

**500 NORTH MICHIGAN AVENUE
CONTRACTOR RULES AND REGULATIONS**

PROJECT DIRECTORY

LANDLORD

500 NMA Acquisition Co LLC and 500 NMA Owner Holding LLC
c/o Jones Lang LaSalle Americas, Inc.
500 North Michigan Avenue, Suite 2008
Chicago, IL 60611

Management Office: (312) 291-3500

Engineering Office: (312) 291-3501

NAME	TITLE	E-MAIL	EMERGENCY PHONE #
Emily Steil Strharsky	General Manager	emily.steil@jll.com	708-601-8682
Randy Ziemba	Chief Engineer	randy.ziemba@jll.com	224-387-8772
Brian Hickey	Engineer	brian.hickey@jll.com	708-743-1754
Kyle Mockus	Engineer	kyle.mockus@jll.com	708-829-4346

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NOTE: For purposes of obtaining building permits, submitting lien waivers, contractual documentation or proposals, tenant contractors working in the Building are requested to use the following information:

BUILDING OWNER

500 NMA Acquisition Co LLC and 500 NMA Owner Holding LLC

BUILDING HOURS OF OPERATION

Business Hours:	Monday-Friday	8:00AM-6:00PM
	Saturday	8:00AM-2:00PM
	Sunday, Holidays	CLOSED
Loading Dock Hours:	Monday-Friday	6:00AM-6:00PM
	Saturday, Sunday, Holidays	CLOSED
Freight Service Hours:	Monday-Friday	6:00AM-6:00PM
	Saturday, Sunday, Holidays	CLOSED

BUILDING HOLIDAYS

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

* All construction work and supply deliveries must be scheduled with the Office of the Building, with at least 72-hours prior written notice. After hour dock reservations are taken on a first come, first serve basis.

NOTE: The security desk is manned 24-hours a day, 7 days a week, including holidays.

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BUILDING PREFERRED CONSULTANTS & CONTRACTORS

MEP Engineers

McGuire Engineers
300 S. Riverside Plaza
Chicago, IL 60606
(312) 930-2247
Contact: Steve Hinze/John Sung

Telecommunications/Riser Manager

IMG
1101 W. 31st Street, Suite 105
Downers Grove, IL 60515
(630) 737-9800
Contact: Mark Damhesel
mdamhesel@img-connect.com

Locksmith

Suburban Lock
415 Ogden Avenue
Westmont, IL. 60559
(630) 688-1136
Contact: Tony Panchetti

Fire Life Safety

Emergency 24/Convergint
One Commerce Drive
Schaumburg, IL. 60173
(847-620-5000
Contact: Tony Filliponi

Commercial Alarm Systems

120 King Street
(630) 832-2844
(630) 832-2844
Contact: Randy Jensen

Structural Engineer

Klein & Hoffman
150 S. Wacker Drive, Suite 1900
Chicago, IL 60606
(312) 251-1900
Contact: Allysia Youngquist

Electrical

CECO
200 West Jackson
Chicago, IL 60606
(312)-662-0134
Contact: Anthony Maslanka
Anthony.maslanka@cecoinc134.com

Waste Removal/Recycling

Waste Management
1500 N Hooker St.
Chicago, IL. 60622
(312) 915-4761
Contact: Daniel Mahar
dmahar@wm.com

Security

Allied Universal
55 E Jackson Blvd, Suite 2075
Chicago, IL 60604
(312) 241-5916
Contact: Shawn Avery
Shawn.avery@aus.com

Janitorial

Harvard Maintenance
33 W Monroe St, Suite 1850
Chicago, IL 60603
(224) 290-7777
Contact: James Kaminski

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INTRODUCTION

The following guidelines are strictly enforced in the best interest and integrity of the building, the professional appearance of the common areas, tenants' ability to conduct business and for the safety and well-being of occupants.

Contractor and vendor guidelines apply to all tenants, contractors, sub-contractors, consultants or any other entity working at 500 North Michigan Avenue. JLL shall have the right to reject or halt any work that interferes with tenants' ability to reasonably conduct their business and/or affects the safety of any occupant. All work must be performed by union contractors. JLL shall also have the right to approve any and all contractors, sub-contractors, etc.

Contractor/Sub-Contractors, Suppliers, Material Men, etc., shall be advised of the following building rules and regulations concerning their proper conduct within the building. All referenced material, labor, services, taxes, after hour costs, shipping, permits, fees, or construction and/or other reference processes performed by Contractor, shall be hereinafter referred to as "Work." When AIA Document A107 is the contract, the "Owner," "Landlord," and "Building Management" may be one and the same.

It is the General Contractor's responsibility to ensure everyone reads and understands these rules and regulations. Ignorance of same is not a waiver of liability or responsibility. Failure to comply with any of these rules may result in your contract being canceled and/or your people being asked to leave the job site. The General Contractor is ultimately responsible for the conduct of his Sub-Contractors. The signature block on the last page of this Agreement shall act as the written approval and a representative of the Building Management has executed acceptance of all requirements after it.

It is the intent of these Rules and Regulations to encompass all applicable labor, material and equipment necessary to completely finish the Work described by Building Management in a workmanlike manner.

