

CONTRACTOR REGULATIONS AND GUIDELINES



540 W. Madison
Chicago, IL 60661

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Jones Lang LaSalle manages the property located at 540 W. Madison Ave., Chicago, IL for 540 West Madison. Able Engineering Staff Members (henceforth referred to as Engineering) and Jones Lang LaSalle (henceforth referred to as Property Management) will be involved in all tenant improvement work at 540 W. Madison, including original build-outs as well as any alterations of tenant space. Engineering and Property Management shall be involved in all stages of work at 540 W. Madison, from “kick off” to “move in”, regardless of whether Jones Lang LaSalle or Tenant holds the construction contract. Such involvement shall include, without limitation, plan review, pre-testing, testing and pre-qualification of contractors and coordination of 540 W. Madison systems tie-in.

The tenant and contractor involved in the work shall comply with each and every one of these CONTRACTOR REGULATIONS AND GUIDELINES, as applicable. In addition, tenant and contractor shall incorporate these Regulations into each contract and subcontract if executed in connection with work at 540 W. Madison. In all cases, to the extent that there are any inconsistencies between these CONTRACTOR REGULATIONS AND GUIDELINES and any other contract document(s), these regulations shall govern.

Nothing contained in these Regulations shall (i) create any contractual obligations for Jones Lang LaSalle or in connection with the work, (ii) in any way affect, modify or supersede any of the terms set forth in the tenant’s lease for space at 540 W. Madison, including, without limitation, any indemnification set forth therein. In addition, neither Jones Lang LaSalle nor the Owner of the building will be responsible for any property belonging to the contractor, its employees, agents or subcontractors or of others associated in any way with the work.

1. Tenant and contractor shall fully comply with all laws, statutes, codes, acts, ordinances, orders, judgments, decrees, injunctions, rules, regulations, permits, licenses, authorizations, directions and requirements of all governments, departments, commissions, boards, courts, authorities, agencies, officials and officers which now or at any time may be applicable to 540 W. Madison or work at 540 W. Madison , or any part thereof (“Laws and Ordinances”). Where conflict exists between the contract documents and applicable standards under laws or ordinances, the greater quantity of the more stringent or higher quality requirements shall apply. The contractor or sub-contractor, as applicable, shall obtain at its expense all permits and licenses necessary to perform the work. Contractors shall be union, except for trades where unions do not exist.
2. The contractor’s superintendent will make use of Engineering’s experience with the systems at 540 W. Madison. Engineering will make itself available for consultation during the work process. Representatives of Engineering and Property Management will attend all meetings with contractor, subcontractors and/or architects (or space planners) that involve building systems or major changes of scope and, therefore, Engineering and Property Management shall be informed of all such meetings.

Contractor Supervisor/Foreman must fill out the Contractor’s Log Sheet at the start and end of the day.

If the contractor’s Supervisor/Foreman must leave the site, Engineering will be informed of their departure and return.

Plans and specifications must be approved by Engineering and Property Management prior to commencement of any work. Contractor is responsible for checking with Engineering or Property Management on the approval of plans and specifications.

A “kick off” meeting will be scheduled by Engineering prior to start of construction to discuss guidelines, procedures, schedules, quality control and other items that are intended to make the job run more smoothly for all parties. The meeting will be attended by the tenant, contractor, architect (or space planner) and representatives from Engineering and Property Management. (NOTE: Those tenants required to attend will be dependent upon the scope of work and nature of work to be performed and its possible affect upon the tenant.)

A daily meeting will be scheduled by Engineering to provide updates on the progress of work and discuss next day activities. Contractors must submit their emergency and onsite contact information to Engineering and Property Management.

All coordination of Jones Lang LaSalle-required services (i.e., use of loading dock, freight elevator, deliveries, after hours access, etc.) will be done by the contractor’s general superintendent only, not individual sub-contractors.

