

# 125

SOUTH WACKER  
C H I C A G O

## TENANT HANDBOOK

# 125

SOUTH WACKER  
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On the following pages you will find a general overview of the policies and operations at 125 S. Wacker Drive. Material in this manual is prepared and supplied as general information to help tenants. Management also reserves the right to change any policy or procedure in this manual without notice, at any time, at its sole discretion. When changes are made, Building Management will make appropriate announcements and updates.

Please feel free to request more detailed information regarding these procedures by calling the Office of the Building at (312) 346-5511.

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# TENANT HANDBOOK

## INTRODUCTION

Welcome to 125 South Wacker!

Building Management has designed this handbook for tenants to provide you with basic building information.

A separate Tenant Emergency Safety Procedures Handbook that contains emergency procedures will be provided for your employees and tenant safety team. Please assign the roles of Fire Wardens, Assistant Fire Wardens, Searchers, Stairwell Monitors, and Elevator Monitors to employees within your office, pursuant to the City of Chicago High Rise Safety Ordinance.

Should any of the information in this handbook differ from that which is contained within your Lease, the lease terms override the contents of this handbook.

If you have any questions on the information in the handbook or need additional information, please contact the Management Office at 312-346-5511.

The landlord, Ivanhoe Cambridge, and the Hines management team looks forward to serving you as a tenant at 125 South Wacker!

BUILDING INFORMATION

ABOUT 125 SOUTH WACKER

125 South Wacker is a 31-story office tower with 576,780 square feet of rentable area located at the corner of South Wacker Drive and West Adams Street in the West Loop. 125 South Wacker was built as a headquarters facility for the original owner/occupant, Northern Trust. The above standard construction quality employed by the original owner continues to benefit the property today, allowing tenants significantly upgraded electrical and cooling capacity along with redundancy by way of three power feeds.

The Property's irreplaceable Wacker Drive location is just one block from Union Station and two blocks from a major CTA "L" stop, while also enjoying proximity to Ogilvie Station, major highways, and numerous CTA bus lines.

BUILDING MANAGEMENT

**MANAGEMENT OFFICE**

The Management Office is located at 125 South Wacker Drive, Suite 2000, Chicago, Illinois 60606.

The office is open from 8:00 AM until 5:00 PM, Monday through Friday.

The 24-hour phone number is 312-346-5511. After business hours, this number is answered by Lobby Security.

**MANAGEMENT STAFF**

The building is managed by Hines Interests Limited Partnership as Agent for Ivanhoé Cambridge. An experienced group of management professionals is on staff at 125 South Wacker to ensure smooth daily operations. We invite you to contact the on-site staff with your comments and suggestions:

<b>General Manager</b>	Timothy Casey
<b>Property Manager</b>	Jessica Ortiz
<b>Tenant Services Coordinator</b>	Krista Zaragoza
<b>Security Director</b>	Marshall Brooks
<b>Chief Engineer</b>	Jim Drach
<b>Assistant Chief Engineer</b>	Mark Myers

BUILDING WEBSITE

[www.125swacker.com](http://www.125swacker.com)

SECURITY & LIFE SAFETY

125 South Wacker's security staff is on duty 24 hours a day, 7 days a week. In addition, our security staff uses CCTV and direct inspection methods to monitor the lobbies, freight elevator, and loading dock, as well as controlling after-hours access to the building.

125 South Wacker is equipped with state-of-the-art life safety systems to protect the tenants and the property. The tenant areas of the building are fully sprinkled and comply with all City of Chicago high-rise safety ordinances. The emergency systems that protect the building are monitored around the clock.

Fire drills and safety training will occur once a year, and all tenants will be asked to participate. A tenant safety team that includes Fire Wardens, Assistant Fire Wardens, Searchers, Stairwell Monitors and Elevator Monitors must be chosen by each tenant for each suite or floor that is occupied.

Fire extinguishers must be tested annually to be in compliance with the City of Chicago Fire Code. Reliable Fire offers tenants annual inspection and tagging for a discounted fee if completed at the same time as the building.

The Emergency Safety Procedures Handbook will be provided to each occupant of the building.

## BUILDING PROCEDURES

### BUILDING HOURS

125 South Wacker is accessible 24 hours a day, 7 days a week to tenants with a valid building key card.

All employees entering the building after-hours, between 6:00 PM and 6:00 AM, on weekdays and at any time on Saturdays, Sundays, or holidays, must have their building key card with them and will need to check-in with Lobby Security.

Both sets of revolving doors will be locked nightly from 1:00 AM – 4:00 AM. During these hours, tenants will need to swipe their building key card at the card reader located at the ADA door, next to the South revolving door, and enter using the ADA door.

Tenants will need to swipe their building key card upon entering the elevators to be allowed up to their company's floor(s).

## TENANT CONTACT INFORMATION

Upon move-in, each tenant will be required to complete a Tenant Contact Information Sheet that includes contacts for general and emergency correspondence, after-hours access, key control authorities, and persons responsible for lease payments. Completed forms and attached signature pages must be returned to the Management Office. Each tenant will be asked to update their tenant contact information annually.

Please designate an individual to be the Tenant Administrator on the property work order system: Building Engines. As Tenant Administrator, he/she will be able to create employee accounts and define their access/permissions. Training guides will be provided to the Tenant Administrator regarding user management, property removal passes, and resource scheduling.

It is important to update the contact sheets as changes are made and to send any updates to the Management Office. On an annual basis, all tenants will be asked to review and update their forms.

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## LOCKS & KEYS

The Management Office provides each tenant with two keys to each door in the suite and will supply additional keys and/or replacements at an additional cost. For your protection, the keying system is proprietary. Unauthorized locksmiths cannot duplicate keys. The Management Office must approve the change or addition of any locks in your office. All keys must be returned to the Management Office at the end of the lease.