Where the Contractor wishes to make substitutions for items specifically called out on drawings, specifications, etc., Contractor shall submit in writing to the architect and/or Building Management: samples, technical data, performance data, etc., as required. Such material shall be submitted far enough in advance to allow time for review and written approval without causing delay in the Work. Any substitutions used without written approval shall be subject to rejection and replacement at Contractor's expense. The entire system to which the substitution applies and all Work installed in connection with the substitution must function as a unit as originally intended.

Contractor shall pay for cost of any change in Work due to improper checking and coordination by Contractor. Contractor shall also be responsible for all additional costs in the re-coordination of trades and replacement of material.

If the Contractor defaults or persistently fails and/or neglects to carry out the Work and/or correct any Work rejected by the Building Management, in accordance with the Contract Documents and/or Building Rules and Regulations Agreement, the Owner, after twenty-four (24) hours written notice to the Contractor, without prejudice to any other remedy he may have, may make good such deficiencies.

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Owner may also deduct the cost thereof including compensation for additional services made necessary from the payment then or thereafter due the Contractor. The Owner may terminate the Contract and take possession of the site and of all materials, equipment, tools, construction equipment and machinery thereon owned by the Contractor and finish the Work by whatever method he deems expedient. If the remaining balance of the Contract Sum is greater than the expense of finishing the Work, the excess shall be paid to the Contractor. If the remaining balance is less than the expense of finishing the Work, the Contractor shall pay the difference to the Owner.

Prior to starting any work in the building, Contractor, at its sole expense, should have a current Policy of Public Liability Insurance, in strict adherence on file with the building requirements. Also, Contractor must keep current insurance certificates on all Sub-Contractors. Any Contractor/Sub-Contractor performing work found not to have current insurance will be immediately ordered off the premises. See Exhibit B for Building Insurance Requirements.

Where applicable, permits must be obtained from the City Building Department or other governing agency prior to the commencement of Work. Permits must be posted at the job site in accordance to the governing body. All construction Work will require a permit. Approval of drawings, details, schedules, etc., by the Building Management shall not relieve the Contractor from the responsibility for compliance with local, county, state or federal laws, rules, ordinances, or Rules and Regulations of commissions, boards, or other authorities having jurisdiction.

All Contractors shall keep the premises and improvements free and clear of all liens arising out of or claimed by reason of any Work performed, materials furnished or obligations incurred. The Contractor is responsible for the payment of all bills for labor and materials furnished by, or to the Sub-Contractors and himself on this project, and the Contractor will also deliver to the Owner a Waiver of Liens from himself and each of his Sub-Contractors, if any, and at such time he will certify that he is submitting such lien waivers for all Sub-Contractors involved.

No one shall be allowed to endanger the building, its premises or its occupants in any manner whatsoever. If such a situation occurs, the Contractor, Sub-Contractor, supplier, etc. shall immediately take steps to correct and eliminate the hazardous condition. In the event that the Contractor's personnel fail to perform in a satisfactory manner, the Building Management reserves the right to immediately take steps to remedy the hazard at the Contractor's expense.

It is imperative that good business/professional conduct be maintained by all Contractors' personnel while they are on the property and that they are properly dressed for the environment they are working in and the job being done. Contractor shall not employ any unfit person or anyone not skilled in the task assigned to him. Respect must be shown to the building tenants at all times. Rude and obscene behavior, including foul and abusive language, will not be tolerated. Offenders will be asked to remove themselves from the premises and shall not be permitted to return.

Contractor is not permitted to post any sign on the job site advertising the name of the Contractor or Sub-Contractor.

All Contractors' personnel will enter and exit through a designated entrance and a designated freight elevator. Use of building's main floor, lobbies, or elevator lobbies is prohibited for storing material even

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on a temporary basis. Specific building moving and freight policies are established and must be reviewed with Building Management. Where applicable such freight policies may include fines for breaking such policies.

PRE-CONSTRUCTION REQUIREMENTS

Contractors working in or about the property must have prior written approval from the Building Management before any type of work may commence. A list of subcontractors must be listed with the Security Department and proper notice will be given to the building engineers before construction begins. Any persons not on the approved Contractor list will be denied access to the property – no exceptions. This list will include phone numbers and contacts for each Contractor/Sub-Contractor, including emergency telephone numbers.

An initial walk through of the job will be conducted prior to construction. The Contractor's superintendent, the building's Chief Engineer and Building Manager will review Contractor Rules and Regulations and check for existing conditions of the premises.

Prior to the commencement of Work, the Contractor shall provide Building Management with a projected schedule showing the major items of Work with the dates of their start and finish with significant milestones for Management to inspect. A projected date of final completion shall also be included. This date shall be the time when all trades have completed their Work, the suite has been certified by the City as ready for occupancy, and the job is ready to be turned over to the tenant or Building Management.

The Building Management prior to the commencement of the project must approve hours in which the Work will commence and end each day. No variation to the agreed upon hours will be permitted unless authorization is obtained from the Building Management. The Contractor's Rules and Regulations as stated herein will further limit hours. Building Management must be notified of "after hours" work in advance. "After hours" work is defined to be before 8AM and after 6PM Monday thru Friday, and before 8AM and after 2PM on Saturdays. All Contractors working over the weekend and after the normal hours shall provide the Office of the Building a list of workers prior to the worker being on site or they will be denied access. The list should also include an estimated time the Contractors will be working, the location of the work to be done and a 24-hour emergency contact for the Supervisor of the Work.