3. After hours access will be provided based upon the approved subcontractor list provided to Property Management. Any deviation will require written explanation and must be submitted to Property Management no later than 3:00 p.m., Monday through Friday, and with a minimum of 24-hour notice.
4. 540 W. Madison is equipped with 2 freight elevators to serve all floors (S1 & S2). All contractors and construction personnel must use only these freight elevators for transportation of workers, materials and equipment. No contractor or subcontractor personnel or equipment are permitted within the finished passenger cabs. These are reserved for occupants of the building and their guests. If any contractor or subcontractor personnel are found in the passenger cabs, the elevators will be immediately inspected for damage and all damage, whether a result of such use or not, shall be corrected by Jones Lang LaSalle at the contractor’s expense. Freight elevator dimensions and capacities are:

	S1	S2
Floors Served	LL 2 to 29	LL 2 to 29
Doors	4’5 x 9’0”	4’’ x 9’0”
Ceiling Height	12’0”	12’0”
Inside Cab Dimensions	5’8’’w x 7’11’’d	5’8’’w x 7’11’’d
Capacity	7000 lbs.	4500 lbs.

5. Freight elevators are available on a first-come, first-serve basis. Exclusive independent usage of freight elevators for larger deliveries may require an elevator technician scheduled after business hours. At no time will contractors have exclusive use of both freight elevators simultaneously.
6. Property Management will coordinate dock and the authorized freight elevator scheduling. All deliveries must be scheduled. To schedule dock and elevator use, written requests must be submitted to Property Management and Engineering at least 24 hours in advance.
7. All contractors, subcontractors and personnel shall enter and exit only through the dock(s) authorized for use by Property Management. Building security personnel have the right to inspect all toolboxes of any and all contractors, subcontractors and personnel upon departure from the building.
8. All material deliveries shall be made only to the dock authorized for use by Property Management. No semi-trucks are allowed. Materials must be brought through that loading dock and approved freight/passenger elevator. At no time will material be transported through the building lobby or public areas unless specifically authorized in writing by Jones Lang LaSalle. Storage of materials or equipment on the loading dock is not permitted unless written approval has been given by Property Management. Any items will be removed immediately and charges for removal will be applied.
9. All construction waste and debris shall be removed via the authorized freight elevator(s) and dock. No construction waste or debris may be placed in the building dumpster/compactor. The contractor will provide for removal of waste and debris from the building at its own expense. Contractor will dispose of all waste and debris in an environmentally safe manner and in full compliance with all Laws and Ordinances as well as Building LEED-EB guidelines. If a dumpster is required, the location must be authorized in writing by Property Management.
10. Should the contractor require access to another tenant's occupied space within the building, contractor must notify Engineering and Property Management in writing at least 48 hours in advance. The request should include the list of subcontractors who will be accessing the space, whether or not they will require ceiling access, the areas that will be worked on and the length of time needed to complete or perform work in the space. All work in another tenant's space shall be done after hours unless it is an emergency situation.
11. Building reserves the right to bill tenant for any Engineering and/or Security time for assistance with deliveries, after-hour access, drain down's, etc., related to the project.
12. Contractor shall maintain its operations in a quiet manner. No drilling, hammering or loud noise will be allowed during the business day, from 7:00 a.m. to 6:00 p.m. (Hours may be more restrictive if a 2nd or 3rd shift tenant is disrupted by the contractor's activities due to that tenant's proximity to the project area.)

13. All corrective work or work performed in occupied spaces at any time must be immediately cleaned up by the workers prior to leaving the job or at the end of the business day if the project is ongoing. The contractor shall be responsible for all costs incurred by Jones Lang LaSalle if this cleanup work is not performed satisfactorily.
14. HVAC to the tenant's space will not be provided until branch ducting and fan coils units have been installed.
15. On tenant occupied floors, contractor is required to erect and maintain dust barriers at exit areas of construction and proper dust covers (including walk-off mats) on the floors at exit areas of construction and at the doors to the freight elevators. Contractor is responsible for taking all extra precautions to safeguard the floors, walls and elevators from damage, which may be caused by the movement of materials or debris. Contractor shall clean up any area as requested by Property Management as a result of construction activity.
16. All underfloor piping, whether for potable water or HVAC must have a leak detection notification system tied to the property's building automation system. Specification on system will be provided by the building.
17. Engineering must be notified and participate in all inspections with City of Chicago. Ample notification of city inspections must be given to the building.
18. Under floor and above ceiling inspections will be completed by building personnel. Building must be notified 72 hours in advance of the closure of ceilings and floors so the inspection can be completed.
19. Work requirements for carpentry:
 - a) Door and door frames to be building standard including closers, hinges, locksets and door strikes.
 - b) Only building standard floor and ceiling tiles to be used (list can be provided). Any floor glue must be quick release in area where floor access is required.
 - c) All demolished hardware to be returned to the building.
20. Work requirements for plumbing:
 - a) All demolished plumbing to be removed back to wet column and capped for future use.
 - b) Copper pipe only for domestic water. NO poly/plastic lines allowed for ice makers, water filters, coffee makers etc.
 - c) Grease traps must be installed with a union on each side of the trap. Building standard traps are to be used.