Each tenant will need to identify at least one Key Control Authority (KCA) who is a designated tenant representative that will authorize key requests through the Management Office. The KCA must be identified on the Tenant Contact Information Sheet.

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## IDENTIFICATION KEY CARDS

Each tenant employee working at 125 South Wacker must carry a building standard photo identification key card in order to gain access to the building. Temporary employees and consultants working in the building for more than one week will also need an ID key card. Please work with building security to ensure all your employees have a photo on their badges.

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## NEW HIRE PROCESS

Prior to a new employee's first day of work at the building, please request an ID key card for them through Building Engines, the tenant services web portal. Until a permanent ID key card is obtained, new employees will be required to register as visitors daily.

New employee key cards must be requested through Building Engines. In order to receive the access card, the named employee will need to come to the Security Director's office for a photograph or a professional photo must be uploaded to the key card request. Hours for photographs will be **Monday – Thursday from 1:00 PM to 2:00 PM**. If a photo is attached to the request, building security will deliver the key card to the tenant suite.

The procedure for a single new hire also applies to large groups of new employees.

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## LOST OR FORGOTTEN KEY CARDS

Please notify the Management Office immediately of lost key cards by sending a work order request through Building Engines. The key card will be cancelled, and a replacement will be issued. There is a \$15 charge for all replacement cards. This charge will be applied to your rent statement.

All individuals with an active ID key card who have forgotten their badge will be required to register at the security desk in order to have access the building. Upon verification of access permission, either by a look up in our security system or via contact with the designated tenant representative, verified employees will then be allowed access to the 125 South Wacker lobby and elevators. Further access to tenant space will be allowed using tenant-specific security procedures. After three (3) consecutive days of a forgotten ID key card, the individual will be required to obtain a new key card on the fourth day.



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## TERMINATING EMPLOYEES

Please notify the Management Office immediately when an employee is terminated so that the key card can be cancelled. Only the designated tenant representatives are authorized to make these requests. Security is available to assist if needed.

Please submit a work order through Building Engines. The work order should include the full name of the employee, the effective date of the termination, and if there will be any special circumstances that must be followed (*example*: terminated employee will be returning to pick up belongings and must be escorted.) Please send notification email to [125SouthWacker.Info@Hines.com](mailto:125SouthWacker.Info@Hines.com). If you wish to bar an individual from the building, please add them to the Watch List on Building Engines and send notice to Security.

## VISITOR REGISTRATION

All visitors to the tenants of 125 South Wacker are required to register at the security desk located in the lobby. A government-issued photo ID must be presented at the time of check-in. Tenant companies can pre-register visitors through the web-based visitor management system via Building Engines.

If an unregistered visitor arrives, building staff will phone the appropriate contact person to gain authorization for the visitor.

Visitors will be issued a paper ID badge valid for the day of the visit only. All visitors will be directed to the main reception floor of the respective tenant company.

Visitors arriving after regular business hours (refer to Building Hours) will register following the same process as above; however, the tenant employee will need to meet the visitor in the lobby and escort them to their floor.

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## FOOD DELIVERIES

During regular building hours, Monday through Friday, food deliveries may be brought up to the tenant suites. Delivery personnel will be directed to the tenant's main reception floor. After hours, tenant employees will be required to meet the delivery in the Lobby. Deliveries with a cart are not permitted to travel through the lobby and must enter the building via the loading dock and utilize the freight elevator.

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## VENDOR REGISTRATION

Tenants should not be registering any vendor into the visitor system. Vendors performing work in the building should be registered by notifying the management office at [125SouthWacker.Info@Hines.com](mailto:125SouthWacker.Info@Hines.com).

All vendors entering the building must have a compliant, non-expired Certificate of Insurance on file with Building Management prior to their arrival. COI Requirements are available at [www.125swacker.com](http://www.125swacker.com) under Tenant Resources > Forms and Documents.

Please email all Certificates of Insurance to [125SouthWacker.Info@Hines.com](mailto:125SouthWacker.Info@Hines.com) and Building Management will confirm compliance.

## PROPERTY REMOVAL PASSES

Property Removal Passes are used for the removal of any bulk items and packages that may appear to be property of the tenant company. Such items can be but are not limited to **computers, electronic equipment, furniture, artwork, and personal property**, not including briefcases or other luggage.

The individual(s) with Tenant Administrator permissions on Building Engines can submit all Property Removal Passes via the tenant portal. The following sections must be completed:

- Name of the employee removing the items (ID will be verified)
- Tenant Company
- Floor/Area of the requestor
- Description of the items being removed

Security will review the details of the request upon exiting the building and will confirm the removal once the contents are verified to match the request.

Please note, the individual authorized to approve property removal passes must be indicated on the Tenant Contact Information Sheet.

## SMOKING POLICY

125 South Wacker is a non-smoking building. Smoking is prohibited in all areas within the building. Smoking is prohibited within 25 feet of the building entrances.

E-cigarettes should be treated like any smoking or tobacco products; they will not be permitted indoors at 125 South Wacker.

Each tenant of the building will be responsible for enforcing the no smoking ordinance within their leased space. Any fines issued by the City of Chicago for violations of the ordinance will be passed on to the tenant responsible for the violation.

The designated smoking area is located on the exterior of the building at the northeast corner of the building, outside the driveway door entrance.

## RULES AND REGULATIONS

- (1) No sign, lettering, picture, notice or advertisement shall be placed on any outside window or in a position to be visible from outside the Premises and if visible from the outside or public corridors within the Building shall be installed in such manner and be of such character and style as Landlord shall approve in writing.
- (2) Tenant shall not use the name of the Building for any purpose other than Tenant's business address; Tenant shall not use the name of the Building for Tenant's business address after Tenant vacates the Premises; nor shall Tenant use any picture or likeness of the Building in any circulars, notices, advertisements or correspondence.
- (3) No article which is explosive or inherently dangerous is allowed in the Building.
- (4) Tenant shall not represent itself as being associated with any company or corporation by which the Building may be known or named.

