbestos Pollution Liability (where required):	\$2,000,000 per claim or per occurrence

- Service Contractor waives any and all rights of subrogation with respect to its commercial property and workers' compensation liability insurance policies against the additional insured listed above.
- All policies will be written by companies licensed to do business in the State of Illinois and which have a rating by Best's Key Rating Guide not less than "A-/VIII".
- Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following provision: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail thirty (30) days' written notice to the Certificate Holder." with the Certificate Holder listed as IC US Properties LLC on behalf of 180 N LaSalle Property Owner LLC. 180 N LaSalle, Suite LL-020 Chicago, IL 60601, Attn: General Manager;

The Additional Insured shall be shown as follows:

1. 180 N LaSalle Property Owner LLC
2. 180 N LaSalle REIT
3. IC US Properties, LLC
4. Hines Interests Limited Partnership

An Additional Insured Endorsement Form with the company's insurance policy number listed on it must be included.

Please submit a copy of the current COI via email to 180nlasalle.info@hines.com. For questions, contact our Administrative Assistant at 180nlasalle.info@hines.com or by calling 312.827.7800.

Policies and Procedures: Moving Procedures

Move In / Out Procedures

Tenant responsibilities prior to moving in

All tenants prior to moving will benefit by following the procedures listed below:

1. Contact Commonwealth Edison (1-800-334-7661) and notify them of your move and to secure electric service for your space.
2. Complete and return the form found [here](#).
3. Follow "Moving Procedures" described below in executing your move.

Tenant responsibilities prior to moving out

1. Contact Commonwealth Edison (1-800-334-7661) and notify them of the move.
2. Return your suite keys and building access cards to the Office of the Building.
3. Follow "Moving Procedures" described below in executing your move.

Moving Procedures

Following are guidelines to assist your firm in planning a move in or out of the building.

1. Select an approved moving company. Please see below for a list of recommended movers.
2. The selected moving company must contact the Management Office at 312.827.7800 to receive insurance requirements. A current Certificate of Insurance must be on file with the Office prior to the move.
3. Schedule freight time with the Office of the Building at 312.827.7800 as soon as you know your move in/ out date. The freight elevators are reserved on a first come, first served basis.
4. Moves can only take place after 5pm Monday through Friday and anytime Saturday and Sunday.
5. The moving company is required to lay Masonite on the corridor from the suite to the freight elevator lobby.

Moving Procedures (Continued)

Voice/ Cable Installation Information:

IMG Technologies

Lisa Shoulders
630-737-9800 (Phone)
lshoulders@imgtechnologies.net

Direct TV

PrimeTime Sports
847.637.3500

Recommended Moving Companies:

Boyer Rosene Moving & Storage
847-593-8700

Pickens Kane Moving & Storage
312-942-0330

3MD Relocation Service
708-681-2000

Instructions to Movers

1. General
The mover must perform all services required to move furniture, office machines, records and supplies. Arrangements for reserving the elevator must be made with the Office of the building at

least 48 hours and preferably ten days in advance of the move date.

Each employee of the mover should be bonded and attired in the same type and color uniform plainly lettered with the moving company's name. These requirements must be strictly adhered to in order to maintain the security of the Building.

2. Inspection of Premises

The mover shall be responsible for inspecting the Tenant's suite prior to the move. The mover should acquaint themselves with the conditions existing in the suite, so that they may furnish all equipment and labor necessary to provide for the orderly, timely and efficient movement of furnishings and equipment. The mover should also acquaint themselves with all available information regarding difficulties that may be encountered and the conditions, including safety precautions, under which the work must be performed. We ask that you contact the Office of the Building 180 North LaSalle Street, Suite LL-020 Chicago, Illinois 60601: 312.827.7800 in advance to confirm all arrangements.

3. Supervision, Labor, Materials and Equipment

The mover shall furnish all supervision, labor, materials, supplies, and equipment necessary to perform all the services contemplated. Such equipment shall include dollies, trucks, etc. as may be required. All material handling vehicles used in the interior of building must have rubber wheels and must be free of grease and dirt. It is required that Masonite floor covering material be provided by mover and laid down to protect the elevator lobby and corridor caret/flooring.

