

353 NORTH CLARK
THE **PLATINUM** ADVANTAGE
Tenant Construction Guide

Contact Information

Office of the Building – Suite 2000

Main Line - (312) 445-5200

Management Staff

General Manager, Karen Gana(312)445-5201
Real Estate Manager, Rachel Roth.....(312)445-5202
Associate Real Estate Manager, Matt Vail.....(312)445-5203
Real Estate Services Administrator, Frank Sullivan.....(312)445-5200

Engineering Staff

Chief Engineer, Mike Moriarty (312)445-5200
Assistant Chief Engineer, Earl Peel (312)445-5200
Engineer, Joe Banks (312)445-5200
Engineer, Alex Egan (312)445-5200
Engineer, Jason Cegielski (312)445-5200
Engineer, Greg Thomas (312)445-5200
Engineer, John Watson..... (312)445-5200

Building Design Criteria

These guidelines have been developed by building management to provide information to any architect, contractor or tenant vendor/contractor about construction standards and rules at 353 North Clark. It is expected that a contractor working at 353 North Clark realizes that he and his employees are invited guests and will be expected to exercise good judgment and courtesy at all times. Furthermore, please be aware that many other businesses are operating within the building simultaneously and the building management is committed to providing them with a quiet, clean and safe environment. We reserve 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. Security measures will be taken if required to assure compliance. Thank you for your cooperation and adherence to these guidelines.

General Construction

Construction and/or Service Work

1.	The tenant/contractor building rules, procedures and building standard guidelines must be followed unless there is a written request and written approval for your build out. These guidelines override anything in the tenant spec or on their drawings. Please read them carefully.
2.	No work may begin until building management has a pre-construction meeting with the general contractor and the tenant to go over the project schedule and clarify any building rules and regulations.
3.	Submit a schedule of when work is expected to begin and completed along with a list of all contractors and subcontractors working in the space and their phone numbers. This must be provided by the general contractor to the Office of the Building before work begins.
4.	All drawings must be reviewed and approved by building management prior to the beginning of construction (four full sets and one bounded CAD disk), per lease requirements. Three sets of as-built drawings (one set to be reproducible) are to be provided to building management when construction is completed (does not include as-built drawing required by project's specifications) and a complete set of bounded CAD drawings on a disk. Building standards specified herein control and supersede Owners review and comments on all drawings, unless expressly modified in writing.
5.	All MEP engineering drawings must include both the new construction as well as the existing conditions in the other areas so that at the end we have one complete updated set of drawings for that tenant on that floor. Buildings full floor plate must be used for tenant drawings.
6.	Management approved structural engineers and architects must be used for review of MEP design drawings at tenant's cost.
7.	Unless it is waived by building management in writing a security deposit of \$5,000 is requested up front before beginning construction and will be returned after as-built drawings, along with a completed set of drawings on CAD disk, are turned over upon completion of project. If not turned over, the deposit will be used to transfer drawings onto CAD disks.
8.	Access into the building after-hours must be scheduled through the Office of the Building before the end of the business day by the tenant only. Contractor's name, amount of people and floors to be accessed must be provided.
9.	All areas must be kept clean and passage unobstructed to corridor and emergency exits. If area seems to be a fire hazard and no effort is being made to clean it up, it will be handled by the Office of the Building and costs charged back to the general contractor.
10.	Upon arriving at the building, the contractor and tenant consultants must provide identification at the dock office in return for a building pass. The building pass must be carried at all times while in the building. Contractors are expected to abide by all safety and security policies and procedures of 353 North Clark.
11.	Work on another tenant floor needs to be scheduled 72 hours in advance and will likely be requested to be completed after-hours with a security escort. Time will be charged back to the tenant requesting.
12.	If excessive noise emanates from the floor under construction resulting in a disturbance to existing tenants, the work will have to be rescheduled for after-hours at contractor's cost. All coring, drilling, concrete chipping/cutting, shooting anchors into deck and carpet stripping

