

Building Rules and Regulations

24 East Washington

The following rules and regulations are to be followed by all Service Contractors working at or within 24 East Washington. The rules and regulations are subject to change per Building Management.

1. If applicable, Service Contractor must abide by the Tenant Design & Construction Manual (TDCM). In the case of any conflicts, the TDCM supersedes.
2. Service Contractor must recognize separate ownership between the Building and the Retail Property (i.e., Macy's).
3. Service Contractors must be approved by Building Management.
4. Service Contractors and all subcontractors must provide proof of insurance to be reviewed and approved by Building Management.
5. Service Contractors shall have union affiliations compatible to those unions working on site. A current union card will be requested upon entry to the Building.
6. Directory of Service Contractor and subcontractors (if applicable) personnel must be submitted to Building Management prior to work commencing.
7. A pre-construction meeting is required for all construction or electrical work in the Building.
8. The Service Contractor must carry out all construction work in strict accordance with the Approved Drawings. Additionally, all design and construction work must comply with Applicable Laws and Codes.
9. Normal business hours are Monday through Friday from 7:30 a.m. to 6:30 p.m. and Saturdays 7:30 a.m. to 1:00 p.m. The Building is operated 24 hours a day.
10. 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 other tenants will be rescheduled by the Service Contractor to such dates or times approved by Building Management.
11. Two (2) business days' notice is required prior to any planned work on weekends or beyond normal business hours to be approved by Building Management.
12. All demolition work shall be performed after 6:00 p.m. and before 7:00 a.m. unless otherwise agreed to in writing by Building Management. Cleaning and dust control measures must be taken to prevent dirt and dust from infiltrating into the HVAC system, adjacent tenant, mechanical, and base building areas.
13. Service Contractor must provide temporary filters in return air duct openings and electric and telecommunications duct openings. Building Engineer to provide preliminary review, approval, and location of these filters.

14. For construction related projects, Service Contractor shall:
 - Provide and install filter media on all base building return air ducts and grilles and all base building supplied fan powered VAV box inlets
 - Cover and protect perimeter convection heaters
 - Cover and protect window coverings (if applicable)
15. Convection heaters shall not be painted.
16. For construction related projects, Service Contractor shall 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. Plywood or Masonite sheet layer must be put down to protect the freight vestibule and common corridors. Additionally, a thorough final cleaning including but not limited to the following, will be required.
 - Fluorescent light fixtures and lenses;
 - Windows and window mullions;
 - Doors and frames;
 - Base;
 - Carpet; Floors
 - Blinds;
 - Walls
17. For construction area, contractors are responsible for providing their own vacuum cleaners, cleaning supplies, etc. Building equipment is not for Contractor use and will not be loaned.
18. All noisy work shall occur between 6:00 p.m. and 8:00 a.m. to avoid disturbing other tenants. Noisy work is defined as any noise that is noticeable from adjacent spaces. Radios must be kept at a noise level that can only be heard within the space where work is being performed.
19. Any odor producing work must be completed after hours to prevent issues with the retail area and tenant occupied areas. Agreed upon dates and times must be approved by Building Management.
20. Service Contractor shall contain storage of materials and operations within such space which may be assigned by Building Management. 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.
21. If applicable, Service Contractor shall take appropriate measures to temporarily block the view of the work.
22. Service Contractor must protect all base-building elements, all tenant improvements, and equipment from damage of any sort and shall repair any damage in the course of performing its work.

23. Before any work can start, there must be a walkthrough of the freight elevator, corridors and area of work to check on existing damage of walls, doors, ceiling, etc. This walkthrough should include Service Contractor and Building Management. Failure to comply with the above will put all responsibility for repair on the Service Contractor.
24. Service Contractor shall be responsible for all its actions onsite 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.
25. Service Contractor shall maintain supervisory personnel onsite at all times whenever the Service Contractor is working onsite. 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.
26. Construction Work shall be subject to inspection by Building Management and Landlord from time to time during the period in which work is being performed.
27. Prior to the installation of any special equipment, (HVAC, Electrical, etc.,) Service Contractor is required to provide one (1) copy of the installation instructions to Building Management.
28. The loading dock is accessed from Randolph Street, on the north side of the Building.
29. Service Contractor must be mindful that Macy's is fully operating in this dock as well. Use of their dock bays is strictly prohibited.