- (5) Sidewalks, entrances, passages, courts, corridors, halls, elevators and stairways in and about the Premises shall not be obstructed.
- (6) No pets or animals (except for service animals as defined in the ADA) shall be brought or permitted to be in the Building or the Premises.
- (7) No vehicles shall be brought into the Building or the Premises. Subject to availability of space, bicycles may be parked (not stored) in the bicycle room made available by Landlord on Lower Level A. Bicycle parking is at Tenant's sole risk.
- (8) Room-to-room canvasses to solicit business from other tenants of the Building are not permitted; Tenant shall not advertise the business, profession or activities of Tenant conducted in the Building in any manner which violates any code of ethics by any recognized association or organization pertaining to such business, profession or activities.
- (9) Tenant shall not waste electricity, water or air conditioning and shall cooperate fully with Landlord to assure the most effective and efficient operation of the Building's heating and air conditioning systems.
- (10) No locks or similar devices shall be attached to any door except by Landlord and Landlord shall have the right to retain a key to all such locks. Tenant may not install any locks without Landlord's prior approval.
- (11) Tenant assumes full responsibility of protecting the Premises from theft, robbery and pilferage; the Landlord Indemnitees shall not be liable for damage thereto or theft or misappropriation thereof. Except during Tenant's normal business hours, Tenant shall keep all doors to the Premises locked and other means of entry to the Premises closed and secured. All corridor doors shall remain closed at all times. If Tenant desires fiber, cable, telephone, alarm or other wiring, Landlord will, upon request, direct where and how connections and all wiring for such services shall be installed and no boring, cutting or installing of wires or cables is permitted without Landlord's approval.
- (12) Except with the prior approval of Landlord, all cleaning, repairing, janitorial, decorating, painting or other services and work in and about the Premises shall be done only by authorized Building personnel.
- (13) The weight, size and location of safes, furniture, equipment, machines and other large or bulky articles shall be subject to Landlord's approval and shall be brought to the Building and into and out of the Premises at such times and in such manner as the Landlord shall direct and at Tenant's sole risk and cost. Prior to Tenant's removal of any of such articles from the Building, Tenant shall obtain written authorization of the Office of the Building and shall present such authorization to a designated authorized employee of Landlord's property management agent or security contractor.
- (14) Contractors and vendors shall be required to provide Landlord certificates of insurance evidencing required coverage before entering the Building.
- (15) Tenant shall not overload the safe capacity of the electrical wiring of the Building and the Premises or exceed the capacity of the feeders to the Building or risers.
- (16) To the extent permitted by law, Tenant shall not cause or permit picketing or other activity which would interfere with the business of Landlord or any other tenant or occupant of the Building, or distribution of written materials involving its employees in or about the Building, except in those

locations and subject to time and other limitations as to which Landlord may give prior written consent.

- (17) Tenant shall not cook, otherwise prepare or sell any food or beverages in or from the Premises or use the Premises for housing accommodations or lodging or sleeping purposes except that Tenant may install and maintain vending machines, coffee beverage stations and food warming equipment and eating facilities for the benefit of its employees or guests, provided the same are maintained in compliance with applicable laws and regulations and do not disturb other tenants in the Building with odor, refuse or pests.
- (18) Tenant shall not permit the use of any apparatus for sound production or transmission in such manner that the sound so transmitted or produced shall be audible or vibrations therefrom shall be detectable beyond the Premises; nor permit objectionable odors or vapors to emanate from the Premises.
- (19) No floor covering shall be affixed to any floor in the Premises by means of glue or other adhesive without Landlord's prior written consent.
- (20) Tenant shall at all times utilize the window coverings in a manner to assist with Building temperature control.
- (21) Tenant shall only use the freight elevator for mail carts, dollies and other similar devices for delivering material between floors that Tenant may occupy.
- (22) No smoking (including e-cigarettes), eating, drinking, or loitering is permitted in the Common Area except in designated areas. Cannabis use is prohibited at the Property.
- (23) Landlord may require that all persons who enter or leave the Building identify themselves to security guards, by registration or otherwise. Landlord, however, shall have no responsibility or liability for any theft, robbery or other crime in the Building. Tenant shall assume full responsibility for protecting the Premises, including keeping all doors to the Premises locked after the close of business.
- (24) Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency and shall cooperate and participate in all reasonable security and safety programs affecting the Building.
- (25) Tenant shall not use draperies or other window coverings instead of or in addition to the Building standard window coverings designated and approved by Landlord for exclusive use throughout the Building.
- (26) Tenant shall cooperate and participate in all mandatory, written recycling programs established for all tenants of the Building by Landlord or any governmental agency.
- (27) The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever, including, but not limited to, coffee grounds, rubbish, food, and paper towels, shall be thrown therein, and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the Tenant, who, or whose employees or invitees, shall have caused it.
- (28) Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated, or under the influence of liquor or drugs, or who in any way violates any of the rules and regulations of the Building.

- (29) No photography or videography is permitted in common areas of the Property without prior written approval from Landlord’s property management.
- (30) Any movement of furniture or office equipment in or out of the Building or the dispatch or receipt of any bulky material or merchandise which requires the use of the elevators or stairways or movement through the Building’s entrances or lobby shall be restricted to such hours as Landlord’s property management shall so designate. All such movement shall be under the supervision of Landlord’s property management and such manner as agreed upon and pre-arranged by the tenant and Landlord’s property management.
- (31) Landlord’s property management reserves the right to revise, amend or rescind any of these rules and regulations without notice and to make such other rules and regulations as in its judgment shall, from time to time, be needed for the safety, protection, care and cleanliness of the Building, the operation thereof, the preservation of good order therein, and the protection and comfort of all tenants.