	will be performed after-hours. Rolling drywall carts should be minimized when delivered during business hours and not rolled over electrical cords. Masonite shall be placed from the freight elevator corridor and throughout any finished common corridors including walls.
13.	Due to the limited dock bays all open box dumpsters delivered to the loading dock must be coordinated through the Office of the Building with a 48 hour advance notice. Open box containers dropped off must be removed by 6:00 a.m. the following day.
14.	All vendors/contractors must check in at the dock security office. A contractors badge will be issued upon the contractor providing a driver's license or a state I.D. card which will be kept until they return the badge. Proof of contractor's respective union affiliation is required if applicable.
15.	<p>Coordinate large construction deliveries/removals or special use of the freight elevator through the Office of the Building 48 hours in advance. This should be scheduled for after-hours. If required, the hourly rate of the security officer will be billed to you for use of the dock and/or freight elevator. If arrangements are not made in advance, deliveries or removals (drywall, ceiling tile, carpet, furniture, etc.) may be denied. Floor and wall protection is required.</p> <p>All non-construction related deliveries/removals during normal business hours that will require more than one 30 minutes of dock time must be scheduled through the Office of the Building 48 hours in advance. All deliveries/removals made during business hours will be allowed a maximum amount of dock time, which will be determined by the Office of the Building.</p>
16.	All work that creates a toxic odor is to be done after-hours and properly vented from the building. Such work is to be coordinated with the Office of the Building prior to commencement.
19.	HVAC is not provided during construction of a tenant's space. If needed, contact the Office of the Building for rates and scheduling.
20.	Washrooms will be designated for contractors. General contractors will be responsible for any damages and/or extra cleaning costs thereof and shall be deducted from the final invoice.
21.	Contact the Office of the Building for access to electrical closets, telephone closets and other tenant spaces.
22.	Any electrical costs incurred for electrical power usage while building out the space will be billed back to the contractor.
23.	All construction personnel shall use the freight elevator. Use of passenger elevators is prohibited. In the event of full floor construction, the passenger elevators will be reprogrammed to preclude service to the floor.
24.	All contractors and subcontractors shall utilized union labor.
25.	Notify building management, in writing, when job is complete so a building punchlist can be issued.
26.	If any punchlist items are still outstanding one year after the first punchlist, items will be completed by building personnel and charged back to the tenant.
27.	Any tenant signage or tenant devices being installed on multi-tenant floors in common corridor areas must be requested in writing and then pre-approved by building management before installation.
28.	Drywall perimeter ceiling with slot diffusers are existing building standard to remain with window blinds and are not to be removed, adjusted or modified in any way.

29.	Access to perimeter windows must be maintained for window replacement. Only moveable furniture can be placed in front of windows. Permanent mount furniture or objects must be requested in writing and then pre-approved by building management before installation.
30.	Unless there is a written request by the tenant followed by a written approval by the building for specified buildout, one piece carpet cannot be used on floors with cellular metal decking.
31.	Tenant shall promptly submit to Landlord, upon completion of tenant improvement work, an itemized statement of all costs associated with the work identifying hard and soft costs, including but not limited to cost of construction, architectural services, engineering services, and license and permit fees.
32.	All coring must be approved by the building's structural engineer. Please submit request the Office of the Building. Floor scanning is also required prior to any proposed coring.
33.	Existing window blinds must be pulled up and protected and wrapped with plastic.

HVAC, Plumbing & Electrical Systems

1.	All connections or shut downs of existing building equipment or systems must be performed after regular building hours and must be coordinated through the Office of the Building.
2.	Access to all mechanical, electrical, plumbing controls, valves, switches, motors, and components that may require service and inspection must be kept free from obstructions.
3.	Filters must be installed on the building return air shafts and fan power box units by the tenant's contractor for the duration of the construction period.
4.	Provide access panels or relocate any fan power box units, air balance dampers and life safety junction boxes located in any drywall ceiling areas. All electrical and telephone conduits, plumbing pipes, and ductwork should be located so as to not interfere with access to fan power box units.
5.	All connections to building wet column stubs must be provided with a full-size stub for future use.
6.	All structural engineering is to be reviewed by building management approved structural engineer, at tenant's cost, per lease requirements and reviewed with the Office of the Building.
7.	All fixtures will be Chicago plenum approved, tenant lamps are to be warm white fluorescent or incandescent unless approved by building management.
8.	All testing of the mechanical, electrical, plumbing and fire systems shall be tested with building engineer prior to move-in and coordinated with the Office of the Building with no less than 24 hours advance notice.
9.	Per building management's discretion, install water meters with remote read on all of tenant's domestic water usage.
10.	Supplemental AC Units
	A. 208 volts unless approved by building management.
	B. Two-way water regulating valve for each compressor circuit.
	C. Drain legs at unit on condenser water supply and return lines.
	D. Thermometer on condenser water supply and return lines.
	E. Condenser water isolation valve at unit on supply and return lines.
	F. Pete's plug on condenser water lines.
	G. Dielectric union.
	H. Strainer on condenser water supply line if it is an open system.
	I. Plate condenser water heat exchangers are not allowed on any AC unit or heat pumps.
11.	In an effort to prevent leaks, any tenant installed equipment that has water circulation or is prone to condensation (i.e. water heater, water cooler, condenser pump, supplemental HVAC units, refrigerators, or similar) shall require the use of leak detection technology (i.e. waterbugs) at tenant's cost.
12.	All trim plates for HVAC maintenance switches shall be polished chrome with "DO NOT TURN OFF BUILDING SERVICES" etched in by tenant at tenants cost.
13.	All HVAC controls must match building existing standards.

