



10 & 120 S RIVERSIDE
PLAZA
CONTRACTOR AND
ARCHITECTURAL
HANDBOOK

October 13, 2020

Introduction

General Information

The Office of the Building

The Office of the Building is open to assist you between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Please feel free to visit us in Suite 850 with any questions or concerns. You can call us about anything regarding building operations at (312) 930-9890. Our fax number is (312) 930-9265 and the mailing address is 10 South Riverside, Suite 850; Chicago, Illinois, 60606.

Twenty-four Hour Calling

The main line is staffed 24 hours a day. After-hours, 120 South Riverside Security will answer and direct your call accordingly.

The Building Staff

The 10 & 120 South Riverside Plaza office personnel and department heads consists of:

Office Personnel

Patrick J. Philbin
General Manager
Patrick.Philbin@hines.com

Natalie Davis
Property Manager
Natalie.Davis@hines.com

Morgan Barnes
Assistant Property Manager
Morgan.Barnes@hines.com

Engineering

Dan Beglin
10 South Riverside Chief Engineer
Dan.Beglin@hines.com

Sean Gleason
120 South Riverside Chief Engineer
Sean.Gleason@hines.com

Security

Derrick Rodgers
Director of Security
Derrick.Rodgers@hines.com

Holidays

The Office of the Building currently observes the following holidays:

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

In addition to the holidays above, the Office of the Building may have limited hours on other commonly celebrated legal holidays such as Martin Luther King, Jr. Day, or Presidents Day.

Building Facts and Figures

- Years Built: 1965/1967
- Architect: Skidmore, Owings, Merrill
- Number of Floors: 21 floors with approximately 705,500 sq. ft. of rentable space
- Typical Floor Plate: Approximately 36,000 sq. ft. of rentable space.

- Number of Elevators: 12 high-speed passenger elevator cars, 6 low-rise and 6 high-rise.
- Number of Stairwells: 4
- Design Wattage: 6.5 watts per sq. ft.
- Loading Dock Dimensions
 - Length: 85 feet
 - Depth: 24 feet
- Freight Elevator Dimensions
 - Door Height: 10 feet at center
 - Door Width: 3 feet, 7 inches
 - Length: 7 feet, 7 inches
 - Width: 5 feet, 1 inch
 - Load: 4,000 pounds
- Floor Loading
 - Typical Live Load: 50 pounds per sq. ft.
 - Typical Dead Load: 20 pounds per sq. ft.

Building Access

The building's regular hours of operation are from 6:30 a.m. until 7:00 p.m., Monday through Friday. There are two entrances to each building, the lobby and the dock. Each entrance is monitored by security 24 hours a day, seven days a week. In order to gain access to 10 South Riverside for meetings etc., each contractor must be entered into the Visitor System. If work is being performed, you will need to make special arrangements with the Office of the Building.

Covid-19 Guidelines

Hines values the health and wellbeing of our employees and building service partners and has activated various aspects our pandemic response plans to encourage a safe work environment during the COVID-19 pandemic. In keeping with safe work practices, **we require notice** if any of your employees, or subcontracted resources, that have been or are coming to the building are exposed to or test positive for COVID-19, or otherwise exhibit commonly known symptoms of COVID-19. We also require that you do not send anyone to our property that has had an exposure to an infected person within the last 14 days. At this time, we are not allowing anyone to visit the property that has tested positive for COVID-19 until they have been properly cleared of the related health issues and possibilities to be contagious by a licensed medical doctor. All personnel entering the building are required to have a face covering on by IL Executive Order 2020-32. Lastly, temperature screenings may be required upon entering certain tenant spaces. Should you have any questions about the request above, please contact the Office of the Building at (312) 930-9890.

Utility Closet Access

Tenant contacts must formally request entry to telephone/electrical closets by submitting a request through the Work Order System. Upon review, the tenant will receive formal approval. After approval from the Office of the Building, a security officer will issue keys to the contractor, record times in and out, and withhold an identification card until the job is completed. When the contractor's work is complete, a building representative will inspect the closet to make sure it has been left in orderly condition. If conditions are found to be unacceptable, the tenant contact will be notified and will be responsible for the repairs and/or clean-up. **All access requests must be in the Work Order System (Building Engines) at least three (3) business days in advance.**

IMG Technologies is responsible for maintaining the entire riser infrastructure at the Property. IMG is the designated contractor for all work within the riser system delivering services to the tenant tenant DEMARC. The service rates are outlined below and will increase Three Percent (3%) annually.

Straight Time: 8:00 a.m – 4:30 p.m.	Overtime: 4:30 p.m – 8:00 a.m.	Emergency
\$75.00/hour	\$112.50/hour	\$150.00/hour

Building Plenum Access

Contractors and its subcontractors, architects, engineers and permittees requesting access to the Building Plenum in order to perform work or services are required to sign a **Waiver and Release** form prior to entrance. Please contact the Office of the Building for this form document. Plenum work is required to be coordinated with Building Engineer.

Freight Elevator and Loading Dock

The Freight Elevator and Loading Dock is in regular operation on weekdays from 6:00 am until 5:00 pm, except on building holidays. The docks are located on the west side of each building on Canal Street between Madison and Monroe and Monroe and Adams. The dock can only be used for tenant's furniture and construction deliveries, construction debris, building trash removal, and construction personnel transport.

During normal business hours, the freight elevator is available on a first-come, first-serve basis for normal business deliveries (office supplies, UPS, FedEx, etc.). The transport of service providers, contractors, messengers, construction personnel, and other uses may not monopolize the freight elevator.

During normal operating hours, users of the loading dock are permitted to occupy dock space for a period of no longer than 30 minutes. Once loading or unloading is complete, the vehicle must leave the dock area. **At no time during operating hours shall parking be allowed at the loading dock.**

Use of the building's loading dock must be in compliance with the following:

- All delivery personnel must present a bill of lading showing the name of the tenant or a letter of authorization from the tenant
- All vehicles must have commercial license plates
- All vehicles are limited to 30 minutes in the loading dock during regular hours
- All vehicles, toolboxes, etc. and their contents are subject to inspection
- After hours, weekend, and building holiday use must be prearranged with the Office of the Building and after hours fees will be assessed
- All engines must be turned off
- No smoking, radio playing, littering, or disorderly behavior is permitted
- All pallets, boxes, refuse, etc. must be removed from the premises
- Doors leading to the freight elevators must not be propped open
- All goods loaded onto the freight elevators must be packaged properly
- Loose materials such as sand and cement must be transported in sealed bags
- Any violators may be removed, denied future access, or result in the vehicle being ticketed or towed.
- All loading dock users must meet insurance requirements of the Building
- The Chicago Noise Ordinance is strictly enforced.

Failure to comply with loading dock procedures may result in a vehicle ticketed or towed.

See Freight Elevator and Loading Dock Rules and Regulations for more information.