All Contractors must be licensed in the state in which the Work is performed, and have work experience in commercial properties. Written documentation/certification and previous job references are required prior to the commencement of any type of Work.

Contractor shall not proceed with any construction within the premises until Construction Documents are complete and marked APPROVED or APPROVED AS NOTED by Landlord's Building Management. All construction must be performed in strict accordance with the APPROVED or APPROVED AS NOTED drawings only.

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The following documents must be supplied to the Landlord before commencement of construction and kept current as the work proceeds:

- ✓ An executed copy of these Rules and Regulations of this site for construction.
- ✓ Certificates of Insurance for the General Contractor and each Sub-Contractor(s) evidencing the insurance coverage and naming as Additional Insured's the required entities.
- ✓ Copy of building permit for work (also to be posted at the job site).
- ✓ Schedule of Construction.
- ✓ Project Information Sheet, which lists emergency numbers for General Contractor and all Sub-Contractor(s) working on site.
- ✓ MSDS sheets for all products being used shall be supplied to the Office of the Building prior to construction commencement.

GENERAL CONSTRUCTION REGULATIONS

Noise – Since work will occur while other businesses in the building are operating, noise is a major consideration. Therefore, excessive noise, which may disturb tenants, will force the Building Management to halt work temporarily. No hammer drilling, core drilling or any tenant disturbances will be allowed between the hours of 8AM and 6PM, Monday through Friday and 8AM thru 2PM on Saturdays. It is the responsibility of the Contractor to instruct all construction personnel that noise will be minimized at all times. The Building Management shall determine acceptable noise level.

Odors - The odors, which arise when various construction procedures are done, can cause discomfort to the tenants of the building. Examples of these odor concerns are carpet adhesive, wallpaper sizing, wood stains and finishes and painting. These activities which sometimes produce odor problems for tenants in the building will be done during evening non-business hours, as approved by the Building Manager. Also, the engineering staff should be alerted to arrange for added ventilation.

Energy Consumption – The Contractor shall use reasonable measures to minimize energy consumption in the construction area when possible. All lights and equipment must be extinguished at the end of the Contractor's business day. In the event that the Contractor continues to leave lights and equipment on during off-hours, the Office of the Building reserves the right to receive just compensation for excessive electrical consumption.

Elevators – The freight elevator shall be used for construction deliveries, construction debris removal, construction trash removal, furniture deliveries, construction personnel movement and other purposes as may be required from time to time. Large shipments will require at least 72-hour advance notice.

Freight Elevator – The building housekeeping staff uses the freight elevator between the hours of 5:30PM and 1AM, Monday through Friday. Contractor(s) and Sub-Contractor(s) may use the freight elevator during this time on a shared basis with the building housekeeping staff. After-hour authorization is required through the Office of the Building for freight use and regulations; usage fees

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may apply. Any required elevator hoisting of construction materials must be scheduled and completed after-hours; usage fees may apply.

All goods that are loaded onto the freight elevator are to be properly packaged. Loose materials such as sand and cement shall be transported in sealed bags. Users of the freight elevator are required to leave the area clean (broom swept and wet mopped) and free of debris. Should housekeeping need to clean-up after Contractor use of freight elevator, hourly janitorial rates will apply and be charged back to General Contractor.

Freight Elevator Dimensions -

Cab dimensions:	6'4" W x 5'3"D x 9'H 11' on diagonal 17" x 6' dog house allows for 11' ceiling height
Elevator Door dimensions:	42" x 7'
Door diagonal:	7'8"
Weight capacity:	3,000 lbs.
Elevator hours:	M-F, 6AM to 6PM
Location:	Second elevator bank on the first floor located at the rear/west end of the lobby

Parking Garage Shuttle Car Elevator (back-up to freight elevator) –

Cab Dimensions:	4'6" W (4'1" W between hand rails) x 5'3" D x 7'4" H
Elevator Door Dimensions:	3' W x 7' H

Safety Practices - All accidents must be reported to the Office of the Building immediately. In serious cases, call 911 for the Chicago Fire Department Paramedics and then notify the Office of the Building (312) 291-3500. Please review safety practices exhibit for rules to be followed by Contractor while on the premises.

Building Keys - Construction key(s) for project site and slop sink closets shall be authorized by the Office of the Building. All keys must be signed out and returned daily with Engineering/Security. Failure to return keys daily will result in key(s) considered lost. Contractors are responsible for all keys issued to them and will be charged for re-keying all locks associated with lost keys.

Public Areas - The building does not permit any loitering in public areas of the building. Lunches and breaks are to be taken within the construction area and may not be conducted anywhere else on the building premises. Contractor lunch breaks are not allowed outside in front of the building or along lower Illinois Street.

Waste Removal - The Contractor is responsible for trash removal from areas in which the Contractor is working or storing materials. Trash and construction debris shall not be allowed to accumulate within the freight elevator vestibules, premises, storage/staging areas, corridors adjacent to the premises, or

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the lower levels or streets and sidewalks adjacent to the building. All food waste and any other debris that may cause safety hazards, odors and/or any other building problem must be removed on a daily basis.