- d) Grease traps required where any food or drinks can be heated or prepared.
- e) Smoke Eater is to be used for all soldering/brazing work.

21. Work requirements for electrical:

- a) Electrician(s) need to check in with in-house electrician and engineering each time upon arrival.
- b) All demolished circuits need to be removed back to their start point. This includes conduit, wire boxes, etc.
- c) Only building standard FTD's and whip assemblies can be used. All fixtures must be "Phillips" brand and ballasts are to be "Advanced" brand.
- d) All electric devices (outlets, disconnects, FTD's) are to be clearly labeled with panel and circuit #. All panel directories need to be updated, with a copy given to the in-house electrician.
- e) All electrical rooms on construction floors are to be kept clean and orderly at all times and must be locked at the end of each workday. These rooms cannot be used as storage for tools or supplies. At the end of each day, all garbage and wire remnants are to be removed and a clear pathway maintained to all panels. Initial access to electrical & telephone equipment rooms can be arranged through Engineering. Engineering will issue keys. Doors to electrical and telephone equipment rooms may not be propped or blocked open in any way. Tenant equipment may not be installed in electrical rooms. All panels are to be replaced and properly labeled upon completion of work. All penetrations through floors, walls and ceilings should be properly fire proofed and safe upon completion per building code(s).
- f) Upon completion and termination of all electrical circuits, and before energizing, contractor must notify the Chief Engineer or his representative. Contractor to remain on-site until engineer gives all clear that the L/S systems are 100%.
- g) The existing DAS system cannot be relocated or altered in any manner (i.e. painting conduits) by the General Contractor, nor his low voltage or electrical sub-contractors. If relocation is required and approved, the General Contractor will engage ATT or Verizon to relocate.

22. Work requirements for HVAC:

- a) If more than 2 floor tiles are being pulled up for more than 15 minutes that affects an occupied zone, then that under floor area of work needs to be sealed off "air tight".

- b) All return openings are to have temporary filter media, to be provided by the contractor, in place before demolition starts. Media to be monitored by the general contractor and changed in accordance to LEED-EB guidelines. Including but not limited to ACU, AHU, FPB, and FCU.
- c) Because the under floor is a supply air plenum to the client, it needs to be kept clean at all times. Avoid IAQ issues. Larger jobs must include an under-floor cleaning with HEPA filter vacuum and air filter change.
- d) All swirl diffusers within the area of work should be removed and openings sealed off to prevent debris from falling in the floor and to protect the swirl diffuser from getting damaged.
- e) All BMS work must be coordinated with Engineering prior to beginning of work.
- f) If addition equipment (i.e. CRAC units, Supplemental AC systems FCU's) is tied into the base buildings chilled water systems the properties water treatment contractor should be engages to ensure the proper balance of glycol is added to the system.
- g) All systems tied to the base building chilled water risers must have an Onicon System-10 BTU meter installed and tied to the BAS system for billing purposes.

23. Work requirement for life safety systems:

- a) All base building fire alarm modifications are to be done by The Properties Life Safety Contractor only. If software changes are made, a new backup copy must be made and supplied to Chief Engineer.
- b) Building Engineer Staff or 3rd party Fire and Life Safety contractor will compete an underfloor punch list and above ceiling punch list of all life safety devices and it will be the Tenant and/or their General Contractor's responsibility to address any deficiencies.
- c) Prior to the start of any work, contractor personnel shall report to the Engineering office and sign in.
- d) Contractors must notify Engineering upon arrival and departure. At this time, Engineering will acknowledge, restore or reset any affected building systems. All systems are to be Normal before contractor can leave.
- e) All work performed on fire sprinklers and/or fire standpipes must be scheduled with Engineering. 24-hour notice for a sprinkler drain down and 48 hours notices for a standpipe drain down is required via email to Engineering and Property Management. A work order will be entered to complete that drain down. Contractor must comply with the conditions of Engineering's approval of shutting down, filling and/or opening up of a fire sprinkler and/or fire standpipe system. Only Engineering is permitted to drain down and fill a sprinkler system.