Freight Elevator and Loading Dock Reservations

Tenants, contractors, sub-contractors, and vendors may reserve the freight elevator and loading dock on weekdays from 5:00 p.m. until 6:00 a.m., or on weekends. The freight elevator and loading dock must be reserved through the Office of the Building, so please contact the tenant you are working with. Freight elevators are reserved on a first-come, first-serve basis. Freight elevator reservations may be made through the Work Order System. **All reservations must be submitted to the Work Order System no later than two (2) business days prior to the reservation date.** The elevator must be reserved for all deliveries (furniture, contractor materials, etc.), and for all tenant moves or deliveries that:

- Require exclusive use of an elevator
- Require use of the freight elevator for longer than 30 minutes
- Require use after regular building hours
- Require a safe-lift operation (standby elevator mechanic)
- Are for the delivery of construction material or supplies
- Removal of Freight Elevator top hatch
- Will affect service adversely.

There is a minimum four-hour charge for freight elevator and loading dock for after-hours access. Usage will be billed to the tenant or contractor. Charges for after-hours and over-time operation are as follows:

- \$25.13-\$32.74 per hour for Building Security
- \$473 per hour regular time, \$946/hour over time for Elevator Operator

See Freight Elevator and Loading Dock Rules and Regulations for more information.

Contractor, Sub-Contractor and Vendor Access

Companies intending to use the freight elevators and loading dock to deliver material or to perform work shall be registered in advance with the Office of the Building and have an updated Certificate of Insurance on file at the Building. See Contractor Rules and Regulations for more information.

Individuals shall check in with security upon entering the building where they must present a valid photo ID and provide company name.

Individuals will leave their ID with security and sign out a freight elevator keycard that allows access to the floor where work is to be performed. Upon leaving the building, the individual will return the keycard and receive their ID back.

Contractors, while working at the Property, shall act in a professional manner, as follows:

- No abusive or offensive language.
- No smoking is allowed in the building.
- No drugs or alcohol
- No music in areas which are accessible to the public or from which the public or other tenants may hear.
- No loitering on the Property.
- No article deemed hazardous, no explosives, and no firearms shall be brought onto the Property
- Noise must be minimized in the work areas to minimize interference with other Tenants in the Building
- No cooking of any kind is allowed on the Property

Contractor and Sub-Contractor employees shall be dressed in a professional manner with the name of the company they

represent clearly identified on their shirt or a company supplied identification badge worn on their shirt. Tank tops, clothing with inappropriate screen printing, shorts, trousers with large holes etc. are not allowed.

The Office of the Building reserves the right to inspect all toolboxes and equipment that are being removed from the building, and accepts no responsibility for loss or theft of contractor tools, equipment, or materials that have been brought onto the premises.

General Building Rules and Regulations

To the extent that there is any inconsistency between the provisions of the Lease and these Rules & Regulations, the provisions of the Lease shall control.

The sidewalks, walks, entries, corridors, concourses, ramps, staircases, escalators and elevators shall not be obstructed or used by Tenant, or the employees, agents, servants, visitors, or licensees of Tenant for any purpose other than ingress and egress to and from the Premises. No bicycle or motorcycle shall be brought into the Building or kept on the Premises without the consent of Landlord.

No freight, furniture or bulky matter of any description will be received into the Building or carried into the elevators except in such a manner, during such hours and using such elevator and passageways as may be approved by Landlord, and then only upon having been scheduled in advance. Any hand trucks, carryalls, or similar appliances used for the delivery or receipt of merchandise or equipment shall be equipped with rubber tires, side guards and such other safeguards as Landlord shall require.

Tenant, or the employees, agents, servants, visitors and licensees of Tenant shall not at any time, place, leave or discard any rubbish, paper, articles, or objects of any kind whatsoever outside the doors of the Premises or in the corridors or passageways of the Building. No animals or birds shall be brought or kept in or about the Building except on leashes or in cages.

Tenant shall not place, or cause or allow to be placed, any sign or lettering whatsoever, in the windows of the Premises. Tenant shall not place any sign or lettering in or about the Premises on multi-tenant floors which are visible from public lobbies or corridors except in and at such places as may be designated by Landlord and consented to by Landlord in writing. All lettering and graphics on corridor doors on multi-tenant floors shall conform to the standard prescribed by Landlord.

Canvassing, soliciting or peddling in the Building is prohibited and Tenant shall cooperate to prevent same.

Any person in the Building will be subject to identification by employees and agents of Landlord. All persons leaving or entering the Building shall be required to comply with the security policies of the Building. Tenant shall keep doors to unattended areas locked and shall otherwise exercise reasonable precautions to protect property from theft, loss, or damage. Landlord shall not be responsible for the theft, loss, or damage of any property.

Tenant shall not do any cooking or conduct any restaurant, luncheonette, automat, or cafeteria for the sale of or permit the delivery of any food or beverage to the Premises, except by such persons delivering the same as shall be approved by Landlord and only under regulations fixed by Landlord.

Tenant shall not without Landlord's prior written approval bring or permit to be brought or kept in or on the Premises any inflammable, combustible, corrosive, caustic, poisonous, or explosive substance, or cause or permit any odors to permit in or emanate from the Premises.

No additional locks or bolts of any kind shall be placed on any door in the Building or the Premises and no lock on any door therein shall be changed or altered in any respect without the consent of the Landlord. Any additional locks or bolts shall be consistent with Landlord's keying systems in the Building. Rekeying of cylinders is provided by building engineering staff at a cost to the Tenant. If Landlord permits Tenant to have additional locks, Tenant shall furnish two keys for each lock on exterior doors to the Premises and shall, on Tenant's request and Tenant's expense, provide additional duplicate keys. All keys shall be returned to Landlord upon termination of the Lease. Landlord may at all times keep a pass key to the Premises. All entrance doors to the Premises shall be left closed at all times, and left locked when the Premises are not in use.

Tenant shall give immediate notice to Landlord in case of theft, unauthorized solicitation or accident in the Premises or in the Building or of defect therein or in any fixtures or equipment, or of any known emergency in the Building.

The requirements of Tenant will be attended to only upon application at the Management Office. Employees of Landlord shall not perform any work or do anything outside of their regular duties, unless under special instructions from the office of the Landlord.

No awnings, draperies, shutters, or other interior or exterior window coverings that are visible from the exterior of the Building or from the exterior of the Premises within the Building may be installed by Tenant except as otherwise provided for therein.

No portion of the Premises or any other part of the building shall at any time be used or occupied as sleeping or lodging quarters.

Tenant shall not make excessive noises, cause disturbances or vibrations or use or operate any electrical or mechanical device that emit excessive sound or other waves or disturbances or create obnoxious odors, any of which may be shall not place or install any projections, antennas, aerials or similar devices inside or outside of the Premises, or on the Building other than in

accordance with a written agreement of Landlord and Tenant.

The water wash closets, drinking fountains and other plumbing fixtures shall not be used for any purpose other than those for which they were constructed, and no sweeping, rubbish, rags, coffee grounds or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by the Tenant who, or whose servants, employees, agents,

visitors or licensees, shall have caused the same. No person shall waste water by interfering or tampering with the faucets or otherwise.

