

# **875 NORTH MICHIGAN AVENUE**

## **Contractor & Vendor Rules and Regulations**

**875 North Michigan  
Avenue Chicago, IL 60611  
April 2021**

**875 NORTH MICHIGAN AVENUE**  
**DIRECTORY**

**EMERGENCY NUMBER** 312.751.3695

<b><u>MANAGERS</u></b>	<b><u>TITLE</u></b>	<b><u>PHONE</u></b>
NANCY CAPADONA	PORTFOLIO MANAGER	312.794.7777
STEPHANIE KNIGHT	PROPERTY MANAGER	312.794.7777

**ENGINEERING**

JEFF EDEUS	CHIEF ENGINEER	312.794.7777
TONY ZEC	ASSISTANT CHIEF ENGINEER	312.794.7777

**BUILDING SERVICES**

SECURITY CONTROL CENTER	24 HOURS A DAY	312.751.3695
ENGINEERING DEPARTMENT	24 HOURS A DAY	312.751.3695
MANAGEMENT OFFICE	8:30 AM – 5:30 PM	312.794.7777
BUILDING ELECTRICIAN	PRIME ELECTRIC BOB HERMAN	224.622.2112
BUILDING PLUMBER	CF TAFFE PLUMBING CHUCK TAFFE	773.221.6474
RISER MANAGER	IMG MARK DAMHESEL	630.737.9800
SPRINKLER VENDOR	GREAT LAKES JULIE SHERBY	773.489.8154
FIRE & LIFE SAFETY VENDOR	FOX VALLEY KENNETH VOLKENING	847.695.5990
DUMPSTER VENDOR	INDEPENDENT RECYCLING SERVICES	312.732.9253

**BUILDING HOURS OF OPERATION**

BUILDING BUSINESS HOURS:	24 HOURS
LOADING DOCK HOURS:	MONDAY-FRIDAY 6:00 AM - 6:00 PM
SATURDAY	7:00 AM – 3:00 PM
SUNDAY - HOLIDAYS	CLOSED

## COVID-19 PROTOCOLS

The following procedures have been implemented in response to the COVID-19 pandemic:

1. Per Governor's Order, **face coverings are to be worn when in common areas**, i.e. elevators, main lobbies and concourse, hallways, restrooms, multi-tenant floors, etc.
2. Social distancing is to be practiced in all elevators, the **occupancy limit is 4 per elevator car**.
3. General Contractors must submit their COVID-19 procedures prior to work commencing.

## CONTRACTOR & VENDOR GUIDELINES

These guidelines have been developed by building management to provide information regarding standard procedures at 875 North Michigan Avenue. The purpose of these guidelines is to facilitate the completion of projects in a timely and safe manner. All rules and regulations of the building are expected to be complied with. Building management reserves the right to take any action it deems necessary to protect the building and its occupants including stopping a project. In the case of tenant improvement work, the lease agreement will govern certain aspects of the construction work.

Cooperation and communication is essential. While not all possible situations can be foreseen, these guidelines deal with general areas of concern. Should any issue not addressed herein arise, contact building management in the Management Office during regular business hours or the Security Control Center after hours. An engineer is on duty at 875 North Michigan Avenue 24 hours a day and can be reached by via the Security Control Center.

It is expected that the contractor will abide by all laws and regulations, including City of Chicago building codes, OSHA, NFPA, and EPA guidelines. **All contractors and sub-contractors must be union members and should be prepared to present the appropriate credentials.**

Security in the area of any construction work is the responsibility of the contractor and sub-contractor. This includes personal possessions and tools as well as securing the area upon completion of the work. Building Management must be provided with a key to all temporary locking devices.

We expect the contractors working in our building to realize that they and their employees are invited guests and will be expected to exercise good judgment and courtesy at all times. Furthermore, be aware that many other businesses are operating within the building simultaneously and Building Management is committed to providing them with a quiet, clean, and safe environment.

Building Management reserves the right to halt or delay any work in the building if we determine that the work interferes with our tenants' ability to reasonably conduct their business. All loud noise related work (in the sole judgment of Building Management) shall be completed prior to 8:00 AM or after 6:00 PM Monday through Friday ("Regular Business Hours").