**BUILDING FEATURES & LOCAL SERVICES**

**ELEVATOR SERVICE**

Low-Rise Elevators	Lobby and Floors 2 – 17
High-Rise Elevators	Lobby and Floors 17 – 31
Service Elevator	Lower Level C – 1 <sup>st</sup> Floor
Freight Elevator	Lower Level C – 32 <sup>nd</sup> Floor

**RESOURCE SCHEDULE**

The resource schedule portal on Building Engines allows you to view availability and create reservations for the conference center and after-hours dock reservations.

When viewing the portal, you can view by month, week, day, and organize the calendar by the resource you are looking for. When creating a reservation, please provide all required request details, name of the event, select a time and date, and click save. Once the reservation request has been saved and approved, it will appear on the calendar between the start and end dates previously selected. The calendar will also display other reservations to prevent duplicate bookings.

If you have any questions, please contact the Office of the Building.

## BICYCLE PARKING

Bicycle parking is available to employees of tenants at 125 South Wacker Drive only. Individuals wishing to participate will sign a Release Form and Rules and Regulations, located on the building website at [www.125swacker.com](http://www.125swacker.com). Please return signed forms to [125southwacker.info@hines.com](mailto:125southwacker.info@hines.com).

Bicycle racks are located on Lower Level A in the Bike Storage room. Bicycles will be brought into the Bike Storage room by way of the freight elevator only. Bicycle parking will be on a first come, first served basis.

Hours of access are Monday through Friday, 6:00 a.m. – 8:00 p.m.

The freight elevator is to be accessed from the alley on the East side of 125 South Wacker Drive. Enter the alley from Adams Street. Once entering inside the back door, proceed to the freight elevator just inside on the left. Take the freight elevator to Lower Level A/Dock. The Bike Storage room is located just ahead and to the right when exiting the elevator. This is the only area inside the building where bicycle parking is permitted. The shuttle elevator is only to be used in instances when the freight elevator is out of service. No bicycles are ever to be taken through the lobby or inside the passenger elevators.

An additional bike rack is located on the northeast corner of the building outside the driveway door. The Security Command Center monitors these racks via surveillance cameras.

## MAIL & PACKAGE SERVICE

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### 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 11:00 AM and 2:00 PM. The nearest United States Postal Service is located in Willis Tower on Lower Level 1.

Outgoing mail should be placed in one of the USPS boxes located in the Mail Room on Lower Level A.

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### PACKAGE SERVICE

Located on Lower Level A, the 125 S. Wacker Mail Room has drop boxes for USPS, FedEx, and UPS. A variety of mailing supplies are also available to tenants.

### FEDEX

FedEx will only pick-up packages marked with **Express** services from the Drop Box.

For **FedEx Ground** please schedule a Pickup online, call 1-800-463-3339, or visit the nearest FedEx location.

### UPS

Accepting all UPS Shipments not exceeding 16 X 13 X 3 inches from the Drop Box.

## LOADING DOCK

The 125 S. Wacker Loading Dock is located on Lower Wacker Drive, clearly identified and south of Monroe. Major moves in and out of the building must be scheduled at least 72 hours in advance with the Office of the Building and must occur outside normal Dock Hours. The sizes and capacity of the Loading Dock is detailed below. To schedule after hours deliveries, please contact our office at 312-346-5511 or use the Resource Schedule in Building Engines to check availability and create reservations.

### Loading Dock Dimensions

Bays:	2 bays for loading/unloading	
Bay Dimensions	South	21'8" W x 31'3" D x 11'6" H (can accommodate two trucks)
	North	21'8" W x 35'8" D x 11'6" H (can accommodate one truck)

**Please Note:** Although Lower Wacker has been raised in height to 13'9" H to accommodate larger trucks, our dock height remains 12'2".  
Parking is not permitted on the dock at any time.

### Dock Hours

Monday – Friday	6:00 AM – 6:00 PM
Saturday – Sunday	By Appointment Only

The loading dock is accessible from the east side of Lower Wacker Drive at Monroe Street. The loading dock is for deliveries only. Personal vehicles in the dock will be towed at the owner's expense. The size of delivery trucks is limited, and semi-trailer trucks cannot be accommodated.

Please give a minimum of 24-hours' notice to the Management Office for any large deliveries. Regularly scheduled tenant deliveries (weekly, monthly) can be registered with the dock office to expedite the delivery process. During business hours, to make the dock accessible to all deliveries, tenant deliveries are constrained to a 30-minute time limit.

**All deliveries must have a valid Certificate of Insurance on file with the building.** All deliveries entering the building will be screened at the loading dock prior to delivery. Large deliveries (pallets, etc.) can be brought directly to the tenant's space via the freight elevators, if prior authorization is given, and they are accompanied by designated building personnel.