The installation and use of garbage disposals is not permitted.

Tenant, its servants, employees, customers, invitees and guests shall, when using the parking facilities in and around the Building, observe and obey all signs regarding fire lanes and no parking zones, and when parking always park between the designated lines. Landlord reserves the right to tow away, at the expense of the owner, any vehicle which is improperly parked or parked in a no parking zone. All vehicles shall be parked at the sole risk of the owner, and Landlord assumes no responsibility for any damage to or loss of vehicles.

Landlord shall have the right to prohibit any advertising by Tenant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability for offices, and, upon written notice from Landlord, Tenant will refrain from or discontinue such advertising. In no event shall Tenant, without the prior written consent of Landlord, use the name of the Building or use pictures or illustrations of the Building.

Tenant shall not mark, paint, drill into, or in any way deface any part of the Building or Premises. No coring, driving of nails or screws, cutting, or stringing of wires shall be permitted, except with the prior written consent of Landlord, and as Landlord may direct. Tenant shall not install any resilient tile or similar floor covering in the Premises except with the prior approval of Landlord.

Tenant shall not use the Premises or permit the Premises to be used for photographic, multilith or multigraph reproductions, except in connection with its own business and not as a service for others, without Landlord's prior permission.

Tenant shall not use or permit any portion of the Premises to be used as an office for a public stenographer or typist, offset printing, the sale of liquor or tobacco, a barber or manicure shop, an employment bureau, a labor union office, a doctor's or dentist's office, a dance or music studio, any type of school, or for any use other than those specifically granted in the Lease.

Tenant shall not advertise for laborers giving the Premises as an address, nor pay such laborers at a location in the Premises.

Tenant shall at all times keep the Premises neat and orderly.

All telephone and electric connections which Tenant may desire shall be first approved by Landlord in writing, before the same are installed, and the location of all wires and the work in connection therewith shall be performed by contractors approved by Landlord and shall be subject to the direction of Landlord. Landlord reserves the right to designate and control the entity or entities providing telephone or other communication cable installation, repair and maintenance in the Building and to restrict and control access to telephone cabinets. In the event Landlord designates a particular vendor or vendors to provide such cable installation, repair and maintenance for the Building, Tenant agrees to abide by and participate in such program. Tenant shall be responsible for and shall pay all costs incurred in connection with the installation of telephone cables and related wiring in the Premises, including without limitation, any hook-up, access and maintenance fees related to installation of such wires and cables in the Premises and the commencement of service therein, and the maintenance thereafter of such wire and cables; and there shall be included in Operating Expenses for the Building all installation, hook-up or maintenance costs incurred by Landlord in connection with telephone cables and related wiring in the Building which are not allocable to any individual users of such service but are allocable to the Building generally. If Tenant fails to maintain all telephone cables and related wiring in the Premises and such failure affects or interferes with the operation or maintenance of any other telephone cables or related wiring in the Building, Landlord or any vendor hired by Landlord may enter into and upon the Premises forthwith and perform such repairs, restorations or alterations as Landlord deems necessary in order to eliminate any such interference (and Landlord may recover from Tenant all of Landlord's costs in connection therewith). Tenant agrees that neither Landlord nor any of its agents or employees shall be liable to Tenant, or any of Tenant's employees, agents, customers, or invitees or anyone claiming through, by or under Tenant, for any damages, injuries, losses, expenses, claims or causes of action because of any interruption, diminution, delay or discontinuance at any time for any reason in the furnishing of any telephone service to the Premises and the Building.

Contractor Rules and Regulations

General Rules and Administration

The Management Office accepts no responsibility for loss or theft of contractor tools, equipment or materials which have been brought onto the premises. The Office of the Building reserves the right to inspect all tool boxes and equipment which are being removed from the building.

All current local, State and Federal Regulations concerning work in buildings containing asbestos are to be complied with at all times. Additionally, all contractors must be familiar with the Owner's Asbestos Operations and Maintenance Program Manual for the property and must follow the procedures described in the Manual.

All work will comply with the Federal, State, County, and local codes and guidelines, as applicable, and must meet generally accepted

industry standards.

Valid, signed contracts and current Certificates of Insurance (that match the contract requirements exactly) must be on file with the Office of the Building prior to work commencement in order to perform any work at the Property and for any payments to be released. Refer to the information regarding the required coverage limits and specific language regarding additional insured's.

All work is to be performed by licensed and insured contractors using union labor.

The Contractor is responsible for obtaining all required permits and inspections. A copy of the permit (inspection signatures) shall be provided to the Office of the Building with the original posted at the job site in a manner where they are protected from weather, dirt, dust, etc. prior to the commencement of any construction work.

A Project Directory and Schedule will be supplied to the Office of the Building listing all Contractors and Sub-Contractors working in the space, their e-mail addresses, office and cell phone numbers. These must be provided by the general Contractor to the Office of the Building before work begins.

No work may begin until building management has a pre-construction meeting with the general Contractor to go over the project schedule, clarify any building rules and regulations, and completes a joint inspection of service elevator, corridors and areas of work to check for existing damage of walls, doors, ceilings, etc. Failure to conduct this pre-inspection will result in the Contractor being held responsible for any and all damage at the end of the project. A walk through with his MEP subcontractors and the building maintenance engineers to discuss MEP installation/maintenance requirements is also required.

One full-size sets of as-built drawings are to be provided to the Office of the Building when construction is completed, as well as a complete electronic set, including a bound CAD drawings. Additionally, the original building permit with City of Chicago Building Inspectors' signatures on the back signifying their approval of the work is to be submitted to the Office of the Building.

All Contractors and Subcontractors are to be furnished with a copy of this document before commencing work and shall be understood to agree to its conditions by commencing work. Failure to adhere to these conditions will be reason to stop work and may result in the contractor being prohibited to enter the building. A copy of these Rules shall be posted by the Contractor in the work area at the Property.

Building Facilities, Public Spaces, Adjacent Spaces and Tenant Spaces

The Contractors' employees will use restrooms or lavatories on the second floor only. Restrooms on occupied Tenant floors shall not be used by Contractors or their employees. Exceptions may be made in the case of full floor build-outs or when construction is performed on unoccupied floors. Contact the Management Office for additional information and guidelines.

Contractors are prohibited from riding the passenger elevators at all times to access various floors/work areas, without permission from the Office of the Building. Any violators of this rule will be removed from the Property.

Building emergency stairwells are for emergency use only. Stairwell doors are not to be propped open or left ajar.

All work which necessitates entering another Tenants space or Common Area shall be coordinated a minimum of five (5) days in advance with the Management Office and will be performed outside of normal business hours. Large Scale electric shutdowns require two (2) weeks advance notice.

The building riser is closed to all contractors except the building's approved Riser Management Company, **IMG Technologies**. Please contact the Office of the Building for contact information.

Public areas including floor, ceiling, wall, or mechanical chases may not be used as a Tenant raceway system without prior Building Management approval. If a corridor crossing is required, Building Management prior approval is required.