All construction waste and debris shall be removed between the hours of 6PM to 6AM. No construction waste or debris may be placed in the building dumpster/compactor. The Contractor will provide for the removal of waste and debris from the building at his own expense. If a dumpster is required (space allowing), the location shall be authorized by the Building Management and will meet the Building Management's standards relating to safety and aesthetics daily. It will be the responsibility of the Contractor to keep the area around the container neat and orderly daily. It will be important to assure that a trail of debris is not left between the Work area and refuse container.

Loading Dock - All materials shall be brought into the building at the loading dock and must be scheduled in advance and coordinated through the Office of the Building. During normal, daytime operating hours, users of the loading dock shall be permitted to occupy dock space for a period of no longer than thirty (30) minutes. Once off-loading is complete, the vehicle shall immediately leave the dock area. At no time during daytime operating hours, shall parking be allowed at the loading dock.

Tractor trailers are strictly prohibited from use of the loading dock at any time.

When accepting deliveries, Masonite must be laid to protect floor finishes. It is the Contractor's responsibility to keep public areas clean at all times.

Rubber wheels are required on all vehicles transporting materials in the Building.

Loading Dock Information -

Number of Loading Berths:	2 unenclosed
Berth Dimensions:	8' W x 32' D x 12'" H
Dock Landing:	32' off street to dock (max length of truck)
Dock Hours:	M-F, 6AM to 6PM
Location:	One level below grade and accessible from Lower Michigan Avenue between Grand Avenue and Illinois Street
Grand Ave Viaduct Height:	13' 4"
Illinois St Viaduct Height:	13' 7"

Dumpsters - Dumpsters may not be placed in the loading dock during normal operating hours without authorization from the Office of the Building. Dumpsters for haul outs shall be delivered after 6PM and removed by 6AM the following day. The exact location of a dumpster at the dock at any time shall be subject to approval by the Office of the Building. Failure to comply with loading dock procedures may result in a vehicle being ticketed or towed.

Stairwells - Stairwell doors are to remain closed at all times. Construction personnel are not permitted to block open stairway doors. These doors provide the fire protection required by code. Continued

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violation of this provision shall be subject to a \$200 fine. Janitorial doors shall also be kept closed at all times on occupied tenant floors.

Restrooms - Specific restrooms will be designated for Contractor use.

Janitor Closets - No one is permitted to use the janitorial closets without the Building Management's permission. Upon completion of each tenant improvement, the Contractor will be responsible for restoring the facility to its original state.

Carpeting – All corridor carpeting must be protected with Masonite during deliveries with adhesive poly used for construction foot traffic. The Contractor will be responsible for any damage. All carpeted corridors will be protected by carpet mask flush with the base, from the point of entry to the job site. Walk-off mats will be placed at all locations where Contractors enter public areas of the building. These walk-off mats will be maintained and cleaned daily or more frequently if required, so that construction material is not transferred unto any other areas of the building.

Hazardous Materials - Any flammable or hazardous materials (i.e. paint) may only be stored on premises with permission of the Office of the Building who shall designate an area for such storage.

Tobacco Use – No tobacco smoking or chewing will be permitted in the building.

Radios – No radios or other sound producing equipment will be permitted in the building.

Graffiti – No graffiti or vandalism will be tolerated. Any individual caught in the act shall be immediately removed from the premises and will not be allowed to return. In addition, all repairs will be at the Contractor's expense.

Cleaning/Final Clean – Construction personnel shall at all times maintain the highest level of project cleanliness. The floor must be swept nightly. Building cleaning equipment is not for Contractor use.

All construction debris shall be removed through the service elevator or stairs on a daily basis and shall never be allowed to produce a fire hazard. In the event that the Contractor fails or refuses to keep the demised premises free of accumulated waste, the Office of the Building reserves the right to enter said premises and remove the debris at the Contractor's expense. In addition, all public areas, i.e., corridors, restrooms, janitor's closets, etc., shall be maintained and kept free of construction debris, dust, etc., to a minimum.

A thorough final construction (white glove) cleaning including, but not limited to the following, will be required before tenant occupancy:

- ✓ Fluorescent light fixtures and lenses
- ✓ Windows and window mullions
- ✓ Doors and frames
- ✓ Base

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- ✓ Carpet
- ✓ Window treatments
- ✓ All ceiling diffusers

Contractor is encouraged to use the building's cleaning contractor and is to be coordinated through the Office of the Building.

After Hours Access - Entrance to the building after-hours is controlled by security and card access is accessible through the Loading Dock on lower Michigan Avenue entrance only with prior Building Management authorization. In order to facilitate after-hours entrance or departure, it is important that the Office of the Building be notified of the need as soon as reasonably possible. This is of particular importance regarding freight elevator service and the loading dock as manpower may have to be scheduled to handle such request. If an after-hours emergency arises, The Office of the Building must be notified.

Tools and Ladder Policy - Under no circumstances will building tools or ladders be provided. Contractor(s) must supply their own equipment to perform contracted work.

Inspections - The Project Manager and/or Chief Engineer will make inspections as necessary to determine the condition and progress of Contractor's work and enforce the provisions of these rules and regulations.