14	Space heaters and other equipment that contain heating elements pose serious fire hazards. Not only do space heaters utilize excess electricity which can cause overheating and potentially start on fire, they are taxing on the building's HVAC systems. For these reasons, tenants are asked to refrain from using such equipment in the building.
15.	Fan power boxes must match building existing standards unless approved by the Office of the Building prior to performing work.
16.	All new ductwork installed must be externally insulated sheet metal unless internal insulation is required for sound alteration.
17.	All pipe insulation should be fiberglass or other plenum rated material.
18.	Flex ductwork is not allowed on medium pressure ductwork.
19.	Trap primers required on all open site drains.
20.	All electric, phone and data cables must be installed in conduit.
21.	Outlets cannot be installed in perimeter curtain wall and nothing can be permanently affixed or drilled into perimeter window mullions.
22.	Fire stopping designs to be used for fire stopping penetrations through floors and fire rated walls for the subject project are UL System No. CAJ1203 for fire stopping penetrations through floors and UL System No. WL1030 for fire stopping penetrations through gypsum wallboard walls of electrical closets. Note that both UL designs incorporate Nelson CLK Fire stop Sealant made by Nelson Fire stop Products.
23.	Any abandoned or unused equipment needs to be removed from the ceiling or taken back to source. This also includes all electrical, phone, plumbing, HVAC, etc. that is not going to be used.
24.	Any work done in the buildings communication closets must be requested in writing, in advance, from the tenant to the Office of the Building. The Office of the Building must be contacted with a scope of work for approval and a minimum of a week prior for any scheduled work to begin. Telephone closets will not be opened without this approval. Only authorized personnel will be allowed to bring telephone service up to the space and pull any new cables in our phone closets. The building's authorized telephone contractor is Continental Electric and all associated costs for their work will be charged back to the tenant. If a tenant vacates their space without removing its cable, all cables will be removed by the building and charged back to the tenant.
25.	All cable TV installations must be a separate RG6 coaxial cable for each TV back to the phone closet.
26.	Each tenant is responsible for their own feeds from the Net pop, located on the 21 st floor to their space.
27.	For telecommunication services, please contact the property management for a quote.
28.	All tenant electrical usage must be metered and will be billed directly from ComEd to tenant. Tenants cannot connect to any of the base building breaker panels.
29.	Grease traps must be installed under all sinks with stainless drip pans.
30.	Plate condenser water heat exchangers are not allowed on any AC unit or heat pumps.
31.	Hot water heaters must be installed below the ceiling.
32.	Design engineers need to field verify fan power boxes on floor before designing HVAC layout. There are three different fan power box models with different CFM ranges that could be installed on the floors. See attached fan power box models and specs.
33.	Per City of Chicago Codes, plastic tubing cannot be used as water lines for coffee makers, ice machines, etc. The water lines must be copper.