Contractors will be responsible for the repair of any damage to the building or common areas caused by the contractor during construction. All common area finishes including carpets, walls, ceilings, doors and door frames must be returned to the condition that existed prior to the start of construction. It is recommended that an inspection of the existing conditions and documentation of these conditions be completed prior to the start of the work. Plastic runners or masonite must be laid and walk off mats must be installed inside entries prior to the start of the work.

When after-hours work is required, Building Management must be notified no later than 2 hours prior to the close of business on the preceding business day. Also, arrangements must be made at this time for afterhours access to the dock.

Prior to the start of work, the General Contractor must submit:

1. City of Chicago Work Permit
2. Insurance Certificates and Endorsements
3. The names and addresses of all sub-contractors, together with the name and telephone

number of a contact person for each sub-contractor. Also, the General Contractor must introduce the job superintendent to the Property Manager, the Chief Engineer, the Director of Security, and the dock security office.

All contractors must schedule a Fire Safety Orientation with Building Management. The orientation will include a tour of the space to show emergency exits and fire extinguisher locations and to review basic emergency response procedures.

### **INSURANCE REQUIREMENTS**

It is mandatory that a Certificate of Insurance be on file for the contractor and each and every sub-contractor with the correct additional insured names on the policy in order to do any work in the 875 North Michigan Avenue.

**Please contact the Management Office to obtain the proper requirements prior to start of work for contractor and sub-contractors. No work will be allowed without the proper insurance documentation and any work in progress will be stopped if the proper documentation is not on hand. There will be absolutely no exceptions to the insurance requirements.**

### **ASBESTOS**

875 North Michigan Avenue was constructed in 1968 and asbestos containing material (ACM) does exist at the property. There is a report on file with Building Management regarding ACM that is available to any contractor or sub-contractor upon request. Because asbestos does exist at the property caution should be taken to ensure that an ACM hazard is not created during any construction activity. The ACM that does exist is generally in an inaccessible area. Any work at 875 North Michigan Avenue is done solely at your own risk and you agree to release and hold harmless the owner of the property including without limitation its agents, managers, representatives, insurers, parent companies, subsidiaries, related entities and affiliates from any and all demands, actions, claims, liabilities, causes of action, damages, costs and expenses (including attorney's fees) arising from or in any way related to any personal injury, sickness, illness or death caused by or resulting from exposure to lead based paint or ACM to you, your employees, agents, contractors, sub-contractors or anyone performing services for you or at your direction.

**GENERAL BUILDING RULES & REGULATIONS**  
**FOR CONSTRUCTION & CONTRACTORS**

**All work, regardless of the nature of the work, must be approved by Building Management**

**HOURS OF WORK / SCHEDULED WORK**

Normal Building Hours are 6:00 AM to 6:00 PM Monday through Friday and 7:00 AM to 1:00 PM Saturdays. Work can be done at other times if it is scheduled with the Management Office 48 hours in advance. If a security escort is required, the contractor will be billed for this service.

**DOCK HOURS**

875 North Michigan Avenue's loading dock is open Monday through Friday from 6:00 AM - 6:00 PM. Saturday hours are 7:00 AM to 3:00 PM. Access to the dock during off hours must be scheduled with the Management Office 48 hours in advance. Access to the dock during off hours will require a security presence which will be billed to the contractor.

**ACCESS**

All construction workers are required to enter and exit the building through the Mies Van Der Rohe Way entrance located at the southeast corner of the building and must register at the Security Control Center on the 16<sup>th</sup> floor. Construction workers are required to use the freight elevators for inter-floor traffic. The stairwells at 875 North Michigan Avenue are locked from the inside and the stairwell doors may not be blocked open.

Access to the building from the public parking garage can be achieved. Please take the passenger cars to the 6<sup>th</sup> floor. At the 6<sup>th</sup> floor, transfer to the freight elevator. Take the freight elevator to the 16<sup>th</sup> floor and register at the Security Control Center.

**AFTER HOURS ACCESS**

Access to the building after hours is controlled by Building Management. In order to gain access after hours, Building Management must be notified at least 48 hours in advance. This is of particular importance regarding use of the freight elevators and the loading dock as manpower may have to be scheduled to handle the need. If any after hour's emergency arises, you must call the Security Control Center at (312) 751-3695.