- f) Engineering will designate an area for pipe cutting & threading.
 - g) For BAC/JLL work only: All FM-200 Pre-Action systems must be serviced by Phoenix Fire Systems only.
 - h) No drain down of sprinkler systems will be allowed if a burn permit is issued for that floor nor will a burn permit be issued if a sprinkler drain down is requested on a floor.
 - i) Two drain downs will be completed at no cost during construction, all following drain downs that occur will be charged based on the engineer's time at the current hourly rate.
24. All smoke detectors on the base building systems are to be protected during construction, demolition, sweeping, clean up or other operations that may cause considerable dust or smoke. At the end of each workday, after the dust has settled, each smoke detector that has been protected during the day is to be uncovered to ensure proper operation. This work shall be coordinated with Engineering.
25. All contractors, subcontractors and their personnel are to take adequate precautions to prevent the accidental tripping of the fire alarm system and life safety sprinkler systems. All management and other costs connected with resetting false alarms initiated by the contractor or subcontractors or their personnel will be charged to the contractor's account.
26. At completion of every workday, the fire/life safety system shall be left trouble and alarm free. Contractor must notify Engineering of status before leaving the job site.
27. Contractor must notify Engineering of Contractor's intent to conduct pre-testing of the fire/life safety system. Such notice must be in writing. In addition, Contractor must notify Engineering of any scheduled test with the City of Chicago on the fire/life safety system. Such notices must be in writing. Pre-testing or testing of the fire/life safety system may only be done between the hours of 6:00pm and 6:00am. No fire/life safety system device shall be left disabled without a firewatch in place.
28. In addition to the above, a building announcement must be made prior to starting any work on any part of the Fire alarm system that could potentially set the building on a "FIRE ALARM" The intent of this requirement is to minimize the risk of unnecessary building or floor evacuations due to false alarms. The announcement should indicate type and duration of work to be performed. Upon completion of the work a closing announcement will follow to advise the tenants that any future fire alarms should be treated as real and fire procedures should be followed. Such an announcement will be scripted and made by a Security Officer on duty at Lobby Security or by Jones Lang LaSalle.
29. Contractor is required to keep at least four certified 10-pound ABC fire extinguishers on each floor during construction. They are to be placed inside the controlled area, and all workers are to be informed as to their location and proper use. In addition, construction workers should be informed by their supervisor of the means of egress from the floor in

case of an emergency, location of fire pull stations, and locations of wet stand pipes.

30. All fire and life safety "J" boxes and fire/life safety conduits that are installed during the Tenant Improvement Work must be marked with red spray paint. All fire /life safety wiring must be done strictly in accordance with the Building Specifications.
31. The storage of all flammable liquids (paint, lacquer thinners, paint thinners, etc.) shall be in UL approved fire rated (for flammable liquids) storage cabinets or the liquids are to be removed from the building daily. If such liquids are to be stored in the proper storage cabinets, Engineering should be notified of their existence, location and quantity. At the end of the work, all remaining flammable liquids are to be removed from the building and disposed of in an environmentally safe manner in full compliance with all laws and ordinances.
32. No gasoline operated devices, i.e., concrete saws, coring machines, welding machines, etc. shall be permitted within the building. All work requiring such devices shall be performed by means of electrically operated substitutes.
33. 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 promptly removed from the building.
34. Open flame use is only permitted with the written permission/approval of Chief Engineer and by obtaining a Burn Permit from the Engineering office.
35. Work requirement for janitorial:
 - a) A clean filter must be used when cleaning with any type of wet/dry vacuum. Sweeping compound is recommended to keep dust levels down.
 - b) The path from the freight elevator to the work area must be protected and kept clear at all times, this includes walls and floors.
 - c) A wet/sticky pad must be placed at the entrance/exit of all work areas.
 - d) Contractor shall, at all times, keep clean all spaces affected by the work including all public areas such as corridors, restrooms, janitor's closets, etc. All construction debris shall be removed through the authorized freight/passenger elevator(s) on a daily basis and shall not be allowed to accumulate. In the event that the contractor fails or refuses to keep such spaces free of accumulated waste, debris, dust etc., Engineering or Property Management reserve the right to enter such spaces and to clean and remove the debris, dust, etc. at the contractor's expense.
 - e) Removal of combustible objects such as cardboard, empty paint cans, paint rags and other combustible materials should occur on a daily basis. Such objects should be