34.	<p>During the Summer the HVAC is designed to maintain inside space conditions of 72°F when outside air conditions are 95°F dry bulb / 75°F wet bulb.</p> <p>During the Winter inside space conditions are maintained at 72°F when outside air temperatures are -2 and 65°F inside when outside temperature is -10°F.</p> <p>The above conditions will be maintained provided that in any room or area the occupancy does not exceed one person per 100 usable square feet and connected electrical load does not exceed 7 watts per usable square foot.</p>
35.	<p>Electrical design of 120/208 volts, 3 phase, for a connected load not to exceed 4 watts per usable square foot (2 watt lighting / 1 watt tenant incidental) Note: HVAC system is a plenum return air system, all electrical components must meet the Buildings and the City of Chicago Code for installations in a plenum ceiling.</p>
36.	<p>Tenant shall pay to Landlord a one-time charge for Condenser Water Tap-In Fee of \$1,500 for any AC Units being installed for supplemental cooling.</p>

Life Safety Systems

1.	No work may begin until we receive confirmation from Contech (847) 342-9932 that they have been contacted for the drawing review of the speaker/strobe layout for the space.
2.	Preliminary layout drawings and wiring of Life Safety and ADA strobes will be submitted to the City of Chicago for approval by the base building fire alarm contractor per the N.F.P.A. and City of Chicago codes at tenants cost. Contact Contech at (847) 342-9932.
3.	Contractor shall provide and install all devices (match building standard), boxes, conduit, and wire and extend to base building system for final interface by the building's fire alarm contractor. Contact Contech at (847) 342-9932.
4.	No new tie-ins or interlock to building fire alarm panel unless approved by building management.
5.	Life safety strobe and speaker up-grade to meet new ADA standards is at the tenant's cost. Contact Contech at (847) 342-9932.
6.	Any new alarm points or circuitry on fire alarm panel is at the tenant's cost. Contact Contech at (847) 342-9932.
7.	All new smoke detectors and life-safety speakers must match the Base Building standard.
8.	Air balance contracts should test for and certify in writing that the proper number of air changes in smoke removal mode per N.F.P.A. requirements occur in the contract specs.
9.	Installation of life safety speakers and ADA strobes must meet the N.F.P.A. and City of Chicago codes. If found not installed per current code, the cost to comply will be the tenants.
10.	More than one exit is needed when space exceeds 4,000 square feet.
11.	The contractor shall prepare and submit to the fire prevention bureau the documents, including drawings, required to obtain approval of emergency lighting and exit sign types and locations, circuitry and panel loading. A copy of the approved drawings shall be provided to the architect before the start of construction.

1.	Before any work may begin, the contractor must first check in with the building engineer who will isolate the floor on which the work takes place.
2.	All work that is started on a given day must be completed by 3:00 p.m. on the same day so that the system can be filled before the end of the daytime engineering shift. The General Contractor is responsible to coordinate this activity.
3.	No welding or any other work that has the potential of activating the building fire/smoke detection system may begin without first informing the building engineer. Hot work permits must also be completed by the contractor before starting and welding work. Please contact the Office of the Building for the proper documentation.
4.	The General Contractor is responsible for fire and life safety including providing watchman and extinguishers during construction.
5.	Sprinkler piping minimum Schedule 40 pipe with threaded or victallic couplings based on system pressures.
6.	All sprinkler heads are to be a chrome concealed sprinkler head matching existing.
7.	No sprinkler heads manufactured by Central Sprinkler Company are allowed.
1.	All the locks will be keyed under the base building keying schedule manufacturer Sargent. Contact the Office of the Building for assignment of which master schedule to use.
2.	Tenant must furnish the Office of the Building with keying schedule.
3.	Tenant keycard access systems are recommended to be compatible with the building identification/keycard system. Base building security system is C-Cure 9000. Specific information is available through building management.

1.	All multi-tenant corridor door frames must be 8' – 9" tall and a minimum of 42" wide and doors 8'-7".
2.	A control sample shall be submitted by architect and approved by the Office of the Building.
3.	Installation of doors swinging into corridor must meet all codes including the non-interference with nearby existing doors when opening.
4.	Glass entrance doors need a key access switch installed with card reader to make space accessible for building personnel in the case of an emergency.
5.	Doors to corridors from offices having a capacity of more than 100 persons shall swing in the direction of travel.
6.	The width of corridors shall be the clear, unobstructed width. Doors opening into a required exit corridor shall not restrict the required width when opened in any position and shall not interfere with the passage of existing entrance/exit doors in the exit corridor.
7.	All doors that do not have a lockset or latch set and have an electric strike or magnetic locks need the following: <ol style="list-style-type: none"> 1. Key override outside of door. 2. Motion Detector inside of door. 3. Exit button inside of door. 4. Locks must fail safe. 5. Locks must be appropriately tied in to building's life safety system to de-energize on any building fire alarm.