**PARKING IN THE LOADING DOCK**

Trucks are allowed to park in the loading dock to load or unload only. Deliveries are limited to 30 minutes unless otherwise scheduled with Building Management at least 48 hours in advance. Construction deliveries must be coordinated with Building Management for after hour deliveries.

## **LOADING DOCK INFORMATION**

875 North Michigan Avenue's loading dock is located off Mies Van Der Rohe Way between Chestnut Street and Delaware Place. The dock door clearance when fully opened is 12.8 feet. The ramp slope is 17.54 degrees. Under hangs on rigs will scrape the concrete because of the slope. The maximum length of a rig allowed in the dock is 40 feet without under hung racks. NO LO-BOY RIGS are allowed in the dock. The Tenant/Contractor/Resident truck carriers are responsible for any damage caused by their equipment to the dock or dock area. Carriers should familiarize themselves with the actual dock conditions as they pertain to their equipment before attempting to access the loading dock.

## **BADGES**

Upon registering at the Security Control Center on the 16<sup>th</sup> floor, all contractors will be issued a daily badge. This badge will give the contractor freight elevator access to the floor on which they are working. This badge must be worn at all times while working at 875 North Michigan Avenue.

## **USE OF ELEVATORS**

ALL material and personnel are to use freight elevators ONLY. Freight elevators are on a first come first serve basis. No large deliveries will be permitted after 7:00 AM. Large shipments requiring extended use of the elevator must be scheduled at least 72 hours in advance with Building Management. If the elevator hatch is required to be opened, this will require contacting Otis Elevator in advance. The contractor will be billed for the Otis Elevator services required.

## **ASBESTOS**

The majority of the commercial floors have been abated. However, there are isolated areas in which asbestos may be encountered during construction. Prior to commencing any construction, a meeting with the building Engineer and Property Manager must take place to review the location and scope of work to evaluate if any asbestos may be encountered during construction.

## **PERMITS**

City of Chicago Building permits must be obtained for all construction projects and must be displayed on site. Copies of the permit along with the paid receipt must be issued to Building Management. A Welding / Cutting Permit must be obtained from Building Management prior to commencing and welding or cutting. Prior to issuing a Welding / Cutting Permit the following information will be necessary:

- Company name
- Nature of the job, i.e. welding, sweating water lines, etc.
- The firm, floor, and specific location of the work area
- The approximate time involved, start to finish

The General Contractor is responsible for fire safety including providing watchman and extinguishers during construction.

## **DRAWING REVIEW / NOTIFICATION**

All construction projects must go through a plan review and approval process prior to any work being started. Two (2) copies of the plans and specifications must be sent to Building Management prior to work commencing. A formal Mechanical, Electrical and Plumbing (MEP) review will be completed with Landlord comments and approvals to be provided in writing. Building standards are available for review and must be strictly followed. In addition, prior to commencing any work a detailed construction schedule along with the job directory containing emergency contact numbers must be submitted to Building Management.

## **AS BUILT DRAWINGS**

All mechanical trades are required to submit copies of Computer Aided Design (CAD) as-built drawings to the General Contractor. The General Contractor will make one submission of three copies and one disk of as-built CAD drawings for all trades to Building Management. All as-built drawings are to be dated and signed by the appropriate sub-contractor as well as the General Contractor (within 30 days of substantial completion. A 15% final payment retention will be required from General Contractor and all MEP sub-contractors until all as-built drawings are received. There will be **NO** exceptions. If these drawings are not produced after 90 days of project substantial completion, the 15% retainage will default to owner to properly prepare the CAD drawings.

## **HARDWARE & KEYING**

Prior to construction, a building engineer will install a construction cylinder for access during the construction project. Contractors can check out a key daily from the Engineering Department on the 16<sup>th</sup> floor.

## **USE OF GASOLINE DRIVEN EQUIPMENT**

The use of any gasoline or diesel driven equipment is prohibited.

## **TRASH REMOVAL**

It is the contractor's responsibility to keep the work area clean at all times. There is to be no accumulation of rubbish. It is the contractor's responsibility and cost for all trash removal. The building currently employs Independent Recycling as their waste vendor.