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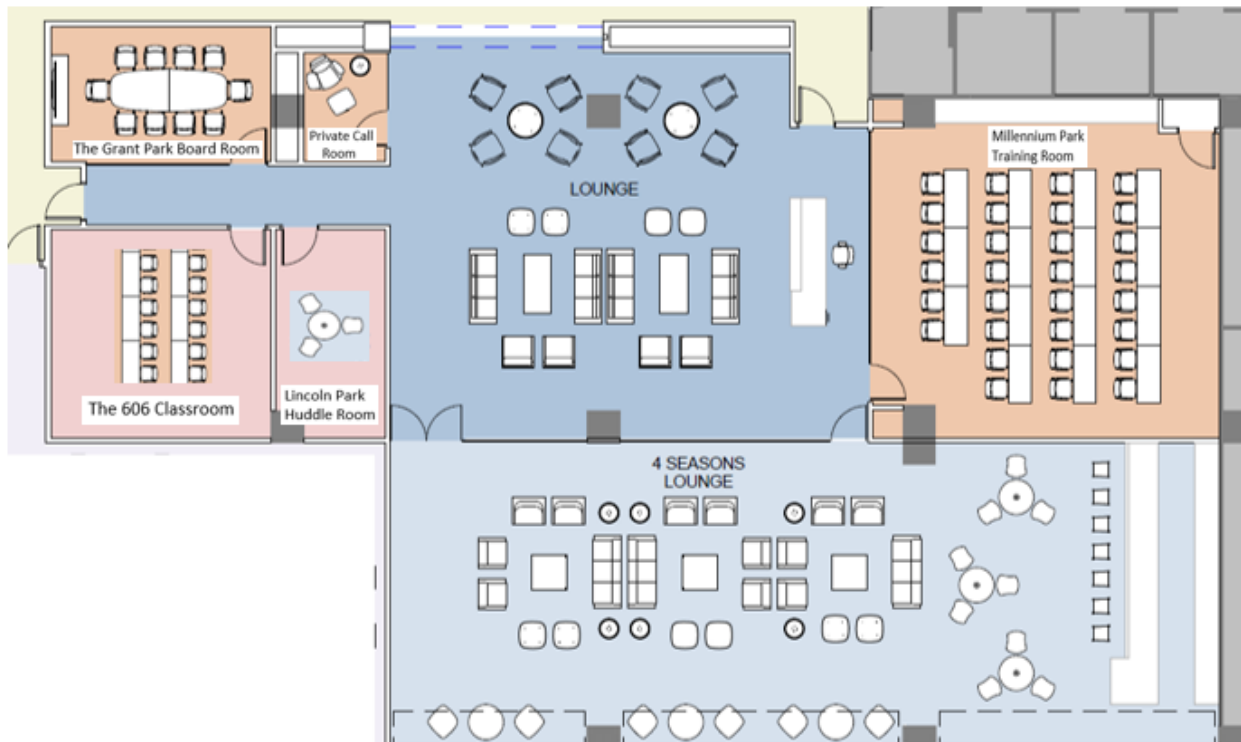
### FREIGHT ELEVATOR

Weight capacity / speed:	8,000 lbs. / 700 fpm
Height from floor to top of cab:	144" at center, 198" at perimeter
Door Opening:	60"
Wide Door Height:	96"
Length from side to side:	82"
Length from back to front:	122"

Key cards may be requested in writing by the Tenant for after-hours use by contacting the Security Director or the Office of the Building.

## SECOND FLOOR AMENITIES

The second-floor amenity center is exclusive to tenant use and includes four state-of-the-art conference rooms, a lounge area between the conference spaces, a private call room, and the 4 Seasons Lounge.



## CONFERENCE CENTER

	<b>Millennium Park Training Room</b>	<b>Grant Park Board Room</b>	<b>606 Classroom</b>	<b>Lincoln Park Huddle Room</b>
Pricing	Full Day: \$250 Half Day: \$200	Full Day: \$150 Half Day: \$100	Full Day: \$150 Half Day: \$100	Full Day: \$100 Half Day: \$50
Maximum Seating	30 People	10 People	12 People	3-4 People

There are four conference rooms available to reserve on the second floor. To reserve a conference room, use the Resource Schedule in Building Engines to select your room, day, and time slot. If you would like a different configuration for the training room, please request which configuration you would like in the reservation. Conference rooms are charged on a half or full day basis. Half days are booked for four hours in the morning or afternoon; reservations in the middle of the day are charged for a full day. These charges are billed on your rent statement. The schedulers outside of the rooms will show availability, however, you cannot make reservations or make changes through the schedulers. We are more than happy to do walk throughs for anyone who would like more in depth information about training rooms.



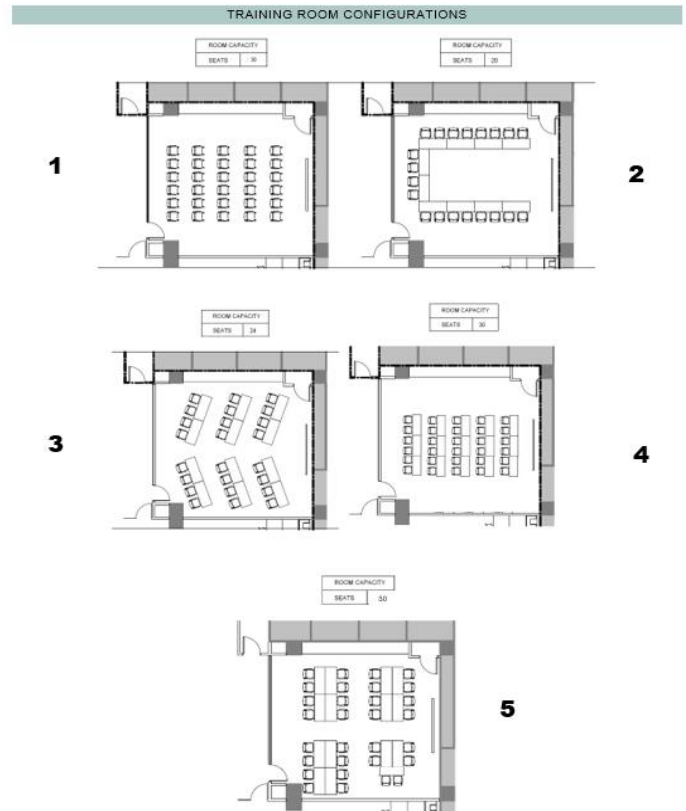
**Millennium Park Training Room** has a capacity of 30 people. There are five seating configurations to choose from; please specify the number of seats and preferred setup in your reservation request. If no setup is specified in the request (Layout 1-5), then a classroom style (Layout 4) will be provided. The training room is equipped with a full Solstice AV system that is controlled through a wall mount in the front of the room. Computers may be connected to the projector screen either wirelessly or by using the HDMI wall input. A full training room AV system guide is located in the room and available on the building website under Amenities > Conference Center.