1.	Window blinds are already installed on all floors. Any changes in perimeter design effecting blinds is tenant's cost and must match existing blinds. Window blinds must be 1" slat nylon cable tape Venetian blinds, silver. Please contact the Office of the Building to order.
2.	Window film cannot be installed on perimeter windows.
3.	Signage decals may not be installed on perimeter or interior windows.
1.	Office Area – Dampers must be installed or drywall must stop at a minimum of 6" below deck on all walls including demising and corridor walls for building plenum return air and smoke removal systems unless there is a written request by the tenant followed by a written approval by the building for your buildout or a specific area. This is a non-rated wall that meets the City of Chicago Code.
2.	Retail Area - Demising partitions shall be two (2) layers of 5/8" gypsum board, framing and gypsum board shall extend to deck above with insulation the full height. Fire rating to be per Code.

1.	<p>Ceiling Tile Manufacturer: Armstrong Style: Optima 2x2 Acoustical Ceiling Tile (white)</p> <p>Ceiling Grid Manufacturer: Armstrong Style: Interlude 9/16" Square Tegular</p>
2.	<p>Ceiling Tile Manufacturer: Armstrong Style: 2x8 Acoustical Ceiling Tile Plank, No. 3262</p> <p>Ceiling Grid Manufacturer: Armstrong Style: Bolt Slot Grid Square Tegular</p>

Light Fixtures:	<p>Description: General Light Manufacturer: Focal Point Style: Seam 4 TBD 8' Lamp: (2) 28W T5 3500K</p> <p>Description: 2x2 Light Fixture Manufacturer: Lightolier Style: Plenum Fixture 5 ½ Deep, Micro Perforated Mesh Lamp Shield: Static Lamp: Lamping TBD 3500K</p> <p>Description: Designer Series Wall Washer Manufacturer: Indy Style: FSWQ24-32E-SATSF-PF-CP Lamp: (1) 26w Triple Tube</p> <p>Description: Concealed Lighting Manufacturer: Lightolier Style: CWL281212-CWLP-120 Lamp: LED, 6 Watts per foot, 2800K</p>
Downlights:	<p>Description: Designer Series Downlight Manufacturer: Indy Style: TBD Lamp: (1) 26w CF, 3500L</p>
Exit Signage:	<p>Exit signs shall be McPhilben "30 lines", ALM ALKCO, aluminum with white paint finish and phosphorescent glass.</p>

1.	Any tenant signage or tenant devices being installed on multi-tenant floors in common corridor areas or main lobbies must be requested in writing and then pre-approved by building management before installation.
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General	Wood: Pommele/ Flitch #398557 Stone: Statuary White, Honed Finish
Carpet (Elevator lobby inset)	Manufacturer: Shaw 12' BL Carpet Style: Lana 5A159 Color: Char 59555 (Lobby Inset)
Carpet (Corridor)	Manufacturer: Shaw 12' BL Carpet Style: Lana 5A159 Color: Char 61555 (Corridor Carpet)
Carpet (Elevator Cab)	Manufacturer: Shaw Style: Glazed Linen Upat 50925 Color: Sensuous 25505
Wall Covering	Manufacturer: Maharam Style: Inox Basket Color: 399000/004 Tonic
Wall Glass Panels	Manufacturer: Skyline Style: Back Painted Metallic Vitra Color Polished PPG Starphire Glass Code: GL-1 Elevator Lobby Wall Panels Thickness: Glass ¼" (Refer to detail 12/A7-1)
Wall Base	Manufacturer: Armstrong Style: 2 ½" Rubber Base Color: Light Grey 69 (all P1 walls)
Wall Base (Elevator Lobbies)	Manufacturer: NA Style: 2 ½" Painted Wood Base Color: To match elevator doors and frames
Wood Doors	Description: Wood veneer/satin finish for all scheduled wood veneer doors shall be: Architectural Wood Doors Species: Cheery Veneer Color: Wheat Finish (WH07)
Paint (Elevator Doors/Frames)	Description: Scuffmaster Color: 6.4366641
Paint (Drywall Ceiling)	Manufacturer: Benjamin Moore Color: Atrium White