As-Built Drawings - All mechanical trades are required to submit copies of as-built drawings to the General Contractor. The General Contractor will make one submission of as-built drawings for all trades to the Project Manager. All as-built drawings are to be dated and signed by the appropriate subcontractor as well as the General Contractor and submitted to the Office of the Building within 30-days of substantial completion. Drawings must be submitted in the following formats: CAD, PDF and paper.

STRUCTURAL & CARPENTRY

Any and all work that results in noise, odor, dust, etc. affecting areas in the building other than the area under construction, including but not limited to concrete coring or sawing, hammering, drilling, shooting of ceiling hangars, cutting of pipes along columns or within the concrete slab shall be done after regular business hours or on weekends, and requires not less than 72-hours prior written notice to Building Management. Security measures will be taken if required to assure compliance.

- All walls are to be constructed using UL-approved 5/8" thick, fire-rated Gypsum board. Demising walls will require 2 layers.
- Any coring work shall be done after regular business hours or on weekends, and requires not less than 72-hours prior written notice to the Building Management.

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- All penetrations through demising or space separation walls shall be neatly cut and finished up to the service passing through the penetration. A UL approved fire stopping compound shall be used to form a tight seal against the service penetrating the wall.
- Locations of core drilling of the concrete floor must be approved by the Building's Chief Engineer and the Building's Structural Engineer. Indiscriminate core drillings could compromise the structural integrity of the building. Costs and/or damages associated with negligence is the responsibility of the Contractor(s).
- Channeling of the concrete floor is not permitted.

DEMOLITION

All demolition work shall be performed after 6PM and before 8AM week days unless otherwise agreed to in writing by the Building Management. Cleaning and dust control measures must be taken to prevent dirt and dust from infiltrating into adjacent tenant, mechanical or base building areas. Filter media shall be added to returns prior to any work commencing. All noisy work shall occur before 8AM and after 6PM to avoid disruption to other tenants. Noisy work will be defined as noise that is noticeable from adjacent spaces.

Debris from demolition of walls, ceilings, floors, mechanical and electrical systems shall be cleaned up immediately. In no case, shall debris and rubble be left in piles on the floor in the construction area or elsewhere.

The Contractor must meet with the Building Manager concerning disposal or return of all building items such as doors, hardware, etc. The Building Manager will advise Contractor as to the disposal of these items. It will be the Contractor's responsibility to remove items from the building if they are not wanted; or deliver them to building storage should the Building Management decide to retain them.

ALL ABANDONED ITEMS MUST BE REMOVED. These items include, but are not limited to, the following:

- Conduit
- Water pipes
- Demising walls
- Wall and door braces and headers
- Wiring
- Telephone Cables
- Computer Cables
- Trade fixtures/Equipment

During construction, all services removed from the project site must be capped; and all openings removed from the project site, including opening into pipe chases, duct work, shafts, or other common

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spaces must be sealed while work is performed. Contractor will be responsible for any damage including clean-up of water and dust caused by failure to cap systems or seal areas.

ELECTRICAL

Prior to demolition work, Contractor must contact the Chief Engineer, at least 72-hours in advance, to coordinate with the building's electrician for non-demo conduit identification.

Contractor shall provide temporary electrical devices within the demised premises for their Sub-Contractor's use. Contractor will not be permitted to run extension cords through public space on occupied floors or through occupied tenant spaces.

The Electrical Contractor is responsible for coordinating emergency lighting and exit signage circuitry with the Chief Engineer.

Under no circumstances are tenant receptacle services to be connected to base building electrical panels. Contractor will be held responsible for all costs and/or charges.

Architect shall contact the Building Management for the typical base building specifications and guidelines. All drawings must be submitted to the Office of the Building for review.

If it is necessary to shut down an electric riser, it must be done on a weekend. Scheduling for a shutdown must be coordinated through the Office of the Building at least two (2) weeks in advance.

The Building Management reserves the right to further restrict allowable times for shutdowns. Scheduling in advance is no guarantee of time availability.

Updated typed index cards must be installed in the electrical closets and all circuits must be tagged.

Electrical panels must be closed up at the end of each working day, (interior panels can be covered or barricaded). Doors to all electrical rooms must remain locked when not occupied or protected by barrier. No storage is allowed in the Electrical Room. DO NOT TAPE OVER LOCKS TO LEAVE DOOR OPEN OR USE ANY MECHANICAL DEVICE TO PROP OPEN. REPEATED VIOLATIONS WILL BE FINED \$200 PER EVENT.

No outlets or other electrical fixtures may be installed in the perimeter wall (columns only).

Electrical Contractor is responsible for coordinating the fire alarm installation/testing with the building's fire alarm contractor.

Electrical closets are not to be used for storage of any kind.

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Any new electric circuit breaker panel(s) that is required must be installed within the project's premises and/or must NOT be installed in the base building electric closets. Contractor will be held responsible for all cost and/or damages.

HVAC

Pre-filters shall be installed over all return air openings on floors under construction. If building filters or equipment require replacement or cleaning due to construction dust, the Contractor will be charged.

The Contractor should cover air transfers when working next to tenanted space to control the transmission of dust and dirt. Covering must be removed at the completion of daily construction. Keep all tenant entrance and exit doors closed to restrict the movement of dust or dirt. Close off temporary openings with polyurethane. Due to local fire codes, no openings may be made on a tenanted floor to the corridor unless a door will be made and remain closed unless materials are being delivered.