**Grant Park Board Room** has a capacity of 10 people in a board room style layout. It is equipped with a Polycom phone. To make outgoing calls, simply dial 9-1(####) ####-####. Computers may be connected to the TV screen either wirelessly or by using HDMI or VGA cables.

**606 Classroom** has a capacity of 12 people in a classroom style layout. It is equipped with a Polycom phone. To make outgoing calls, simply dial 9-1(####) ####-####. Computers may be connected to the TV screen either wirelessly or by using the HDMI wall input.

**Lincoln Park Huddle Room** has a small round table to hold a capacity of 4 people. It is equipped with a Polycom phone. To make outgoing calls, simply dial 9-1(####) ####-####. Computers may be connected to the TV screen either wirelessly or by using the HDMI input.

Upon entry to the lounge on the right is a call room with a comfortable chair available to use for private phone calls. This room is available first come, first serve.



## TENANT LOUNGE

Divided into two different rooms, these are spaces to take in a different view, get away from your desk, enjoy lunch, or have informal meetings with coworkers. The furniture is laid out in a way to create clusters of spaces in a much larger and welcoming interior. The management office will be hosting tenant events here, but neither of these lounges are available for reserved and private use.

Please take note of the following Lounge rules which are posted in the space. The 4 Seasons Lounge is accessible by building key card only. This is for privacy, safety, but also in case of any breach of these rules, the perpetrator can be identified via security footage and key card information. We kindly ask that you familiarize yourself with the rules and share with your coworkers.

LOUNGE RULES

125  
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**Lounge Rules**

Hours: 7:00 AM- 8:00 PM  
For tenant use only

- Please note the lounge is under 24-hour video surveillance.
- Smoking (including electronic cigarettes) is strictly prohibited.
- Alcohol is not permitted in the Lounge at any time, for any reason.
- Entrances and walkways must remain unobstructed at all times.
- Please be courteous and use headphones at a respectful volume at all times for phone calls, video conferencing, streaming content, or other device applications. Speakers are prohibited.
- Signage of any kind cannot be posted. Please protect all furniture from scratches beyond normal wear and tear. Do not rearrange or remove the furniture.
- Streaming and downloading large files and illegal or inappropriate content is prohibited.

**Please call the Office of the Building with any questions  
312.346.5511**

## FITNESS CENTER



### FEATURES

Our Center includes a broad array of equipment and offerings to meet all your exercise needs.

- Bench Press
- Cable Machine
- Smith Machine

- Treadmills
- Functioning Training Area
- Stair Master

- Dumbbells
- Peloton
- Ellipticals

On-demand fitness classes are offered in our studio space. You can use the multi option interactive touchscreen that allows you to choose any on-demand fitness class. Our touchscreen display uses the latest technology and can be used alone or with any additional fitness accessories you bring to your interactive work-out class!

- Cycling
- Yoga
- Pilates
- Kickboxing
- Dance

- Pregnancy Express
- Transition
- BOSU
- Bar Strong
- ZUMBA

- Lean
- Kinetics
- Definitions
- Circuits
- Express Workouts

### HOURS

Mon-Fri	5:30 AM – 8:00 PM
Sat	7:00 AM – 2:00 PM
Sun	Closed
Holidays	Closed

### SIGN UP

Must sign the Fitness Center Waiver and Rules and Regulations to gain key card access.

Waiver is available at [www.125swacker.com](http://www.125swacker.com) under Tenant Resources > Forms and Documents

Return all pages of signed waiver to  
[125southwacker.info@hines.com](mailto:125southwacker.info@hines.com)

CERTIFICATE OF INSURANCE REQUIREMENTS

Requirements are available at [www.125swacker.com](http://www.125swacker.com) under Tenant Resources > Forms and Documents.

IN THE NEIGHBORHOOD

PUBLIC TRANSPORTATION

125 South Wacker is accessible to tenants and visitors via public transportation in a variety of ways.

METRA: Union Station is located on Canal between Jackson and Adams. The Northwestern/Ogilvie Metra Station is located at Madison and Canal. For information visit: [www.metrarail.com](http://www.metrarail.com)

CTA: 125 South Wacker is near all Chicago Transit Authority train lines. The CTA's Quincy elevated train station is just a few blocks away on Adams and Wells, and services the Pink, Brown, Orange, and Purple Line. The nearest Blue line is at Dearborn and Adams, and the nearest Red line is accessible on State Street and Monroe. Google Maps or the RTA Trip Planner can be utilized to find the optimum route to or from any location in the city.

BUS: Several bus routes run within blocks of 125 South Wacker and many operate 24-hours per day. The closes bus routes are: 60, 124, 125, 134, 135, 136 and 157. <http://ctabustracker.com/bustime/> will provide real time updates of approaching buses.

For more transportation information, please visit: [www.transitchicago.com](http://www.transitchicago.com).

NEARBY PARKING

**One Parking**

227 W. Monroe  
(312) 981-6062

**Tower Self Park - iParkit**

211 W. Adams St.  
(312) 782-5570

**Secure P**

183 W. Monroe St.  
(312) 469-1643

**SP+**

111 S. Wacker Drive  
(312) 252-6370

**The Poetry Parking Garage**

201 W. Madison  
(312) 960-0700

For more information and online reservations, visit [www.en.parkopedia.com](http://www.en.parkopedia.com) or [www.spothero.com](http://www.spothero.com).

## TENANT SERVICES

### RENTAL PAYMENTS & BILLING PROCEDURES

Rent is due on the first day of each month.