TELECOMMUNICATIONS SYSTEMS

Telephone/Internet Services

353 North Clark is a closed building for telephone providers. Each tenant is responsible for their own feeds from the Net pop, located on the 21st floor to their space. Any telecommunication data work needed must be scheduled through the Office of the Building. Generally, when new service and lines are ordered from your telephone service provider, such as AT&T, they are brought to the building's net pop room. The lines are then extended up to the telephone riser closet on the tenant's floor by our riser management company, IMG.

As a new tenant, you are responsible for contacting your telephone provider and ordering your lines/services. Thereafter you must contact the Office of the Building and coordinate to have your lines brought up through the building's risers through our building riser management contractor, a time and material fee will apply. Please contact the Office of the Building for a quote and for any additional telecommunication work you may require. Telephone providers are not allowed in any base building telephone rooms other than the net pop room.

A written request is required by the tenant stating who will be dropping off telephone lines and what type they are at least two weeks ahead of time. This gives us time to examine the existing cable, if any, and/or if anything new might be required at the time when your lines are dropped off.

Cable Television

Cable service is provided by Direct TV and Comcast and available to all building tenants at 353 North Clark. Please contact the Office of the Building for additional details. Additional fees may apply to install any conduit and/or wiring from the base building closet to your space and to locations within your office(s) if they do not already exist.

PROVIDERS

Telephone/Long Distance:

- **AT&T/SBC** (800) 480-8088
- **Access One** (312) 441-1000
- **Comcast** (Richard Kasprzyk) (224) 229-4329

Internet/fiber:

- **AT&T /SBC** (800) 480-8088
- **Comcast** (Richard Kasprzyk) (224) 229-4329

Riser Management Services

- **IMG** (George Sagris) (312) 296-5040

Dedicated Internet Access (DS1, DS3, OCn, Frame relay), Transport (Private line including international services, ATM, Fiber), and extended services such as IP VPN, teleconferencing services, voice over IP, server co location and shared web hosting.

- **Business Only Broadband** (630) 340-0696
- **Cogent Communications** (877) 875-4432
- **Light Tower** (646) 376-5031
- **TW Telecom** (262) 719-7416

Primary service offering consists of Internet access, data transport, colocation and managed modem services.

ram Style: Inox Basket Color: 399000/004 Tonic	
Wall Glass Panels	Manufacturer: Skyline Style: Back Painted Metallic Vitra Color Polished PPG Starphire Glass Code: GL-1 Elevator Lobby Wall Panels Thickness: Glass 1/4" (Refer to detail 12/A7-1)
Wall Base	Manufacturer: Armstrong Style: 2 1/2" Rubber Base Color: Light Grey 69 (all P1 walls)
Wall Base (Elevator Lobbies)	Manufacturer: NA Style: 2 1/2" Painted Wood Base Color: To match elevator doors and frames
Wood Doors	Description: Wood veneer/satin finish for all scheduled wood veneer doors shall be: Architectural Wood Doors Species: Cheery Veneer Color: Wheat Finish (WH07)
Paint (Elevator Doors/Frames)	Description: Scuffmaster Color: 6.4366641
Paint (Drywall Ceiling)	Manufacturer: Benjamin Moore Color: Atrium White

Construction Work/Tenant Alterations

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

1. Please reference your Lease for your specific Construction/Alterations guidelines.
2. Request a current copy of the building's Rules & Regulations, Procedures and Building Standards.
3. Submit all drawings, floor scanning and coring requests for Landlord review and approval.
4. The Office of the Building must approve all tenant alterations or remodeling in writing before work begins.
5. Tenant contractors will be required to comply with all building rules and regulations. A certificate of insurance listing the appropriate parties as additional insured and providing evidence of the required coverage and limits must be submitted prior to beginning any construction.
6. Upon arriving at the building, the contractor must provide identification at the dock office in return for a building pass. The building pass must be worn at all times 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 353 North Clark.
7. Landlord reserves right to approve and disapprove all contractors.