Open Dumpster- Please make arrangements with the Management Office to set up an account with the vendor 48 hours in advance if an open dumpster is required so that a spot for the dumpster can be reserved on the dock. All contractors are to use Independent Recycling Services as their waste hauler for work at 875 North Michigan Avenue.

Compactors – 875 North Michigan Avenue has two (2) compactors located on the dock, one (1) for wet trash and one (1) for dry. These compactors are **NOT** for construction use.

## **DISRUPTION TO OTHER TENANTS**

If the construction work causes disruption to other tenants in the sole judgment of Building Management, the work will cease immediately and will be rescheduled. This may require working during after hours. Floor coring, excessive pounding, and drilling must cease by the start of normal business hours which is 8:00 AM Monday through Friday and may not recommence until after 6:00 PM, pending approval.

## **MECHANICAL AND ELECTRICAL CONNECTIONS**

Mechanical and electrical connections that have to be performed in another tenant's space must be scheduled 72 hours in advance so that Building Management can obtain the required approvals. If necessary, this work may have to be performed after hours and require a building security to be present. This charge will be billed to the contractor.

## **SPRINKLER DRAIN DOWNS**

Drain downs of the sprinkler system require at least 48-hour notice. A building engineer must perform the drain down and refill of the system. Prior to refill, the contractor must confirm its presence on the floor and that all sprinkler connections and heads are secure.

## **BUILDING PHONE CLOSETS**

The building phone closets are maintained by Infrastructure Management Group (IMG). NO contractors or tenants are allowed in the building phone closet without approval from Building Management.



## **SHUTDOWN OF SERVICE TO MAKE TIE-INS TO THE BUILDING SYSTEM**

Arrangements must be made with the Chief Engineer's Office on the 16<sup>th</sup> floor for any shutdowns necessary for tie-in. Access to the electrical closet is through the Chief Engineer's Office. All closets are to be kept locked at all times.

## **WASHROOM FACILITIES**

All construction workers must use the facilities located on the 16<sup>th</sup> floor or on the loading dock.

## **CORRIDORS – FLOORING**

The contractor is responsible for protecting the carpeting and walls in the public corridor. The contractor will be responsible for any damage. The use of suitable materials (such as masonite) as approved by Building Management shall be required on the carpeting between the freight elevator and the construction site. This material will be installed in a safe manner to avoid tripping hazards, must be easily removable and must be cleaned daily. Walk off mats inside the entries must be in place.

## **CORRIDORS – WALLS/DOORS**

Any temporary enclosures to be constructed shall consist of drywall or plywood and must be painted to match the corridor. All temporary enclosures shall have 3'0" x 1-3/4" solid core door (minimum size). Door to be equipped with building standard lock set and keyed by building engineers. No padlocks or other locks are allowed. All doors to construction in progress shall remain closed at all times.

## **CONSTRUCTION CLEAN UP**

All contractors are responsible for leaving the areas they are working in, in the same condition as they found them. Any areas left unclean will be cleaned at the contractor's expense.

## **GENERAL CONDUCT**

Smoking is not permitted in 875 North Michigan Avenue. Foul and abusive language is strictly prohibited. Congregating in public areas within the building by tradesmen is prohibited. Failure to comply will result in removal of those tradesmen and potentially that contractor from the property.

## **STAIRWELLS**

Stairwell doors are to remain closed at all time. Any blocks or hold open devices put in place by any persons, without prior approval from Building Management or Security, will be reported and removed at once. Persons entering the stairwell will have to exit at the concourse or ground level.

## **FIREPROOFING**

Fireproofing damaged or removed during construction must be replaced by the general contractor prior to close of ceiling. Any new penetrations made must be fire stopped according to local and national code.

## **INSPECTION**

A contractor walk through with a Building Management representative should be performed prior to the start and at the end of project. It is advisable to request a Building Management inspection of areas above the ceiling before ceiling tile is installed.

## **FIRE PROTECTION SPRINKLERS**

All sprinkler modifications must comply with the approved plans. Any floor penetrations must be sealed with approved fire rated material.

No welding or cutting or any other work that has the potential of activating the building fire / smoke detection system or has the potential of attracting outside attention may commence without first obtaining a Welding / Cutting Permit. It is **MANDATORY** that welding, torching, and soldering permits be obtained from Building Management prior to the start of work.