Please deliver rent or other payment obligations under your Lease in accordance with the instructions on the building website at [www.125swacker.com](http://www.125swacker.com) under Tenant Resources > Forms and Documents.

### EXTRA SERVICE WORK

The Management Office is able to provide additional services such as carpet cleaning, exterminating, extra security service, or extra window cleaning through the building contractors, for an additional charge. If choosing an outside contractor, please coordinate with the Management Office, as it needs to be scheduled and approved in advance. The vendor must have a compliant and up-to-date Certificate of Insurance and meet building Vendor Rules and Regulations.

### HEATING, VENTILATION, AND AIR CONDITIONING

Unless otherwise specified in the Lease, regular heating, ventilating, and air conditioning hours are:

Monday – Friday:	8:00 a.m. – 6:00 p.m.
Saturday:	8:00 a.m. – 1:00 p.m. (when requested)
Sunday & Holidays:	None (unless requested)

Tenants must receive written approval from the Management Office prior to using any other form of supplemental heating or air conditioning in their suites, such as units servicing a computer equipment room. Per building rules and regulations, personal space heaters are not allowed in the building as they are a fire hazard. For all temperature-related issues, please submit a work order request and an engineer will be dispatched to address the concern.

#### **After-Hours HVAC Service**

Tenants requiring after-hours HVAC service should notify the Management Office prior to 2:00 p.m. on the day service is required, and no later than 2:00 p.m. on Friday for weekend service. When making the request please specify start and stop times. A minimum service time of four hours applies. Charges for additional HVAC services will appear on the monthly rent statement.

If the HVAC system has already cycled off for the day, and a request is made after that time, a double-time charge for the first hour of service will apply because of an increased cost to re-start the system.

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### **ENERGY CONSERVATION**

Tenants of 125 South Wacker are asked to help curtail energy use by turning off all unnecessary lights and equipment at the end of the work day. Building cleaning staff will turn off lights when they are finished cleaning the tenant space. Please contact the Office of the Building with any inquiries and/or suggestions related to conservation.

## JANITORIAL SERVICES

During the weekdays, 125 South Wacker provides janitorial services in all tenant and public areas. Our janitorial staff maintain the building's cleanliness and can quickly respond to tenant needs. Janitorial staff are available during regular business hours to accommodate additional cleaning requirements in public and tenant spaces. Should additional cleaning or trash removal services be required, please submit a work order request through Building Engines.

Cleaning in tenant suites is provided each weeknight beginning at 5:00 p.m. in accordance with your lease. This typically includes emptying trash, vacuuming, dusting, spot cleaning glass, mopping hard floors, etc. For an additional charge, refrigerator or microwave cleaning, dishwashing, glass cleaning, and other special cleaning services can be arranged. For one-time services, you may request a quote by entering a work order request in Building Engines, or by contacting the Management Office. To setup recurring special services in the evening, contact the Management Office.

## SIGNAGE & SUITE IDENTIFICATION

Each tenant has the right to display its company name and/or logo on its entry doors or within its suite. The Management Office must approve all new tenant signage or changes to existing signage.

## RECYCLING

125 South Wacker has an active recycling program available to all tenants of the building. Upon request, each tenant employee will be furnished with a blue desk side container for recycling paper only. Larger containers for use in copy rooms must be purchased by the tenant. For additional blue desk side containers, please contact the Management Office.

If paper is contaminated by food or liquid left in coffee cups or pop cans, it cannot be recycled. Because this has been the main obstacle in recycling trash, please keep wet trash separate from dry trash. Dispose of all wet trash (cups, cans, juice bottles, leftover food, and its containers) in the appropriate receptacles in your coffee area/lunchroom or cafeteria.

Acceptable Recycling Materials for Desk Side Containers:

White Paper Colored Paper Glossy Paper Junk Mail	Magazines Envelopes* Newspapers Brochures	Post-It Notes Blueprints Manila Folders Cardboard
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\*Tyvek envelopes cannot be recycled.

Paperclips, staples, rubber bands, and envelope windows do not need to be removed.

Unacceptable Recycling Materials for Desk Side Containers:


Food Waste Tissue Napkins	Paper Towels Waxed Paper Food Wrappers	Photographs Plastic Coated Paper
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Toner cartridges can be recycled, and bins are located in the mailroom. Please leave the used toner in a visible area with a note for the night cleaning crew, and they will ensure proper disposal. If you would like immediate assistance during business hours, please place a work order in Building Engines.

Finally, 125 South Wacker also provides a recycling program for aluminum cans, glass, and \*plastic. Each tenant is furnished with a container for collecting the materials. These containers are typically placed in a pantry or work room. The containers are emptied several times per week depending on volume.

\*Only containers with numbers 1 through 5 and 7 in the recycling triangle can be recycled. You can usually find the triangle on the bottom of the container.

If you would like to have one of these containers delivered to your office, please contact the Management Office.




WASTE MANAGEMENT

THINK GREEN:


125

SOUTH WACKER  
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Trash



Polystyrene Foam Cups & Containers




Plastic Bags



Food Waste

## Trash Only

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WASTE MANAGEMENT

THINK GREEN:


125

SOUTH WACKER  
CHICAGO


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Glass Bottles



Plastic Bottles





Aluminum Cans




Tin & Steel Cans

## Bottle & Can Recycling







Office Paper




Newspaper




Junk Mail



Brown Paper Bags




Flattened Cardboard



Paperboard

## Paper & Cardboard Recycling



If you would like Waste Management to perform a Recycling Review or give a presentation in your space, please contact Building Management.