disposed of in an approved receptacle and in an environmentally safe manner in full compliance with all Laws and Ordinances.

36. Janitor's slop sinks cannot be used for disposal of flammable material, hazardous waste or drywall. There is only one slop sink to be used by contractor which is located on the loading dock. NO drywall mud pans are allowed to be cleaned in any building sinks. Engineers can provide an area to be used to clean drywall tools and pans.
37. Any use of chase ways must be approved in advance by Engineering.
38. During the work, stairwells, halls, paths of egress, and fire doors leading to stairwells may not be blocked with trash, equipment, material, etc... Fire doors may not be propped or blocked open in any fashion or in any way. Keys will be issued by Engineering. Stairwells may not be used for the storage of any materials and are to be kept clear at all times. During the work, air conditioning smoke dampers may not be propped open.
39. Prior to core drilling, contractor must inform the Chief Engineer of the locations of the core drill for his review and approval. All coring is subject to "X" ray or GPR. A **Stop Box** is required to be used on all coring devices. All core drills are to be located from the underside to prevent damage to any of the exposed fire/life safety conduits on the underside of the decking. If cores are to be wet-drilled, slurry run-off shall be contained and must not be allowed to reach tenant areas below the construction. The contractor, at its expense, shall clean any slurry that does migrate to the floor below. Coring hours will be 6:00 p.m. to 6:00 a.m. (hours may be more restrictive if a night shift tenant is located within or adjacent to the project area). Any penetrations made in steel structural beams are to be approved in advance by the Building Structural Engineer and permitted by the City and State, if applicable.
40. Any damage sustained during work to electrical rooms, telephone rooms, storage closets, janitor closets, restrooms, or freight lobbies is the responsibility of the contractor. A list of pre-existing damage to these areas should be submitted to Engineering and Property Management, and should be acknowledged by such offices, prior to commencement of the Tenant Improvement Work or any other work.
41. All Keying schedules and/or lock cylinders must be provided to Engineering three weeks prior to tenant's move-in. The Contractor, Engineering, and Property Management will have keys to the construction cylinders for access. Tenant and contractor should consult Engineering for complete rules and procedures for security lock and cylinder requirements.
42. On occupied floors, painting and varnishing are to be done after hours when air conditioning is non-operational and dampers are closed. Contractor must notify Engineering and Property Management at least 24 hours prior to commencing any painting or varnishing. Any spray painting with solvent-based paints must be pre-approved by the City of Chicago Fire Department. Painting of elevator doors is to be supervised by Engineering.

43. A LEED approved filter media must be used on ALL return grills. All Fan Power Boxes and Fan Coil Units need to be protected from dust, dirt and damage during construction. The filter media is to be maintained.
 - a) All water and air balancing is to be done by The Properties approved balancing contractor. The same company who installed the equipment will not be allowed to certify final balance reports.
44. Each contractor and subcontractor shall purchase and maintain insurance in full accordance with each of the terms and conditions set forth by Jones Lang LaSalle. No Contractor shall be allowed to start any work in the Building without a current certificate of insurance on file with Jones Lang LaSalle. Contractor must keep current insurance certificates on all subcontractors. Any contractor or subcontractor performing work found to be without current insurance will be immediately ordered off the premises.
45. Engineering and Property Management shall at all time have access to the work regardless of its state, preparations and progress. Engineering and Property Management reserve the right to inspect work, stop work for cause, and or have a worker removed from the job at any time during the work for cause. Reasons for cause include, but not limited to, unsafe work practices, failure to follow work regulations, and unplanned activities that may impact other tenant's critical systems.
46. All penetrations are to be sleeved and fire stopped with a 3M or Hilti product.
47. All abandoned electric, plumbing and HVAC equipment is to be removed.
48. The Contractor will be required to furnish Engineering with a list of subcontractors prior to commencement of the job. This list will include phone numbers and contacts for Contractors and each subcontractor, including home and emergency telephone numbers.
49. 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 treatment and/or repairs will be at the contractor's expense.
50. No tobacco smoking or chewing will be permitted in occupied or public areas, or on the roof or atrium. Smoking is allowed only in designated areas approved by Engineering or Property Management. It is understood that Engineering or Property Management, at their sole discretion, may choose not to designate any approved areas in the Building for smoking.
51. No radios or other non-functional sound producing equipment will be permitted on any floor (unless required by code or Jones Lang LaSalle).
52. 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.