Contractors intending to perform work outside of normal business hours must notify the Management Office in advance to obtain security clearance and to provide an engineer at tenants cost.

Contractors shall not use the slop sinks on the tenant occupied floors. Any equipment washout must be performed on the second floor.

All contractor provided signage displayed in public spaces shall be typed and printed using a word processor program. No hand written signs are permitted.

Work Execution

Contractor is required to supply all materials, supplies, tools, ladders, and equipment required for the work. Use of Building tools, ladders, equipment etc. is strictly prohibited.

Contractor work shall be scheduled so that it in no way conflicts, interferes with or impedes the quiet and peaceful environment of Tenants. Any work that is in conflict with the other Tenants will be rescheduled by the Contractor to such dates and times approved by Building Management. As a general rule, Contractor should plan on complete loud work operations prior to 8:00 AM or after 6:00 PM.

All deliveries must conform to the Building's policy for use of the freight elevator and loading dock. Large deliveries of material and extended use of the freight elevator must be scheduled in advance with the Management Office and will be conducted outside of normal business hours.

All floor coring, cutting, or channeling must be approved in advance by the Management Office and performed outside of normal business hours. Prior to approval, the Contractor must provide a layout with the size and locations of the proposed work for review by the Building's Structural Engineer, Klein & Hoffman. A minimum of five (5) days' notice is required. All areas to be cut

shall be X-Rayed to identify the location of slab reinforcing and beams below. Please see attached (Page 32) coring guidelines provided by Building's Structural Engineer, Klein and Hoffman.

Structural analysis by Building's Structural Engineer required if any battery, UPS or load outside of typical tenant conditions included in project scope. This should be brought up in the earliest stages of project conception to avoid schedule and cost impacts at a later date. Any loads in excess of Floor Loading, typical (Page 2) will require additional third party analysis by Building's Structural Engineer.

If coring is conducted in adjacent tenant space, security supervision fees will be applied.

All penetrations through the walls, floors, and ceilings must be sealed with a City of Chicago approved fire-rated material(s).

Contractor shall protect all return and supply air openings within the work area with visqueen or filter during demolition and new construction phases of the work. Perimeter induction units will be cleaned by the Contractor at the completion of the project

All work (including painting) which emits vapors or fumes must be approved by Building Management and performed outside of normal business hours.

For work requiring demolition of electrical conduit. Demolition of lines shall be taken back to the source in the electric closet or circuit board.

For work requiring demolition of plumbing runs. Demolition of lines shall be taken back to the branch source at either the wet column or plumbing riser.

If an electrical shutdown is required which might affect existing Tenants on multiple floors, the Contractor will notify the Office of the Building four (4) weeks prior to the shutdown. Shutdown shall be performed only at the direction of the Agent or Owner. All costs associated with the shutdown are the Contractor's responsibilities.

Prior to any demolition and/or construction work, it must be determined whether such work will affect the life safety system. If the life safety system may be affected, the Chief Engineer must be notified one (1) week prior to commencement of work. The life safety system will be restored to normal operation at the end of each day.

If fire sprinkler work is required as part of the project, Contractor shall closely coordinate such work with the Chief Engineer. One (1) week advance notice is required to drain down any portion of the sprinkler system to facilitate addition, removal or relocation of sprinkler piping or sprinkler heads. The fire sprinkler system will be restored to normal operation at the end of each day.

It is the contractor's responsibility to ensure that an arc flash hazard analysis has been performed on the property. The contractor is responsible to ensure all on-site personnel are following NFPA 70E and OSHA guidelines for electrical safety in the work place.

Hot Work Policy and Procedure

No employee, contractor hired by the building, or subcontractor hired by the contractor shall perform any hot work unless a hot work permit is obtained. Hot work is described as any temporary operation involving open flames or producing heat/sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding/cutting, oxy-fuel gas welding, hot taps and torch applied roofing that are capable of initiating fires or explosions. Welding in any shaft must be completed on weekends – Saturday after 2pm or on Sunday.

Authority and Responsibility

The appropriate department shall be responsible for following the Hot Work program in accordance with this policy. Chief Engineer, building engineers, and building management, shall follow the procedures below to comply with this policy.

Chief Engineer is responsible for:

1. Notifying all employees to the purpose and intent of the hot work policy;
2. Making periodic inspections of areas where the hot work procedures are being used;
3. Issuance of a permit that has been requested by contractor/sub-contractor for the hot work to be performed.

Engineers are responsible for:

1. Understanding the buildings hot work policy; and
2. Complying with the procedures defined within the policy.

Building Management is responsible for:

1. Notifying all contractors to the purpose and intent of the hot work policy;
2. Making periodic inspections of areas where the hot work procedures are being used;
3. Contacting appropriate authorities (Chief Engineer) to request for hot work permits twenty four hours in advance; and
4. Contacting appropriate authorities (Chief Engineer) when a hot work permit requires renewal.

Contractors and sub-contractors are responsible for:

1. Understanding the buildings Hot Work policy; and
2. Complying with the procedures defined within the policy.

Procedure

Prior to starting a project that requires hot work; the supervisor of the employee performing the hot work or the project manager of the contractor/subcontractor shall obtain a hot work permit from the building. An example of the Hot Work Permit is contained at the end of

this document.

Notification

To obtain a hot work permit, contact the building and or the Chief Engineer at least twenty four hours prior to the start of the project.

Job Site Inspection

Prior to the issuance of the hot work permit, Engineers shall inspect the job site to determine if the hot work can be avoided. If the hot work involves open flame cutting, an alternative method of conducting the work shall be considered (e.g., hand saw, pipe cutter). If an alternative method is not feasible, engineers shall further ensure the hot work site is safe. All hot work job sites are inspected using the checklist contained within the hot work permit. Items included in the job review include, but are not limited to, the following:

1. Hot work operator(s) are trained in the safe operation of their equipment;
2. Apparatus used for the hot work is in good condition;
3. Hot work operator(s) understand the emergency procedures in the event of a fire or general emergency;
4. Fire protection and extinguishing equipment is properly located on-site;
5. Operator(s) are utilizing personal protective equipment; and
6. The proposed work does not jeopardize the health and safety of the operator or others.

If the aforementioned criteria are not met, a permit shall not be issued until all concerns are corrected.

If there are automatic fire detection devices present in the immediate area that need to be deactivated to prevent alarms, follow normal impairment procedures to ensure reactivation of the system, at completion of the work being performed.

Fire Watch

The building requires a fire watch when hot work is performed in a location where the following condition(s) exist:

1. Combustible materials in building construction or building contents are closer than 35 feet to the point of operation of hot work;
2. Combustible materials are more than 35 feet away, but are easily ignited by sparks;
3. Wall or floor openings within a 35 feet radius expose combustible materials in adjacent areas, including concealed spaces in walls or floors; and
4. Combustible materials are adjacent to the opposite side of partitions, walls, ceiling, or roofs and are likely to be ignited.

The fire watch shall:

1. Be aware of the inherent hazards of the work site;
2. Ensure safe conditions are maintained during the hot work operation;
3. Have the authority to stop the work operations if unsafe conditions develop;
4. Have fire extinguishing equipment immediately available; and
5. Activate emergency response in the event of a fire.