## TENANT INTERIORS & ALTERATIONS

### Construction Work

Office suites are ordinarily built to suit the needs of individual tenants prior to move-in. Should your office needs change and require alteration of your space, please observe the following rules and requirements:

- The Management Office must approve all tenant alterations or remodeling in writing before work begins, per the terms of your lease.
- Review the building's Contractor Rules and Regulations, which can also be found on the building website under Tenant Resources > Forms and Documents.
- Tenant and tenant contractors will be required to comply with all building rules and regulations.
- A certificate of insurance listing the appropriate parties as additional insureds and providing evidence of the required coverage and limits must be submitted prior to commencement of any work. Failure to provide the necessary level of insurance coverage will result in stop of work until compliance can be proven.
- Upon arriving at the building, the contractor must provide identification at the loading dock entrance in return for a building pass. The building pass must always be worn while in the building.
- Contractors are expected to utilize only the service elevators for ingress and egress, and to abide by all safety and security policies and procedures of 125 South Wacker.

### Tenant Space Repairs

125 South Wacker does not loan or rent property-owned tools or equipment to tenants or their vendors and contractors. 125 South Wacker staff can perform a variety of minor repairs to tenant spaces. The building's engineers repair items such as locks and light fixtures. The engineering department can also install pictures and shelving. Please have your authorized representative make such requests in Building Engines by submitting a work order. Appropriate charges for labor and materials will apply and will appear on the tenant rent statements.

## MOVING INFORMATION

### GUIDELINES FOR TENANTS & MOVERS

All move ins/outs and relocations must take place after-hours: before 6:00 a.m. or after 6:00 p.m. Monday through Friday or any time Saturday or Sunday. Moves are considered any removal or transport of items that will take more than 30 minutes to load/unload and bring up/down from your suite.

All moves must be scheduled at least 72 hours in advance through Building Engines in the Resource Schedule. In the Resource Schedule, tenants can see what times are available and select their day from there. The request will be reviewed and approved if the hours are available. All dock reservations are scheduled for a 4-hour minimum under security watch. Tenants will be notified of via Building Engines and/or email of the approval and confirmation.

The moving company must have a current Certificate of Insurance on file with the Management Office prior to any move in activity. The additional insured and dollar amounts must meet or exceed the specified requirements.

### **Protection**

Freight Elevators: Corner boards must be provided on all doorjambes, including elevators. In common area corridors and lobbies, suitable protection must be provided to protect walls, doors, and elevators. Damage to common areas by tenant movers will be repaired at tenant expense.

### **Damaged Elevators**

All damage to elevator cars such as broken safety edges, broken doors or damaged controls will be repaired by the building designated contractor at the tenant's expense.

### **Loading Dock**

The loading dock is located and entered on the east side of lower Wacker Drive below upper Wacker Drive and Adams Street. The size of delivery trucks is limited. No semi-trailer trucks are allowed. Each tenant must ensure that all of their vendors and movers have toured the loading dock area in advance of any move in activity in order to view the restrictions as to size and length of vehicles as well as understand the building security requirements for the move. This tour should be arranged through the Office of the Building.

### **Tenant Floors**

Carpet protection from elevator to tenant space must be provided either with plywood or Masonite. Walls and doors must be covered as needed.

### **Clean-Up**

Removal of plywood, Masonite, tape, pads, corner boards, empty containers, boxes, and carts from public areas (corridors, elevators, lobby, etc.) must be accomplished prior to the following business day.



## SERVICES AVAILABLE

With IMG Riser Management

IMG helps tenants connect, install, and upgrade voice (telephone), internet, TV and cloud service in your suite.

FOR TENANTS	
<b>Tenant Move-in</b>	IMG connects voice, internet, TV and cloud service from the building's main telecommunications equipment room (MPOE/ NetPOP) to your suite
<b>Circuit Extensions</b>	IMG extends service from the MPOE to tenant space (cross-connects, demarc extensions and inside wiring)
<b>Audio Visual (A/V)</b>	IMG sets up and installs televisions, projectors, smart TVs and devices, video conferencing
<b>Networking</b>	IMG builds out server room(s) and cabling for office networks
<b>Wi-fi</b>	IMG installs cellular boosters, wireless access point (WAP)
<b>IMG Connect</b>	IMG gets competitive quotes for voice, internet, TV and cloud services and equipment
<b>Low Voltage</b>	IMG installs voice, internet, TV and cloud cabling (station cabling, structured cabling and workstation wire mold)
<b>Tenant Move-out</b>	IMG removes old cabling and equipment prior to move out (if required)
<b>Troubleshooting and Repairs</b>	Fully staffed support center for tenant requests

PLEASE CONTACT THE OFFICE OF THE BUILDING TO ARRANGE ANY RISER WORK AT (312) 346-5511



## WiredScore PLATINUM

125 South Wacker has earned WiredScore Platinum for being among the nation's most cutting-edge connected buildings. WiredScore is the nation's preeminent program that rates and recognizes the infrastructure, technology, and connectivity of office buildings.

Wired Certified Platinum is the highest rating possible and confirms 125 South Wacker as best in class across all features of connectivity that matter most to tenants: number and quality of internet service providers, redundancy and resiliency of telecom infrastructure, ease of installation and capacity to readily support new telecom services. The building can support current and future tenants with the most stringent technology requirements.

As a landlord, ensuring that you receive the best possible experience as a tenant is important to us and we are committed to maintaining 125 South Wacker's position as a market leader and pioneer in digital connectivity.

WiredScore gave 125 South Wacker high marks for providing its tenants with access to seven fiber internet service options to choose from – the fastest internet speeds available. In addition, 125 South Wacker has multiple internet access points leading into the building itself, which reduces the likelihood of internet slowdowns or outages. Along with its superior internet connectivity, WiredScore recognized 125 South Wacker's cellular technology. The building is equipped with a distributed antenna system, providing workers and visitors with better cell service throughout the building.

For additional information, please contact us at [125southwacker.info@hines.com](mailto:125southwacker.info@hines.com).

# 125

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