24EW Dock Dimensions:

- Dock Height from grade: 3'11"H
- Door Frame Opening: 8'W x 7'11"H
- Dock Leveler: Available

Door on grade, from Dock into F2 Freight Lobby: Double Door Frame: 5'10"W x 6'11"H

30. Due to the high volume of traffic in the loading dock, vehicles will only be allowed a fifteen (15) minute stay between 6:00 a.m. and 5:00 p.m.
31. All large material deliveries and trash removal must occur at the loading dock outside normal hours, between 5:00 p.m. and 6:00 a.m., Monday through Friday, unless other arrangements are made.
32. All use of the loading dock must be arranged with Building Management.
33. There is no parking available at the site.

34. There are two freight elevators at 24 East Washington.

F2	F3
Door Opening (on grade): 6'8"W x 9'H	Door Opening (on grade): 10'6"W x 8'H
Door Opening (Floor 1.5 / back-side door): 7'3"W x 7'5"H	Door Opening (Floor 1.5 / back-side door): 10'7"W x 7'11"H
Car dimensions: 7'3"W x 7'3"D x 11'1"H	Car dimensions: 11'8"W x 6'2"D x 9'1"H
Max Capacity 4,000 lbs.	Max Capacity 8,000 lbs.
Available for reservation: <ul style="list-style-type: none"> • M-F: 5:00 p.m. to 6:00 a.m. • Weekends 	Unavailable from 6:00 a.m. – 9:00 p.m. Available for reservation: <ul style="list-style-type: none"> • Every day: 9:00 p.m. to 6:00 a.m.

35. Service Contractor must use the freight elevator for transporting materials and tools to and from the work area. 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 Building Management

36. Transportation of glass material on any elevator 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.

37. Contractors are responsible for any damage caused to an elevator due to improper transportation of materials.

38. The Building housekeeping staff uses the F2 freight elevator from 5:00 p.m. to 12:00 a.m. Monday through Friday for trash removal. Contractors may use the freight elevator during this time but on a shared basis.

39. If required by Building Management, additional security for Service Contractor's work shall be the financial responsibility of the Service Contractor.

40. Access via the freight 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 photo ID (driver's license or state ID) which will be left with Security until the key card is returned.

41. Access is limited to the loading dock and floors where work is being performed. No access to main lobby, exterior, core and shell space, or other tenant suites is allowed. Entrances and access ways for Contractors will be determined by Building Management.

42. All work required to be performed in tenant spaces (i.e. plumbing lines, HVAC ductwork, etc.) shall be performed on weekends or after-hours on weekdays, and must be coordinated in advance with Building Management. Two (2) business days minimum notice is required for such after-hours work. A Building Security Officer, at the Contractor's expense, may be required to be present at all times while working in tenant spaces.
43. Obtaining all necessary permits and approvals is the sole responsibility of the Service Contractor. A copy must be submitted to Building Management prior to the commencement of work along with corresponding permit drawings bearing the city's stamp and review comments. A separate permit and submittal is required for fire alarm, electromagnetic locks, and sprinkler systems.
44. It is the Service Contractor's responsibility to have the Premises inspected by the appropriate City of Chicago Building inspectors to ensure that the applications are closed and provide evidence of permit closure at project completion to Building Management.
45. Construction keys for electrical, communication, telephone and slop sink closets shall be obtained from the Office of the Building as access to these rooms is controlled by Building Management. 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.
46. Electrical closets, communications closets, and slop sink closets are to remain locked unless they are being used.
47. Service Contractor must only use washrooms designated by Building Management. 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.
48. 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.
49. No smoking or use of e-cigarettes is allowed anywhere in the Building or within 25 feet of any entrance to the Building.
50. If applicable, Service Contractor will provide "walk-off" mats at all interior entrances and exits to space being remodeled.
51. Air conditioning will not be provided in construction sites; Service Contractor should make provisions to accommodate temperature changes.
52. Service Contractor is responsible for trash removal from work and storage areas. Building Management is responsible for providing dumpsters as needed and coordinating its removal but the cost will be the responsibility of the Service Contractor. Dumpsters must be delivered after 5:00 p.m.

and picked up by 5:00 a.m. daily. Plywood or Masonite sheet layer must be put down to protect the loading dock concrete.