The fire watch shall be maintained during all breaks and one hour after completion of the hot work operation in order to detect and extinguish smoldering fires on the floors above, below and adjacent to the hot work site if applicable.

Prohibitions

Hot work shall not be permitted in the following areas until the conditions prohibiting hot work have been modified:

1. In the presence of explosive atmospheres, or in situations where explosive atmospheres may develop inside contaminated or improperly prepared tanks or equipment which previously contained flammable liquids;
2. In areas with an accumulation of combustible debris, dust, lint and oily deposits;
3. In areas near the storage of exposed, readily ignitable materials such as combustibles;
4. On a container such as a barrel, drum or tank that contained materials that will emit toxic fumes when heated; and
5. In a confined space, until the space has been inspected and determined to be safe.

Protective Equipment

The welder shall be equipped with the protective devices and/or apparel as indicated on the permit or as listed below:

1. Portable and/or mechanical ventilation capable of keeping the levels of fumes, dust and gases below the thresholds established in the Occupational Safety and Health Administration's (OSHA) Permissible Exposure Limits (PELs). If portable or mechanical ventilation is not available and fume, dust and gas generation is high, respirators shall be used;
2. Gloves, apron and/or jacket that are made of a material that is an insulator from heat and electricity;
3. Welders helmets equipped with proper filter plate and cover lenses;
4. Respiratory protection;
5. Screens to protect persons not properly protected from the visual effects of viewing arc welding or cutting and during gas or oxygen cutting or welding.

Storage of Equipment

Equipment and supplies shall be stored in a manner that will prevent the creation of hazardous conditions.

Injuries/Exposures

If during the performance of assigned duties the welder becomes injured or suspects an occupational exposure occurred, such situations shall be reported to the Building Management and the Chief Engineer.

Education/Training

All employees shall be trained on all aspects of this policy.

Site Safety and Housekeeping

General Contractors must provide sufficient supervision (English speaking supervisor required) on premises at all times, during

the day and after hours when work is in progress, to insure the orderly, safe progression of the work without disturbance or disruption to the normal operation of the Building.

The project safety program in and around the immediate work area is the responsibility of the Contractor. Any and all safety training, personal protective equipment and safety supervision is the responsibility of the Contractor.

The Contractor, Subcontractors and Vendors shall be responsible for conformance to proper construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work. Compliance to OSHA and other applicable regulations required.

Contractor shall provide and retain on the job site Material Safety Data Sheets (MSDS) for all hazardous materials being used and provide copies to Landlord. Deliveries of hazardous materials require prior written approval from Landlord before they are brought into the facility.

Common areas will be protected at all times during demolition and construction with construction barricades and lockable doors. Doors to construction areas will be closed at all times. Contractors will supply dampened carpets or tacky-mats at exits of construction areas to help remove dust and construction grit from bottom of shoes before entering common areas of the Building.

All trades are to keep the work area free of debris and are to broom clean all work areas daily. Any combustible debris must be removed daily or stored in covered metal containers. Contractors must arrange for dumpsters to be provided; the Office will not provide them. If necessary, common areas on the floor(s) where construction is taking place are to be vacuumed, dusted, mopped or otherwise cleaned on an ongoing basis as required to maintain the common floor areas in pristine condition. Contractor is responsible for providing all necessary tools, equipment and supplies required to keep common areas clean.

All work and common areas must be kept clean of trash and debris and organized, to the satisfaction of the Agent and Owner. Failure to do so will result in Building Management providing a cleaning service and back charging the Contractor accordingly. Contractors will be required to monitor all traffic areas to/from the work areas including elevator lobbies and corridors to insure that dust and debris are not tracked into public areas.

Contractor shall take appropriate measures to temporarily block the view of the work (if applicable) from public corridors.

Contractors must contact the Office of the Building to schedule and coordinate space for a dumpster in the dock area. All permits and equipment are the responsibility of the Contractor. All removal of trash must conform to the Building's policy for use of the freight elevator and loading dock. Large deliveries of material and extended use of the freight elevator must be scheduled in advance with the Management Office and will be conducted outside of normal business hours.

Contractors are required to use Recycling Services Incorporated (RSI), the building's waste hauler for construction waste removal. See *Waste Hauling & Recycling* for more details on our requirements.

Contractors shall be responsible for protecting all areas of the Property from damage. Appropriate protective coverings must be fastened securely to the floor at all carpeted areas where construction equipment or materials will be carried. Walls in the common areas must be protected from damage (corrugated preferred). The cost to repair any damage to the Property which may occur whether inadvertently or through negligence shall be borne by the contractor. Any damage caused to the loading dock, freight elevator, tenant or public areas of the Building shall be immediately reported to the Management Office and satisfactory arrangements must be made to repair the damage at the Contractor's expense.

Contractor shall contract with the building's janitorial service provider for a thorough final cleaning at the end of any construction related project to include the following:

- Light fixtures and lenses

- Windows and window mullions
- Doors and frames
- Carpet, hard surface floors and base
- Blinds
- Walls
- Smoke detectors

Freight Elevator and Loading Dock Rules and Regulations

General Rules

Users of the loading dock and freight elevator are required to leave the area(s) clean (broom swept and wet mopped) and free of debris. Use of the building dumpster for debris removal shall not be permitted unless otherwise arranged with the Management Office for a charge. If the facilities are not cleaned the user of the facilities shall be charged for the clean-up of these areas.

All users of the loading dock and freight elevator shall meet the insurance and indemnity requirements of Owner.

Any damage caused to the loading dock, freight elevator, tenant or public areas of the Building shall be immediately reported to the Management Office and satisfactory arrangement must be made to repair the damage at the Contractor's expense.

Freight Elevator

The freight elevator is used by the building cleaning staff between the hours of 5:00 p.m. to 10:30 p.m. Use of the elevator during this time will be limited and at the discretion of the Management Office. After-hours regulations and usage fees will apply whenever permission for usage is granted during the cleaner's hours.

Persons intending to use the freight elevator to deliver material or to perform work shall register in advance with the Management Office. Such persons are required to check in with Building Security (at the loading dock) upon entering the building.

Operation of the freight elevator by unauthorized persons is strictly prohibited.

Nothing is to be stored in the freight elevator vestibules on any floor.

All goods loaded onto the freight elevator must be properly packaged. Loose materials such as sand and cement shall be transported in sealed bags.

Special requests to open the freight elevator hatch for exceptionally long materials or special requests to hoist materials on top of the elevator can be arranged by the Management Office. Charges will be incurred and billed to contractor accordingly.

Loading Dock

The Loading Dock is in regular operation on weekdays from 6:00 a.m. until 5:00 p.m., except on building holidays. After hours usage fees will apply. There is a minimum four-hour charge for loading dock for after-hours access. Usage will be billed to the tenant or contractor. Reference page 3 for charge detail.

All vehicles parked at the dock for deliveries or any other reason must have the ignition turned off.