Service Work

The Office of the Building is able to provide for you additional services such as carpet cleaning, special kitchen cleaning, upholstery cleaning, exterminating, extra security service or extra window cleaning through the building contractors, for the appropriate fee. If you choose to use an outside contractor for additional services, approval must be obtained from the Office of the Building in advance.

All contractors will be required to provide a current insurance certificate listing appropriate parties as additional insured and providing evidence of the required coverage and limits.

The contractor must provide identification at the dock office in return for a building pass. The building pass must be worn at all times 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 353 North Clark.

Tenant Space Repairs

The building staff can handle repairs to the tenant's space, in most cases. The building's engineers repair items such as locks, light fixtures, sinks or supplemental HVAC equipment. The engineering department can also install pictures and shelving. Please have your authorized representative make such requests in advance (except in cases of emergencies) via the Angus Work Order System. Please contact the Office of the Building (312) 445-5200 with any questions. Appropriate charges for labor and materials will apply. Please refer to Fee Schedule Pricing Sheet.

Window Blinds & Draperies

The vertical and horizontal blinds provided by the building must remain in place. They control solar heat load, a critical factor affecting the building's total heating, ventilating and air conditioning system. To avoid unnecessary loads on the air conditioning system, blinds should be kept closed during sunny, hot days. If tenants wish to hang draperies or other window fittings, please receive approval from the Office of the Building prior to installation. All draperies must be fire resistant.

Insurance Requirements

The following insurance coverages shall be obtained and maintained by Contractor, at Contractor's sole cost and expense, with HART 353 North Clark LLC ("Owner") and CBRE, Inc. ("Manager") named as Additional Insureds on the Commercial General Liability policy coverages covering all the Insured's operations at 353 North Clark Street, Chicago, Illinois, 60654, in the following minimum amounts (which minimum amounts may be reasonably increased by Owner from time to time) and with carrier or carriers acceptable to owner.

I. Contractor and each subcontractor engaged by Contractor (for which Contractor shall be responsible to have its subcontractor comply) to perform work at the Building shall purchase and maintain the following insurance:

- Contractor's Liability Insurance
- Commercial General Liability Insurance including premises-operations, independent contractors, Products and completed operations, broad form property damage and, advertising and personal injury
- Comprehensive Automobile Liability including owned, hired, and non-owned automobiles
- Statutory Workers' or Workmen's Compensation including occupational disease and employers liability coverage with a limit of not less than \$500,000 each accident and disease
- All risk Property Insurance on Contractor's property with a waiver of subrogation from its insurer in favor of the building owner and manager, and their respective subsidiaries, affiliates and employees

II. The foregoing policies shall contain a rider or supplemental page stating the following:

- A. Cancellation Provision -I It is agreed that this insurance will not be canceled, materially changed, or not renewed without at least thirty (30) days advance written notice to 353 North, by certified mail/return receipt requested.
- B. The Commercial General Liability coverage includes the following extension:
 - Contractual Liability Insurance is provided on a blanket broad form basis.
 - Products and Completed Operation Liability provides for a one year period beyond the completion and acceptance of the project by 353 North Clark.
 - The policy shall be renewed each year to provide for a continuation of Contractual Liability for the specified period.
 - All coverage carried by contractor and/or its subcontractors shall be primary without any right of contribution or supplement from any policy carried or maintained by the owner or Manager.

By:

Authorized Representative

Provision A (above) shall be in place of any preprinted certificate language regarding cancellation.

III. Certificates of insurance showing such coverages shall name Owner and Owner's Agent as additional insureds along with any lender or other affiliated entity as identified by Agent from time to time with the insurance as primary for the additional insureds. An additional insured endorsement is also required.

HART 353 North Clark LLC as Owner, and CBRE Inc., as Manager

IV. Contractor's insurance policies shall be in force and correct certificates filed on an Accord form or its equivalent with Owner's Agent prior to the commencement of any work at 353 North Clark.

PROJECT INFORMATION SHEET

Please fill out the information listed below. This information must be completed before any work can begin in your space. Once this information has been completed please send to the Office of the Building.

Project:

Location:

General Contractor:

Superintendent:

Daytime Number:

After Hour Number:

Pager Number:

Normal Working Hours:

Duration of Project:

Subcontractors: *(Include names, after-hour phone numbers and pager numbers)*