53. Wet paint signs must be posted in all public areas when appropriate, with signage removed promptly after paint is dry.
54. The building shall provide electrical service, to the existing panel level, consisting of 110V/208V circuits with 15A/20A capacity. Any power requirements in excess of provided service shall be the responsibility of the contractor or subcontractor, as applicable.
55. Contractor shall provide temporary electrical devices within the demised premises for its subcontractors' use. Contractor will not be permitted to run extension cords through public space on occupied floors or through occupied tenant spaces.
56. The Contractor shall use reasonable measures to minimize energy consumption in the construction area when possible. The Building shall pay for normal electrical consumption during the construction process with the outlets that will be provided. All lights and equipment must be turned off at the end of the contractor's business day. In the event that the contractor leaves lights or equipment on during off-hours, Jones Lang LaSalle reserves the right to receive from contractor and/or tenant just compensation for excessive electrical consumption.
57. Contractor and each subcontractor shall implement and maintain an accident prevention program and an employee safety-training program. All employees on the job, regardless of whose direct payroll they are on, are required to respond to safety instructions from the contractor's supervisor. Persons who do not respond shall be removed from the job.
58. The contractor shall cover all return air transfers when working next to a tenant-occupied space to control the transmission of dust and dirt. Covering must be removed at the completion of daily construction. Contractor shall keep all tenant entrance and exit doors closed to restrict the movement of dust or dirt and shall close-off temporary openings. Due to local fire codes, no opening may be made on a tenant occupied floor to the corridor unless the door remains closed except when materials are being delivered. Pre-filters should be installed over all return air openings until the finished floors are installed. Contractor shall verify with the Engineers prior to the installation of pre-filters.
59. Upon completion of the work, tenant or their contractor shall submit complete sets of marked-up as-built drawings and record documents to the architect (or space planner) for approval. This will be hard copy and electronically. Upon approval, these shall be forwarded to Engineering. In addition, Engineering shall be allowed to obtain copies of manuals for each item of equipment and apparatus furnished in connections with the work.
60. At the completion of the work, the contractor and each subcontractor, along with Engineering, shall direct the checkout of utilities, operation systems, and equipment for readiness, shall insist in their initial start-up and testing by subcontractors, and shall provide general familiarization training for Engineering and Property Management staff

during the checkout and startup period.

61. Contractor is not to proceed with any corrections requested by the City of Chicago Fire Department, which impact any building systems or infrastructure, without written concurrence from Engineering. Engineering must be contacted immediately on any request by the above referenced inspectors that will impact building systems and infrastructure. Minor Changes to tenant work that will not impact building systems or infrastructure, may proceed without engineering approval provided notification of such changes is communicated to engineering.
62. Contractor shall provide Property Management with copies of all required Material Safety Data Sheets (MSDS) at the beginning of any work that employees the use of any material or product requiring a MSDS.
63. Contractor shall not use or bring into the building any material that might cause odors to other tenants.
64. These rules are in addition to the Building Rules and Regulations which are available from Property Management.
65. These rules may be amended as necessary by Engineering or Property Management. Current copy of rules is available from Property Management.
66. The following page lists current required, preferred and approved vendors.
67. All potential contractors to be reviewed and written approval provided from Engineering and Property Management.
68. All contractors listed with a plus sign (+) are recommended to be used but not required. Contractors with an asterisk (*) must be used, no substitutions will be allowed without written approval from Property Management