## **PLUMBING**

Before any plumbing shutdowns may begin, the contractor must first check in with the Chief Engineer. The contractor is responsible for coordinating the activity. Futures must be provided at wet columns, vents and drainage systems. Grease traps at tenant sink locations are considered a building standard requirement. Domestic water supply lines must be insulated. All abandoned piping must be removed back to the riser. Scans of the deck must be completed prior to any floor cores being made.

## **ELECTRICAL**

New and existing load capacities of general office tenant connected equipment up to and over 2 watts per square foot must be provided from tenant metered panels. The Landlord typically provides metered receptacle power for up to 2 watts per square foot. The Building electrician and/or engineering firm will coordinate emergency lighting and exit signage circuitry. All abandoned conduit is to be removed. Under **NO** circumstances are tenant receptacle services to be connected to building electrical panels. Any electrical contractor found doing this will be removed from the vendor list. All tenant electrical panels must reside in the tenant's space, not in the building's electrical closets. The tenant meter and the Commonwealth Edison load calculation paperwork will be filled out by the contractor and provided to the Tenant for the establishment of the tenant's Commonwealth Edison electricity account. The building cannot set up an account for the Tenant. Electrical and telephone (if involved) closets are to be cleaned at completion of work. All penetrations to be sealed equal to a fire wall rating. Panel directions are to be updated and inserted in panel door with a copy submitted to Building Management.

## MISCELLANEOUS

All floor penetrations are to be sealed with approval fire rated material. The perimeter induction units must be cleaned at job completion and inspected by engineering. All new or existing MEP items, whether above ceilings or behind walls, must remain accessible at completion of project. Final hardware schedule must be submitted to engineering 4-6 weeks prior to completion date of each project.

## SAFETY PRACTICES

All construction workers must follow safety practices as outlined by its employer and OSHA. Under no circumstances will Building Management accept responsibility for monitoring general safety guidelines. The following guidelines for safety in the building should be followed **but is not all inclusive of safety practices required by law, or any other rules that may apply.**

- Take special precautions if welding or cutting in a confined space. Disconnect the power on ARC welding or cutting units and remove the electrode from the holder. Turn off the torch valves on gas welding or cutting units, shut off the gas supply at a point outside the confined area, and if possible, remove the torch and hose from the area.
- After welding or cutting is complete, mark hot metal or post a warning sign to keep workers away from heated surfaces.
- Follow safe housekeeping principles:
  1. Do not throw electrode or rod studs on the floor – discard them in proper waste container.
  2. Keep construction area as free of debris as possible.
  3. Keep chemicals secured in approved storage cabinets.
  4. Keep floors dry and clean.
- Hard hats **MUST** be worn at all times inside the construction area
- All contractors must supply a list of all hazardous materials and their locations as well as all MSD sheets to Building Management.
- Keep a fully stocked and clearly marked OSHA compliant first aid supply kit on the job site at all times.
- Make sure there are fully charged, NFPA compliant fire extinguishers present on the job site.
- General Contractor must familiarize all workmen on site with emergency locations.
- Report all accidents to the Security Control Center **IMMEDIATELY AFTER** dialing 911.
- Any fires or medical emergencies must be reported to 911 **IMMEDIATELY** and then Security Control Center must be notified, 312-751-3695.

## HVAC

- All drawings and work specifications must be approved by the Building Management or MEP representative before any work will be allowed to commence.