All HVAC filters in fan rooms shall be delivered in operable condition at time of completion (a temporary filter should be added to the existing filter).

The Chief Engineer is to be contacted for fan schedules, typical base building MEP specifications and applicable guidelines. All drawings must be submitted to the Office of the Building for review.

No construction related work can touch or be secured to the base building HVAC system. Such items that may not be attached include but are not limited to the following: bracing of walls, ceiling grid, lights, electrical conduits, water pipes and any supplementary HVAC equipment. The Contractor will be held responsible to repair any damage to the HVAC system.

Ductwork must be sealed with an approved duct sealant.

Contractor(s) must comply with all applicable codes and regulations concerning CFC's, PCB's, etc., (i.e. refrigerant charge – must reclaim, recover or recycle).

Contractor shall endeavor to install ductwork with a minimum number of bends.

Perimeter induction units must be cleaned prior to project completion and will be inspected by the Chief Engineer. Induction grills to be taken apart and spray-painted, roller use is not permitted.

Contractor shall notify the Building Management with at least five (5) days prior written notice to commence calibrating and balancing of the HVAC system for the project premises. Testing and balancing shall be performed by Contractor's and Balance Contractor. Balancing must be performed, completed, corrections made as required and a final test and balance report is to be filed with the Office of the Building.

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Front cover and all panels of each induction unit heater within the premises is required to be spray painted and not roll painted.

PLUMBING

If it is necessary to shut down a water riser, it must be done after hours or on a weekend. Scheduling for a shut down should be coordinated through the Office of the Building with at least one (1) week advance notice. The Building Management reserves the right to further restrict allowable times for shutdowns. Scheduling in advance does not guarantee time availability.

Any hot water requirements to be installed within a tenant space must only be satisfied by a tenant supplied, in-line, Energy Star, UL approved water heater(s). Plumbing Contractor is not to tie into building hot water system. Contractor(s) will be held responsible for all costs and/or damages.

All water supply lines are to be covered with insulation, including elbows, in accordance with building specifications.

All drains, sinks, fixtures and vents in work area(s) must be capped to prevent the accumulation of debris in the line(s). Plumbing Contractor is required to demonstrate satisfactory operation of drain(s) and fixture(s) at completion of work and is responsible for drains up to thirty (30) days past turn over.

Access panels must be installed wherever valves in walls are present. Valves cannot be covered up so as to be inaccessible. Failure to comply will result in Contractor's responsibility of all costs and/or damages.

Slop sinks are not to be used to dispose of any construction material.

FIRE LIFE SAFETY

Building Engineers will disable devices and/or functions on the fire panel as needed to preserve normal building operations in accordance with building procedures.

Building Engineers will monitor fire system status, reset the panel and enable devices or functions as required in accordance with building procedures.

All system detectors and devices must be protected from physical damage or contamination by foreign material (i.e. enclose detector heads with (blaze-range) plastic bags and tape or elastic rim plastic covers, seal duct smoke detectors). Contractor(s) will be responsible for all costs and/or damages.

After work completion, Contractor shall verify that all affected devices or systems have been returned to normal and all off-normal conditions corrected.

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All Contractors are to take precautions to prevent the accidental tripping of the fire alarm system. The smoke detectors must be covered during working hours and uncovered at the end of the working day.

False alarms shall be fined at:	First Offense:	\$200
	Second Offense:	\$300
	Third Offense:	\$500

TELEPHONE/COMMUNICATION SYSTEM

The telephone riser closet, located near the southeast corner of the building core on each floor, is the location where all telephone lines will originate.

Only the Building's Riser Management provider shall be permitted access to the building's risers. Tenant(s) and/or Contractor(s) shall coordinate any and all access through IMG, the building's riser management company.

The tenant(s) and/or its contractor(s) is responsible for all riser management costs (IMG) in connecting the feeder cable. The tenant's contractor(s) and/or phone vendor shall be responsible for all other conduit and cable runs.

BASE BUILDING WORK

Please contact the Office of the Building to schedule work on the following building systems: 24-hours in advance, (any disruption of services will be scheduled at the Office of the Building's discretion.)

- Domestic water
- Fire alarm or speaker
- Electrical tie-ins to base building or the addition of equipment to any are other than the tenant suite, except sub panels located within the Work's premises
- Sprinkler system
- Any work that will take place outside the demised tenant space
- Any tie-ins that may affect other tenant spaces

Note: If a utility or building alarm is turned off for Contractor's work, Contractor must notify the Office of the Building upon completion so the system can be turned back on as soon as possible.