540 W. Madison - Approved Contractors

Company	Contact Name	Address	Phone #	Cell#
High Voltage Electric				
+ ABCO	Kevin Mykytiuk	817 S. Kildare, Chicago	773-826-2600	312-735-0774
Continental	Steve Witz	815 Commerce Drive, Oak Brook	630.288.0200	
Low Voltage Electric. Data and Security				
+ Continental Electric	Pete Archacki	815 Commerce Drive, Oak Brook	630.288.0277	847.677.1621
Life Safety				
*Johnson Controls	John Fiedor	91 N Mitchell Court, Addison IL 60101	630.514.4150	
Building Management System				
* Johnson Controls	Jim Konkol	3007 Malmo, 60005 - 4415 W. Harrison, Hillside	847.217.4992	
Access Control				
Esscoe	Andy Biscovski	570 Oakwood Rd, Lake Zurich, IL 60047	847.550.4459	
HVAC/Plumbing				
+Air Comfort	Chuck Albrecht	2550 Braga Dr., 60155	708.345.1900	708.906.0963
AMS Mechanical Systems	Dennis Abbot	140 E. Tower Drive, Burr Ridge, IL 60527-5784	630-320-7757	630-300-8604
*Aero Test & Balance	Geoffery Perpich	11100 Belmont Ave Franklin Park	847.288.3200	224.275.6100
*H-O-H Water Technology	Tim Murphy	500 S Vermont St Palatine, IL 60067	847.436.7418	
Raised Flooring				
AirTite	Tom Stefanik	343 Carol Lane, 60126	630.530.9001	630.617.8430
Under Floor Cleaning				
DCSI	Philip Marino	1408 Brook Drive, 60515	630.953.0810	
Painting				
K & E Painting	Bill Panzella	927 Dillon Drive Wooddale IL 60191	847.514.6790	847.437.990

ADDENDUM

PROPERTY COVID-19 RULES AND REGULATIONS

The following rules and regulations, which are consistent with applicable government guidance, have been adopted by ownership in an effort to help minimize any potential transmission of COVID-19 at the property. These guidelines apply to all vendors providing services at the building and their agents, contractors and employees, including without limitation property management, security providers, engineers, janitorial service providers and construction contractors. We require that you comply with these rules and regulations and cause your agents, contractors and employees working at the building similarly to comply with them. These rules and regulations may be updated from time to time by building ownership.

1. All vendors and contractors providing services at the building must follow all CDC guidelines and OSHA recommendations as to COVID-19 health and safety protocols, as well as all applicable governmental guidance relating to COVID-19, including without limitation all requirements regarding face coverings and social distancing.
2. All vendors and contractors providing services at the building must follow all building protocols and signage established in connection with COVID-19, including requirements relating to common area social distancing, face covering and wellness checking.
3. All vendors and contractors providing services at the building must provide employees with ample personal protective equipment (PPE), including, without limitation, masks, gloves, sanitizer and other protective gear necessary to safely perform their jobs.
4. All vendors and contractors providing services at the building must instruct all employees, including without limitation all building management, engineering and security staff, that appropriate PPE must be worn at all times in common areas of the building or as otherwise instructed by Owner.
5. All vendors and contractors providing services at the building must instruct employees to follow CDC COVID-19 prevention measures, including frequent hand washing, avoiding touching eyes, nose and mouth with unwashed hands, adherence to social distancing by remaining at least 6 feet from other people, and following all instructions noted on signage placed around the building.
6. All vendors and contractors providing services at the building must instruct employees who have a fever or are showing signs of illness, or who have been exposed to a known or suspected COVID-19 case, to stay home.
7. All vendors and contractors providing services at the building must immediately report

to building property management any suspected or known cases of employees having COVID-19, as well as all contacts of employees with known or suspected COVID-19 cases. In doing so, the vendors and contractors must not disclose the name or other identifying information of the particular employee.

8. Any vendor or contractor who fails to comply with these rules and regulations may be denied entry to the building and be subject to suspension or revocation of its contract.

ENTRY INTO THE BUILDING SHALL BE DEEMED TO BE AGREEMENT TO ABIDE BY AND CERTIFICATION OF COMPLIANCE WITH THESE RULES AND REGULATIONS.