Users of the loading dock shall be permitted to have no more than one vehicle at the dock at anytime during normal operating hours.

Vehicles which are longer than 20 feet in length shall not be permitted at the loading dock during normal operating hours.

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

Dumpsters may not be placed at the loading dock during normal operating hours without the prior authorization of the Management Office. The exact location of a dumpster at the loading dock whether during normal operating hours, nights or on a weekend shall be subject to approval of the Building Engineers and/or Security personnel. Dumpsters shall be removed from the loading dock prior to the start of normal business hours. Installation and removal schedule shall be coordinated through the Management Office.

Damage caused to the loading dock, freight elevator, tenant, or public areas of the building must be reported immediately to the Office of the Building and satisfactory arrangements must be made to repair the damage at the contractor's, vendor's, or tenant's expense. Users of the loading dock are required to leave the area(s) clean (broom swept and wet mopped) and free of debris. Use of the building dumpster for debris removal is not permitted. If the facilities are not cleaned, the user of the facilities shall be

charged for the clean-up of these areas. Dumpsters may **NOT** be placed at the loading dock during normal operating hours without the prior authorization of the Office of the Building.

Failure to comply with loading dock procedures may result in a vehicle ticketed or towed.

All users of the 120 South Riverside loading dock need to be cognizant of the City Ordinance #11-4-1120. The 120 Building is considered to be located in a residential zone due to the loft development on the west side of Canal Street. Per the ordinance, sound pressure levels cannot exceed 55dB (a) within any residential unit between the hours of 9:00 p.m. and 8:00 a.m. Therefore, it is strongly advised that contractors/vendors refrain from "noise producing" deliveries between the hours of 5:00 a.m. - 7:00 a.m. and 5:00 p.m. - 9:00 p.m.

Waste Hauling and Recycling

10 and 120 South Riverside, we pride ourselves in the progress that we have made and the positive effects we have had on our environment. Our goal is to increase participation and environmental awareness. As such, we require our Contractors to participate in any way possible.

We follow the LEED standards for all facility alterations and additions. The LEED Requirement is stated below.

Divert at least 70% of waste (by volume) generated by facility alterations and additions from disposal to landfills and

incineration facilities. This applies only to base building elements permanently or semi-permanently attached to the building itself that enter the waste stream during facility renovations, demolitions, refits and new construction additions. Examples include, but are not limited to, building components and structures (wall studs, insulation, doors, and windows), panels, attached finishes (drywall, trim, ceiling panels), carpet and other flooring material, adhesives, sealants, paints and coatings.

In order to verify coherence with the above policy, we require a certificate from the chosen waste disposal company to verify that at least 70% of waste was diverted. If the certificate is not provided to the Management Office within two weeks of the project ending, payments may be delayed and your company may not be granted access to the building for future projects. Please send the certificates to the address below:

Hines Interests LP
10 South Riverside Plaza
Suite 850
Chicago, IL 60606

For more information, do not hesitate to contact the Office of the building at (312) 930-9890.

Building's Waste Hauler:

Waste Management

Building Health and Safety

Hazardous Materials

10 and 120 South Riverside is firmly committed to the health, safety, and comfort of the employees, tenants, guests, and contractors who work at or visit our buildings. To support this goal, please be aware that Material Safety Data Sheets (MSDS) are maintained on site for all of the chemicals, solvents, lubricants, oils, and fuels routinely used to operate the facility. The MSDS for these hazardous materials are available to you and your employees in compliance with the OSHA Federal Hazard Communications Standards.

Asbestos-Containing Materials (ACM)

Asbestos-containing materials (ACM) do exist at 10 and 120 South Riverside Plaza, Chicago, Illinois (the "Property").

ACM is managed in accordance with the Asbestos Operations and Maintenance Program (Asbestos O&M Program) for the Property. Compliance with this management program is mandatory. Please review the Asbestos O&M Program for the building that you will be working in, which includes a list locations and the condition of known, presumed and/or suspect ACM at the building. It is your obligation to notify all of your employees and sub-contractors that may come in contact with these materials, about the presence of ACM in the building and the procedures mandated in the Asbestos O&M Program.

Please be advised that all contractor activities must cease if any unanticipated disturbance of ACM occurs and the Asbestos Program Manager must be notified. Please contact the Asbestos Program Manager if you have any questions or would like to discuss this matter.

Full ACM O & M Procedures are available upon request.

Existing ACM present at the Property as of November 1, 2016 is summarized below. An up-to-date survey available upon request.

10 South Riverside Plaza				
MATERIAL	LOCATION ⁽¹⁾	CONDITION	FRIABLE YES/NO	QUANTITY ⁽²⁾
Sprayed on fire proofing (Surfacing)	Remaining in 2 nd floor ComEd vault, 14 th floor SE corridor, main duct shafts	Fair	Yes	2,000 sq.ft.
Boiler Breeching (TSI)	2 nd floor	Good	Yes	800 sq.ft.
Boiler Stack Insulation(TSI)	2 nd floor	Good	Yes	100sq.ft.
Fan Housing Insulation(TSI)	2 nd floor	Good	Yes	15,500 sq.ft
Chiller piping insulation	Units 2 and 3, 2 nd floor & plenum	Good	Yes	600 sq.ft.
Cementitious pipe fittings(TSI)	2 nd floor, penthouse and pump room	Good	Yes	2,000 ln.ft.
Variety of floor tiles and Mastics (Miscellaneous)	Stairwell landings	Good	No	10000 sq.ft.

Roof Tar and Flashing (Material not classified under AHERA)	Roof	Good	No	30,000 sq. ft.
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120 South Riverside Plaza				
MATERIAL	LOCATION ⁽¹⁾	CONDITION	FRIABLE YES/NO	QUANTITY ⁽²⁾
Sprayed on fire proofing (Surfacing)	Remaining in 2 nd floor utility vault, main duct shafts	Fair	Yes	2,000 sq.ft.
Boiler Breeching (TSI)	2 nd floor	Good	Yes	800 sq.ft.
Boiler Stack Insulation(TSI)	2 nd floor	Good	Yes	100 sq.ft.
Fan Housing Insulation(TSI)	2 nd floor	Good	Yes	15,500 sq.ft
Chiller piping insulation	Units 2 and 3, 2 nd floor & plenum	Good	Yes	600 sq.ft.
Cementitious pipe fittings(TSI)	2 nd floor and pump room	Good	Yes	2,000 ln.ft.
Variety of floor tiles and Mastics (Miscellaneous)	2 nd floor locker room	Good	No	5,000 sq.ft.

120 South Riverside Plaza				
MATERIAL	LOCATION ⁽¹⁾	CONDITION	FRIABLE YES/NO	QUANTITY ⁽²⁾
Roof Tar and Flashing (Material not classified under AHERA)	Roof	Good	No	30,000 sq. ft.

sq. ft. = square feet, l. f. = linear feet

(1) Location represents areas throughout the building where the material is located.

(2) Quantities are approximate based on areas accessible to ATC and on stacking plan provided by SDI.