500 NORTH MICHIGAN AVENUE

CONTRACTOR RULES AND REGULATIONS

LIFE SAFETY SYSTEM CONSTRUCTION GUIDELINES

Construction Project: _____

Tenant: _____

Floor: _____

Date Construction to Commence: _____

Pursuant to the City of Chicago Emergency Preparedness Ordinance, each Contractor and Subcontractor for the above referenced construction project shall accept the responsibility to ensure compliance with the following life safety system rules and regulations:

- Each Contractor and Subcontractor shall be responsible to instruct each employee working at the property of the location of the stairwells and the proper procedures for evacuation.
- Each Contractor and Subcontractor shall prohibit any obstruction of access to the stairwell or any area of egress from the floor. This includes the storing of materials or supplies in front of the stairwell doors or inside the stairwells.
- Each Contractor and Subcontractor shall agree that the stairwell doors will remain closed at all times and will never be propped.
- All life safety features must be operational at all times during the duration of the construction project.
- Any sprinkler or life safety work which must be performed shall be scheduled with the Building Manager and Chief Engineer in order to ensure all procedures and safety precautions are followed. During a system shut-down, the Chief Engineer will also notify the Chicago Fire Department Prevention Bureau of the activity.
- Smoking is strictly prohibited within the building. If an individual is caught smoking, he/she will be immediately vacated from the premises and will not be allowed to return.
- All items such as paints, oils, rags, cleaning supplies must be properly stored upon departure from the property.
- The entire construction area must be inspected by the Contractor prior to vacating the premises each evening.
- Any violation of the above requirements will result in the Contractor's and/or Subcontractor's immediate removal from the property.

It is the responsibility of each Contractor(s) and Subcontractor(s) responsibility to ensure the above listed life safety rules will be strictly followed while working at the above referenced construction project at 500 North Michigan Avenue.

Acknowledge & Approve:

Contractor or Subcontractor: _____

Signature: _____ Printed Name: _____

Date: _____

**500 NORTH MICHIGAN AVENUE
CONTRACTOR RULES AND REGULATIONS**

CONTRACTOR ACCEPTANCE

By executing this Agreement, the Contractor represents that he/she has or will, prior to commencement of Work, determine and verify all field measurements, field construction criteria, materials, catalogue numbers and similar data and that he has checked and coordinated all drawings, specifications, etc.

The Contractor accepts and is willing to perform all Work in a workmanlike manner and in accordance with standard practices. Any extra costs based on drawings or changes shall be brought to the attention of the Building Management in writing and if not mentioned, it will be assumed that no extra cost is involved for making a change, deviation or omission from the original drawings, details or specifications.

The undersigned acknowledges receipt and acceptance of the Contractor Rules and Regulations Manual as stated herein. The undersigned will take full responsibility for:

- Communicating Contractor Rules and Regulations to all Contractor and Sub-Contractor(s) personnel.
- Enforcing Contractor Rules and Regulations to all Contractor and Sub-Contractor(s) personnel.

Signed By: _____
(Contractor)

Date: _____

Title: _____

Company: _____

**500 NORTH MICHIGAN AVENUE
CONTRACTOR RULES AND REGULATIONS**

PROJECT INFORMATION SHEET

Please fill out the information listed below. This information must be completed before any work can begin on the premises. Once this information has been completed, please return this form to the Office of the Building.

PROJECT: _____

LOCATION: _____

GENERAL CONTRACTOR: _____

SUPERINTENDENT NAME: _____

DAYTIME PHONE NUMBER: _____

AFTER HOURS PHONE NUMBER: _____

CELL NUMBER: _____

NORMAL WORKING HOURS: _____

DURATION OF PROJECT: _____

SUBCONTRACTOR CONTACT NAME DAYTIME PHONE AFTER HOURS EMERGENCY PHONE

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

500 NORTH MICHIGAN AVENUE

CONTRACTOR RULES AND REGULATIONS

JOB-SITE SAFETY PRACTICES

All contractor(s) and sub-contractor(s) and its personnel must follow all safety practices outlined by employer, General Contractor and OSHA, but not limited to: **Contractor(s) are responsible for maintaining and enforcing their own safety rules and procedures.** Under no circumstances will the Building Management or its employees accept responsibility for monitoring general safety guidelines. The following guidelines for safety on the premises shall be followed; however **is not all inclusive of all safety practices required by law, or any other rules that may apply.**

Any and all safety equipment, such as traffic control, flagmen, barricades, rigging, fire extinguishers, first aid supplies, etc., as may be necessary or required by any agency having jurisdiction, shall be the sole responsibility of and at the expense of Contractor. It is the responsibility of the Contractor to protect all individuals surrounding the Work area. All liability shall be the responsibility of the Contractor. Contractor/Sub-Contractor shall inaugurate and maintain an accident prevention program and an employee safety-training program. Proof of compliance with Cal OSHA rule SB198 shall be maintained and followed. All employees on the job, regardless of whose direct payroll they are on, shall be required to respond to safety instructions from the Contractor's supervision. Persons who do not respond shall be removed from the job and not return.

All Hot Work is to be coordinated with Building Management/Engineering on the premises, no exceptions.

No Work is to be performed, nor materials stored in any area other than the premises under construction without prior written authorization. No staging of trucks or materials will be allowed in areas that may affect traffic flow to the adjoining properties.

No gasoline operated devices, (i.e. concrete saws, coring machines, welding machines, etc.) shall be permitted within the building premises. All Work requiring such devices shall be by means of electrically operated substitutes.

All approved gas and oxygen canisters shall be properly chained and supported to eliminate all potential hazards. At the completion of use, said containers shall be removed from the building.

Smoking is not allowed in the building and is not permitted anywhere on the building premises including the construction site. Contractor personnel will be asked to leave and will be escorted from the building if found smoking on the premises and not return.