- Any variance from the equipment listed in the approved drawings above must be approved by Building Management before installation.
- The Building Automation System (BAS) is a Siemens Apogee brand and all interface and programming required will be performed by the Building Automation Company (BAC). The physical installation of components and wiring can be performed by the GC's Mechanical or Electrical contractors. A list of contacts for the BAC can be provided upon request.
- If supplemental AC systems are installed using base building condenser water, the unit must be tied into the BAS for monitoring and billing of condenser water. All supplemental A/C units must be installed with a BTU Meter that will read in BTU's. These meters must be compatible and tied to the BAS (Siemens Apogee-P1). All installed meters must meet or exceed System-10 Onicon BTU Meters specifications with F-3500 SERIES Insertion Electromagnetic Flow Meters. Specification sheets for these will be provided by the Chief Engineer at the onset of construction.
- Existing VAV box digital controls and induction system pneumatic valves are assumed in working order and can be reused. Components determined to not be in working order during construction or balancing must be replaced Tenant. New components will be commissioned by BAC as part of Tenants build out cost.
- Zone graphics must be programmed into the automation system before the Tenant moves in to the space. This is done for accurate temperature and zone control and must be performed by BAC. See Standard Tenant Automation Protocols.
- Standard Tenant Automation Protocols
  - a. Must use the protocol as seen in JHC 2201 PPCI independent zone pgm and JHC2201 PPCI room temp pgm.
  - b. This must be done to assure proper programming for zone performance (vav, induction, combination vav and induction).
  - c. For graphic creation all new build outs must follow layout as seen for 22 floor.
  - d. This graphic clearly depicts office layout with overlays of vav zones, induction zones, and combo zones.
  - e. All zones and zone types need to be clearly labeled and identified in accordance with standard legend provided on screen.
  - f. Do not use addresses that have already been assigned to existing vav or induction.
- Building standard HVAC equipment
  - a. VAV boxes: Krueger LMHS-2 Model
  - b. Room temp sensor
    - i. Siemens 536-983A (Desert Beige)
  - c. Actuating terminal equipment controller (Actuator)
    - i. Siemens 550-400
  - d. Terminal equipment controller
    - i. Siemens 540-110
  - e. Induction piping control valve

i. Honeywell VP527A 1034 4

- All Graphics must be organized with the current building standard nomenclature so as to be easily located on graphics tree.
- Modify full floor drawing (already in BAS) by adding new tenant layout and removing all obsolete area graphics and zones.
- CAD drawings will be provided to Siemens prior to beginning for bidding and any other issues that may need prior resolution.
- All failed points associated with any tenant space build outs or any other areas associated with the floor being worked on must be deleted from programming if not being used.
- After all work in panel is complete run a failed panel report. Delete all disabled ppcl or programming not being use
- VAV boxes must have free access for repairs and maintenance. This includes installing access panels in drywall ceilings and rerouting any piping, wiring, conduit, etc. that may block access to the boxes and components.
- There must be at least 18” of area between any office furniture and the perimeter induction units for maintenance or repairs. If office furniture is placed closer than 18” and it needs to be moved for access to the units than the cost will be absorbed by the Tenant.
- It is the responsibility of the general contractor to clean the Induction Unit screens and coils once construction is complete and before Tenant moves in.
- All Condenser Water piping for supplemental a/c units must be insulated and installation must meet all Chicago code requirements.
- All induction unit piping that has been modified must be re-insulated.
- Filters must be placed on all Return vents during construction. The general contractor is responsible for removing the filters after completion and before Tenant moves in.
- Any damage to HVAC controls or components during the construction process will be repaired/ replaced at the Tenants cost. Any existing equipment found to be damaged before construction begins should be brought to Landlord attention in writing.
- During demolition/construction ductwork that is removed, leaving openings on the main or branch, must be capped immediately to prevent unrestricted air from blowing into the ceiling and affecting Building fan static control.
- The space will be kept at normal Building temperatures during construction. Engineering will set temperatures as needed.
- The Landlord requires as-built drawings and HVAC balancing reports after the completion of construction. Balancing will include all components of the HVAC system, both VAV and Induction.

## **ACCIDENTS**

Call 911 **IMMEDIATELY** for all medical emergencies and accidents. Once 911 has been called, notify the Security Control Center **ASAP**. The security department will dispatch personnel and facilitate the emergency procedures. If an emergency exists call 911 for the Chicago Fire Paramedics first, and then notify the Security Control Center at (312) 751-3695.

## **FIRES**

All fires must be reported to 911 **EMERGENCY** and the **SECURITY CONTROL CENTER IMMEDIATELY** at (312) 751-3695.

## **FIRE WATCH**

- Fire watch will be provided by the Contractor during and for at least 60 minutes after work and during coffee or lunch breaks.
- The fire watch must be supplied with NFPA compliant extinguishers.
- The fire watch must be trained in use of this equipment and in sounding the alarm.
- Report the beginning and conclusion of the fire watch to the Security Control Center at (312) 751-3695.