Instructions to Movers (Continued)

4. Crating, Padding and Packing Material

The mover must take every precaution by means of crating and padding to safeguard property from damage. All padding and packing materials are to be removed by the mover.

5. Floor and Wall Protection

The mover must protect the building from damage at all times. All requests to enclose or specially protect such property shall be complied with. This means that :

1. Masonite floor protection must be used on all marble, granite, terrazzo and carpeted areas.
2. Elevators must have properly fitted pads in place.

3. The mover shall also furnish, install and remove floor, carpet, wall and glass protective material wherever necessary to protect the building from damage.

6. Permits, Franchises, Licenses, or other Lawful Authority

The mover, at his own expense, must obtain and maintain any necessary permits, franchises, licenses, or other lawful documentation required for affecting the move. Before the move is made, the mover may be required to produce evidence of such to the Office of the Building.

7. Indemnity – Insurance

The mover shall at the mover's sole cost and expense obtain, maintain, and deliver evidence of insurance meeting current requirements.

Contractor Limits of Coverage

Commercial General Liability

Combined Single Limit - \$5,000,000 per occurrence and annual aggregate per location. Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.

Worker's Compensation - Statutory Limits

Employer's Liability

With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit; \$1,000,000 bodily injury each employee.

Commercial Automobile Liability

Combined Single Limit - \$1,000,000 per accident.

Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

Property Insurance

All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the Service Contractor.

Policies described in Sections A and D above shall include the following as additional insured, including their officers, directors and employees. Additional Insured endorsements CG 20 10 10 01 and CG 20 37 10 01A or their equivalent shall be utilized for the policy(ies) described in Section A. above. Please note that the spelling of these parties must be exactly correct or the Contract Duties will not be allowed to commence.

1. 180 N LaSalle Property Owner LLC
2. 180 N LaSalle REIT
3. IC US Properties, LLC
4. Hines Interests Limited Partnership

Service Contractor waives any and all rights of subrogation with respect to its commercial property and workers' compensation liability insurance policies against the parties identified above.

All policies will be written by companies licensed to do business in the State of Illinois and which have a rating by Best's Key Rating Guide not less than "A-/VIII".

Service Contractor shall furnish to the Owner Certificate(s) of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Service Contractor commences Contract Duties or Contract Duties will not be allowed to commence.

Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following words:

"It is agreed that the Insurer shall endeavor that this insurance will not be canceled or not renewed without at least thirty (30) days' advance written notice [ten (10) days for non-payment of premium] sent by mail to: 180 North LaSalle, Suite LL-020, Chicago, IL 60601, Attn: General Manager -- Insurance."

All contractors hired shall be obligated to maintain their own workers' compensation insurance coverage, unless specifically waived by Agent.

Certificate holder shall be as follows:

**IC US Properties LLC on behalf of
180 N LaSalle Property Owner LLC
180 N. LaSalle St., Suite LL-020
Chicago, IL 60601**

Management has the right to refuse the mover access to 180 North LaSalle if limits provided on the Certificate of Insurance are not in accordance with the requirements or if the proper names are not listed /named as additional insured.

Policies and Procedures: Remodeling/Redecorating

Remodeling/redecorating work can be either minor or major and includes any of the following:

- Installing electrical
- Installing or relocating light fixtures
- Relocating doors
- Repairing carpets
- Installing new carpet
- Adding or removing walls
- Painting or wall coverings

The Office of the Building has the capability to organize the work through every phase of construction with minimum involvement on your part. During the beginning phases, we meet with you to identify your requirements. Depending on how extensive the work is, we either have drawings prepared or we make a written specification of the scope of work.

When this process is complete, bids are obtained from several outside contractors. The best bid is chosen and a formal proposal is prepared for completing the project.

Upon approval of the proposal, contractors are brought on site and the work is coordinated through its completion.

Policies and Procedures: Smoking

180 North LaSalle Street maintains a no smoking policy throughout the building, including all common areas, the lobby, rest rooms, stairwells and elevators. Please do not smoke at building entrances.