(3) ATC did not collect samples of the building materials.

(4) ATC was unable to determine the exact locations and quantities of asbestos-containing floor tile and associated mastic as some may exist under carpets. Due to the limited nature of the ACM survey and occupied tenant spaces, a complete quantification/assessment of all the areas/spaces where asbestos containing floor tiles/mastics may potentially be located was not performed. The areas where asbestos containing floor tiles/mastics were identified typically include kitchenettes, closets, under raised floors/carpeting, freight elevator lobbies, and storage/mechanical spaces.

(5) There may be additional ACM's in inaccessible and concealed spaces (such as boiler vessel cavities, pipe chases, shafts, in between wall/ceiling cavities, beneath the carpeting, beneath the existing layers of floor tiles etc.) in the building which have not been identified in this report.

Architectural Building Standards

We follow the LEED Sustainable Purchasing Policy for facility alterations. Materials procured for facility alterations and additions shall meet one or more of the following guidelines:

- Contains at least 10% post-consumer or post-industrial material
- Contains at least 70% salvaged materials from off-site or outside the organization
- Contains at least 70% salvaged from on-site through and internal organization materials & equipment reuse program
- Contains at least 50% rapidly renewable materials
- Contains at least 50% Forest Stewardship Council (FSC)
- Contains at least 50% materials harvested and processed or extracted and processed within 500 miles of the project
- Adhesives and sealants with a VOC content less than the current VOC content limits of the South Coast Air Quality Management District (SCAQMD) Rule #1168, of sealants used as fillers meet or exceed the requirements of the Bay Area Air Quality Management District Regulation 8, Rule 51
- Paints and coating with VOC emissions not exceeding the VOC and chemical component limits of Green Seal's Standard GS-11 requirements
- Non-carpet finished flooring that is FloorScore-certified
- Carpet meeting the requirements of the CRI Green Label Plus Carpet Testing Program
- Carpet cushion meeting the requirements of the CRI Green Label Plus Carpet Testing Program
- Composite panels and agrifiber products containing for added urea-formaldehyde resins

Partitions

Interior Partitions	2-1/2" 25 Gauge metal studs at 24" on center with one layer 5/8" fire code gypsum board on each side, extending and underpinned to acoustical ceiling.
Demising Partitions	(Tenant to Tenant) 2-1/2" 25 Gauge metal studs at 24" on center with two layers 5/8" fire code gypsum board on each side and 1-1/2" ounce attenuation batts, extending to deck. Provide continuous acoustic sealant between gypsum board and deck.
Demising Partitions	(Tenant to Corridor) 2-1/2" 25 Gauge metal studs at 24" on center with one layer 5/8" fire code gypsum board on each side and 1-1/2" ounce attenuation batts, extending to deck. Provide continuous acoustic sealant between gypsum board and deck.

Acoustic Ceiling System

Grid	Armstrong Suprafine 9/16"
Tile	Armstrong Ultima Humiguard Plus NO. 1912-1912M Grid Face 9/16" NO. 1915-1915M Grid Face 9/16" Color – White

Ceiling Height

Corridor	7'8" with lay-in fixtures
Interior Premises	8'9"

Please note that the ceiling height within the first bay north and south of the building shafts must be 8'6". Lower ceiling height or additional column furring may be necessary at four (4) remote plumbing wet columns; to be determined.

Lighting

Fluorescent Fixtures	Lightolier Coffaire II – Direct/Indirect Fixtures 2' x 4' CFH2GPF332UNVHIC with (3) 25 watt lamps 2' x 2' CFH2GPF317UNVHIC with (3) 17 watt lamps T8 lamps-3500K with fuse Or Metalux equivalent
	Lightolier Downlight 8031-WHW-6132B-U-CP with (1) 26 watt triple tube CFL.

Separately fused for 20 amp circuits, electronic ballasts. Distribution beyond existing panels are tenants' work.

Wall Finishes

Paint	One coat primer One coat Eggshell finish paint Corridor – Sherwin Williams 1520
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Floor Covering

Carpet	Allowance of \$14.00/yd Direct Glue Installation
Resilient Flooring	Allowance of \$3.00/ft

Window Covering

Blinds	Building standard mini blinds Levelor 1" slat Color- White
Alternative Blinds:	MechoSystems – EuroTwill Reversible Weave 6000 Series (3% Open) – 6006 Silver Birch

Doors

Interior doors	Wood Veneer
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	Solid Core Full Height Stain: Graham (FCM) Flat Cut Mahogany – Graham #550 Umber (Pre-Finished)
Entry Door	Wood Veneer Solid Core Full height Stain: Graham (FCM) Flat Cut Mahogany – Graham #550 Umber (Pre-Finished)

Frames

Interior	Raco or equivalent Anodized Aluminum Finish 1-1/2" return on trim
Entry Wood Door	Raco or equivalent Anodized Aluminum Finish Matching 18" side lite where possible.
Entry Glass Door	1/2" clear tempered glass door All hardware to be finish 626: <ul style="list-style-type: none"> • 4" square top and bottom rails • Center pivots • Overhead concealed closer • 1 3/4" x 4" clad header • Angle door stop and floor stop • Fail-safe maglock (tied into card reader, building system, motion sensor & 'exit' button) 18" back to back mount custom ladder pull

Hardware

Entry & Exit Doors Schlage L-Series for exterior doors Brushed Nickel finish Athens - Lever Style	Levels 14-22: 6-pin Type F Keyway <u>Verify with Building Engineering</u>
Restrooms [<i>ADA in Italics</i>] 10 South Schlage / <i>Schlage L Series mortise indicators - L9050P</i> CO-100 Athens 626 finish	Interior Doors Schlage D-Series for interior doors Polished Chrome finish Athens - Lever Style
10 South Keyways - Schlage Levels 1-12: 6-pin Type E Keyway	Restrooms [<i>ADA in Italics</i>] 120 South Schlage / <i>Schlage B500 Series w/ occ. indicator - B571</i> CO-100 Athens 626 finish
120 South Keyways - Schlage	6-pin Type C or CE Keyway <u>Verify with Building Engineering</u>

Bathroom Accessories

Hand Towel Dispenser Receptacle	Kimberly-Clark Model 35370 – Mod Stainless Steel Recessed Wall Unit with Trash Kimberly-Clark Model 31501 – Stainless Steel Recessed Dispenser
Toilet Tissue Dispenser Men's Rooms	Partition Mounted: Bobrick B-2888 with Partition Mounting Bracket Wall Mounted: Bobrick B-2888
Toilet Tissue Dispenser Women's Rooms	Partition Mounted: Bradley Model 594 Wall Mounted: Bradley Model 5942 (recessed, semi-recessed or wall mounted depending on geometry)
Napkin/Tampon Vendor	Partition Mounted: Bobrick B-370639 Series Wall Mounted: Bobrick B-3706 Series
Toilet Seat Cover Dispenser	Wall Mounted: Bobrick B-221

Engineering Standards

Electrical

Power	Electronic T8-3500K with fuse
Switches & Receptacles	Decora, white devices & white cover plates
Metering	Separate Tenant Metered Re-circuiting as required. All panels must be located within tenant space

Verify existing panel in building electrical closet. If existing panel in building closet is inadequate to meet Tenant requirements, provide new panel in Tenant Space. All tenant spaces are to be individually metered. Spaces being divided will have the electrical service and meter split as part of the work to demise the space. Spaces combined will have the service and meter joined as part of the work to demise the space. Verify the existing panel location and capacity in the building's electrical closet. If the existing panel is inadequate to meet the Tenant's requirement, provide new pane(s) in the Tenant's space. Mark and label all panel work.