## **ACCESSIBILITY**

All new or existing MEP items, whether behind walls or above ceilings, which require maintenance must remain accessible at the completion of the project.

## **PARTITION WALLS**

It is the responsibility of the tenant architect to obtain the partition wall drawing detail from Building Management and oversee proper construction methods.

## **HOT TAPS**

Hot taps are to be pressure tested prior to doing actual hot tap, and must be checked by the building engineer.

## **FINAL CLEAN**

Prior to the space being turned over to the tenant / building, the site must be finally cleaned, to standards appropriate for tenant occupancy. The final cleaned condition must be approved by Building Management. If the condition is unacceptable for occupancy, Building Management will have the situation corrected and back charge the General Contractor. Blind cleaning must be coordinated with the Management Office prior to move in.

## **FREIGHT ELEVATORS**

Freight Car	Width	Depth	Height	Door Width	Door Height	Capacity
Car # 4	5' 6 ½"	7' 2"	10'	3' 9"	8' -0"	4000lbs 8600lbs(Special Conditions)
Car #5	7' 9"	5' 3"	7'9"	4'	7'	4000lbs
Car #6	7' 2"	6' 11"	7'9"	4'	7'	5000lbs
Hatch Opening	4' 5"	1' 11"				

## **SITE SECURITY**

The general contractor is responsible for the security of the project site for the duration of the work. Building security must have access to the site at all times. The General Contractor is responsible for insuring that Building Management has the proper keys necessary for access to all locked shanties on the site.

## **HAZARDOUS MATERIAL STORAGE**

All hazardous material must be properly stored on the job site. The location of the stored hazardous material **MUST** be listed and supplied to Building Management **AND** the Chief Engineer. In case of a fire, the location of such material must be immediately available. A list of all hazardous materials as well as copies of all MSDS sheets must be maintained onsite by the General Contractor. The location of MSDS sheets may be documented and distributed to the Chief Engineer.

## **WINDOWS / SOLAR WINDOW FILM / BLINDS**

Building windows and solar window film must be protected during the construction process. A site survey of the building windows will be performed by Building Management both before and at the conclusion of the project. Any damaged not noted during the initial walk-thru will be the responsibility of the General Contractor at the end of the construction. Any solar window film repair costs will be charged to the tenant or the General Contractor. If there are any questions regarding the windows or window film, contact Building Management. Window blinds are to be bagged during construction/demolition. Tenant will be charged for damage to window blinds.

## **CARPETING**

Both broadloom and carpet tiles are approved for installation at 875 North Michigan Avenue. In the case of broadloom carpet, tack-less strip installation must be scheduled for either before or after regular business hours or on a weekend.

All carpeting should be delivered to the loading dock and taken to the location of installation within the building upon delivery. Old carpet must be disposed by the carpet installer or the General Contractor.

All corridor carpeting **MUST BE PROTECTED WITH MASONITE** during deliveries and for construction foot traffic. Any common area carpet to be replaced shall be replaced length wise only.

## **LOCKSMITHING**

The building has a full-time locksmith who will consult, order, and install all locking mechanisms. The locksmith is responsible for all keys and all other types of locks and installation of all lock cylinders/cores. The general contractor shall submit a copy of the final hardware schedule 4 to 6 weeks prior to completion of the work. Contact the Management Office for further assistance.

## **STRUCTURAL SLABS**

Saw cutting, coring or trenching of the floor slabs is not permitted without prior written approval from Building Management and a written review from the buildings structural engineer.

## **DISTRIBUTED ANTENNA SYSTEM (DAS)**

A Distributed Antenna System (DAS) has been installed throughout the commercial building on floors 13 through 41, the 1st floor main lobby, and the 2nd and 3rd floor common areas. The antenna nodes are strategically located for proper coverage. In the event any antenna node needs to be relocated or painted due to design build out, Landlord will require no less than a 30-day notice and the Contractor will be responsible for relocation and painting costs. The relocation cannot negatively impact or materially degrade the quality or quantity of coverage provided by the Wireless Network, and the work shall be performed by the provider, American Tower. Antennas shall be protected during the demolition and construction process.