53. Service Contractor shall not permit trash and construction debris to accumulate within the premises or in the corridors adjacent to the premises, the streets, or sidewalks adjacent to the building.
54. All work performed by Service Contractors must be performed in a manner to avoid any labor dispute which results in stoppage or impairment of work or delivery services or any other service in the Building. In the event of stoppage or impairment of work as a result of such labor dispute, the Service Contractor shall immediately undertake such action as may be necessary to eliminate such dispute or potential dispute.
55. If Service Contractor encounters any hazardous material, work must cease and Building Engineer must be notified immediately.
56. Service Contractor (or Tenant) shall apply and pay for all utility meters required, if applicable.
57. Building Engineer must approve temporary lines connected to power sources for electric service. Contractor can provide electric temporary heat at its expense.
58. Notice must be given in writing to Building Management, a minimum of ten (10) business days in advance, of any proposed disruption to the to any portion of the Building's air, power or water supply. Any such disruption must be on weekends or evenings unless otherwise agreed to by Building Management. In addition to the above systems, the integrity of the Building's Life Safety or Fire Protection and Security Systems must be preserved at all times, no exceptions allowed.
59. Special considerations must be made for anchoring into clay tiles. See the Building Engineer prior to performing such work.
60. Hanging of any equipment or piping exceeding one hundred pounds in total weight will require approval of the Building Structural Engineer.
61. Any floor, wall, or ceiling penetrations must be patched with proper fire rated materials (either cement or fire caulking) to maintain the fire rating.
62. All connections to any electrical panels, water risers, or waste stacks must be approved by Building Engineer before work begins. A detailed drawing will be required for the approval process.
63. Service Contractors shall not post signs on any part of the Building or Premises, without prior approval from Building Management.
64. Service Contractor will clean all convection heaters after construction is completed. Contractor must also ensure a 12" clearance is maintained around all perimeter convection heaters.

65. Building Riser Manager must perform any telecommunication and data work within the riser closets, only with prior approval from and coordination with Building Management.
66. Service Contractor will contact Building Management for proper core and cylinder ordering information.
67. The use of a torch for the purpose of welding and or soldering piping requires a hot work permit. All requests for permits must be submitted to the Building Engineer with a minimum of two (2) days advance notice. All contractors that require a permit must indicate the company for whom they work, 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 Building Management.
68. Service Contractors must comply with 24 East Washington's energized work permit system and electrical program. See Building Engineer for policy and program requirements.
69. 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 service panels serving the construction space.
70. No electrical connection of any type shall be attached to or run underneath the VAV boxes or control boxes.
71. All connections to any electrical panels, sprinkler system, plumbing systems, exhaust ducts, etc. must be approved by Building Engineer before work begins. A detailed drawing will be required for the approval process.
72. Prior to making any cores through the base building floor slabs, Service Contractor shall lay out such locations and request approval from the Building Engineer for the final core locations. All core locations must be x-rayed or scanned to be determined by Building Management. The Building Engineer will require five (5) days to arrange for an engineering review and approval of such work. Service Contractor will be billed for this cost
73. Crude, obscene, or otherwise offensive language is strictly prohibited. Contractor personnel violating this rule will be promptly escorted out of the Building.
74. 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.
75. Emergency stairwells are for emergency use only. Stairwell doors are not to be propped open or left ajar.
76. 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.

Contractor Acknowledgement

The Service Contractor has received a copy and read the "Building Rules and Regulations" for 24 East Washington Street, Chicago, Illinois 60602.

Contractor Representative Acknowledgement

Printed Name

Title

Company Name

Date