Follow safe housekeeping principles:

1. Don't throw electrode or rod stubs on the floor - discard them in a proper waste container.
2. Keep construction area as free of debris as possible.
3. Keep chemicals secured and in approved storage cabinets.
4. Keep floors dry and clean.

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Hard hats must be worn at all times inside the construction area.

The Contractor(s) must use smoke detector covers for construction work that may create dust, smoke fumes, etc. These covers must be signed out and returned daily to the Engineering Office.

All contractors must supply a list of all hazardous materials, locations and all MSDSs sheets to the Office of the Building.

Keep a fully stocked and clearly marked first aid supply kit on the job site at all times.

Make sure there are fully charged and appropriate fire extinguishers present on the job site.

**500 NORTH MICHIGAN AVENUE
CONTRACTOR RULES AND REGULATIONS**

ASBESTOS CONTAINING MATERIALS (ACM) NOTIFICATION

TO: Contractor

**RE: Asbestos
500 North Michigan Avenue**

Asbestos containing materials are present in the building in the following forms:

- Black Mastic, Beige Floor Tile, Pipe Insulation, and Brown Mastic all located in the Lower Level hallway.

When asbestos is disturbed it can become airborne. Inhaled asbestos is a cancer and lung disease hazard.

Contractor(s), sub-contractor(s) and its personnel are not authorized to disturb any of these materials. If work cannot be accomplished without disturbing these materials, the Chief Engineer must be contacted. The building engineering staff or a licensed asbestos contractor will be utilized to safely remove this material.

If you accidentally contact asbestos containing material, do not attempt to clean any debris. Contact the Chief Engineer Kevin O'Connor immediately so proper clean-up may be initiated.

If you have any questions, please contact the Office of the Building, (312) 291-3500.

Acknowledge and Sign

500 NORTH MICHIGAN AVENUE

CONTRACTOR RULES AND REGULATIONS

ASBESTOS GUIDELINES

Work practices that have the potential to disturb Asbestos Containing Materials (ACM) must be approved by the Chief Engineer, (312) 291-3500 prior to commencement of any construction.

Only trades which have successfully completed a 16-hour OSHA approved Operations and Maintenance course may perform work within the ceiling which has the potential to disturb fireproofing.

The construction area needs to be properly labeled in order to limit entry, however signage should not be visible from common areas.

The following documentation must be submitted prior to commencement of construction:

- Certificate of Completion of 16-hour O&M course
- Certification of Respirator Fit Test

Any accidental release of ACM must be reported immediately to the Office of the Building, (312) 291-3500.

The following building approved contractors are used to address asbestos related issues at 500 North Michigan Avenue:

- Abatement Contractor H.E.P.A. (773) 342-7553
- Environmental Consultant E.C.G. (312) 733-5900

Acknowledge and Sign

500 NORTH MICHIGAN AVENUE

CONTRACTOR RULES AND REGULATIONS

STANDPIPE/RISER DRAIN DOWNS

SINGLE FLOOR SPRINKLER DRAIN DOWNS

- Contractor(s) and/or sub-contractor(s) are to notify the Chief Engineer of the location where work is to be done (floor and Stairwell) before starting work. The drain down must be scheduled 24-hours in advance.
- The Chief Engineer to disable the appropriate life safety devices for the affected floors.
- The Chief Engineer will isolate system and alert Contractor(s) and/or sub-contractor(s) of completion to commence work.
- Contractor(s) and/or sub-contractor(s) to notify the Chief Engineer when work is complete.
- The Chief Engineer will slowly fill the system and check for leaks with Contractor(s) and/or sub-contractor(s).
- The Chief Engineer to verify that all alarms have been cleared on the panel.
- The Chief Engineer will enable appropriate life safety devices.
- System must be restored to complete working condition by end of Business day.

MULTI-FLOOR/RISER DRAIN DOWNS

- Riser drain downs must be kept to a minimum.
- Riser work should typically be completed within two (2) hours. All piping should be run to the riser with only tie-ins remaining to be completed.
- System must be restored to complete working condition by end of Business day.

PROCEDURES

- Contractor(s) and/or sub-contractor(s) must request drain down through the Office of the Building at least 24-hours in advance.
- The Chief Engineer to disable appropriate life safety devices.
- The Chief Engineer to isolate system and drain to below the construction floor.
- Contractor(s) and/or sub-contractor(s) must verify with the Chief Engineer that the riser drain down is complete before cutting into the riser.
- Contractor(s) and/or sub-contractor(s) must physically verify that the riser is drained down before cutting into the riser by opening the fireman's hose connection valve or sprinkler drain valve on the construction floor.
- Contractor(s) and/or sub-contractor(s) must notify the Chief Engineer when work is finished and request system fill up.
- The Chief Engineer will supply contractor(s) and/or sub-contractor(s) with a 2-way radio to communicate while filling the system or the Chief Engineer to accompany Contractor(s) and/or sub-contractor(s) while system is being refilled.

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- Contractor(s) and/or sub-contractor(s) will verify that there are no leaks with the Chief Engineer via the 2-way radio.
- Contractor(s) and/or sub-contractor(s) will return 2-way radio to the Engineering Office.
- The Chief Engineer will enable appropriate life safety devices.