Wall telephone outlet with 3/4" conduit shall be provided as required for Tenant layout.

HVAC system is subject to plenum rated requirements for air handling ceiling systems.

Existing building power, signal and communications systems are to remain in service to provide for the building's function. Should it become necessary to shut down any system or portion of a system, approval in writing must be obtained from the building and shall only be for the period and time agreed.

All work shall be completed in accordance with City of Chicago Electrical Code.

An arc flash hazard analysis has been performed on the property. The contractor is responsible for updating the arc flash hazard analysis to include any new equipment installed or added. These changes need to meet NFPA 70E, IEEE and OSHA guidelines for electrical safety in the work place. The contractor is responsible to ensure all on-site personnel are following NFPA 70E and OSHA guidelines for electrical safety in the workplace. JLL Electrical Safety Program is attached at the end of this report. Job briefings are required before commencement of any electrical work. The contractor shall work with Allied Reliability Services to update the buildings arc flash analysis. Contact Gordon Lund: (770) 590-7449, GordonL@MarTechnical.com.

Tenant, vendors and consultants for data and telephone must be approved by building.

All work above ceiling shall be in accordance with O & M procedures.

All penetrations out of electrical closet need to be sealed.

Any conduit and wiring which is existing, and not re-used during construction must be removed and capped back to the last junction box closed to the core.

Work requiring large scale shutdowns require a two week notice to the building.

HVAC

Constant Volume and Variable Air Volume System	HVAC modification & distribution as per new Layout, to be tenant's work. Standard distribution accommodates consumption of approximately 4 watts/USF including lighting.		
Supplemental AC Units	Manufacturer and Specifications to be submitted to building for design review and approval. No air cooled units are permitted. All hot taps into condenser risers for supplemental AC Units require valves for futures.		
Supply & Return Diffusers	Titus Perforated 2' x 2' PAR or PAS supply diffusers & return air grills. Supply Diffusers Titus Model "PAS" perforated-type-signed as follows:		
	0-200	CFM	8" round neck
	201-280	CFM	10"round neck
	281-350	CFM	12"round neck
	351-430	CFM	14"round neck
	431-560	CFM	16"round neck

Thermostats	For new VAV system only. VAV boxes: shall be Titus model # DESV-3000 with Siemens controls.
Perimeter Thermostats	Will be separated and reworked only after building review and approval. New thermostats and valves shall be as follows: Stats: Siemens Product number 188-0030 and Valves: Siemens Product number 658-0005.
Exhaust Fans	Cook or Brundage capacity to be determined by engineer.
Fire Dampers:	Shall be installed per local code and fire regulations.

Contractor shall be responsible for visiting the site and verifying all existing field conditions prior to submission of his bid.

HVAC contractor shall remove existing equipment and materials pertaining to his contracts as specified or as required whether shown on the drawings or not, to prepare for the new work. Landlord to be provided with right of refusal for salvage value or attic stock.

Submit assembled printed instruction for the operation and maintenance of each item installed along with equipment cuts and control wiring diagrams.

Any A/C unit containing 30lbs/circuit of gas or more must be vented into the stairwell riser.

Provide competent operating technician to instruct the building engineers in the operation of the installed equipment.

All equipment shall be cleaned and adjusted as required to operate satisfactory and witnessed by building engineers. Vacuum clean perimeter induction unit screens and interiors.

Contractor shall submit certified air balance report for approval. Balancing work shall be performed by an independent testing and balancing company. This company should not be the same entity, parent company, subsidiary, partner or affiliate of the HVAC contractor who has completed the HVAC installation. Balancing to be within +/- 10% of the required values. Provide as built drawings indicating a numbering system which correlates plan to balancing report. All HVAC balancing must be performed prior to tenant move in. **All balancing at 10 South Riverside must be performed by Synergy (Mike Suggs – msuggs@hvacbalancer.com) Please see the engineering staff for more details.**

Provide access panels for equipment located above non-accessible ceilings.

Upon completion of the installation of ventilation ducts, clean entire system of rubbish, plaster, dirt, etc. before installing grilles and diffusers.

Slot diffuser vanes shall be adjusted to eliminate objectionable drafts. (Interior to blow across ceiling.)

Any duct work (new or existing) exposed during construction to be sealed. All induction unit covers must be removed for painting and cleaning, which requires both front and back filter screens to be removed and vacuumed.

For servicing induction units, all furniture must be 15" from the induction units.

Plumbing

Hot Water Heater	If plan includes sink upgrade, a hot water heater must be installed per code. Specification-Rudd Model PEP-6, 6 gal capacity 2000 watts 120 volts, 1 phase. Furnish with Tanys & Pressure relief valve.
Grease Separator	If plan includes sink upgrade, a grease separator must be installed per code. Specification-Gordon Model G-1012 Full floors maximum. *GPM, 3.5 gallon liquid holding capacity & seal.
Washroom Plumbing Fixtures	
Sink	Elkay #LRAD3322, stainless steel with 3 holes.
Toilet	American Standard Madera Flush Valve Model 3451 Floor Mounted Toilet
Urinal	American Standard
Toilet Valve*	Sloan Royal Flushometer Model 111 – Low Consumption
Urinal Valve*	Sloan 8100 Series Flushometer
Faucet	Washroom Sloan EAF-100 w/ 0.5 gpm aerator with Wireless Adapter
Soap Dispenser	Technical Concepts OneShot Automatic Soap, #402241, Chrome Technical Concepts TC4900071 AC Adapter Technical Concepts TC4900100 Wire Assembly

*Toilet and Urinal Flush Valves in 120 S Riverside Plaza are a mix of Sloan and Delany. Replace with Sloan fixtures above when necessary.

Domestic hot and cold water piping shall be insulated with 1" thick 4# density, glass fiber performed, all purpose flame retardant jacket with built in vapor barrier.

Floor Drains Receiving waste from supplemental AC Units, Zurn 415-E with and "e" type funnel.

Connections to wet columns for cold water. (Either show detail or note that a new capped valve & T should be provided for future tenants.)

Typical clean out detail for waste piping provides for one in tenant space and also one in ceiling of floor below.

All existing drain lines that are reused or connected to must be rodded out back to main stack.

When existing plumbing fixtures (re: sinks, coffee, line, etc) are being removed, they should be capped off at floor line and piping should be removed back to tie in pints. (This is for waste, vent and water and would mean entering the space below for waste piping.)

All work in occupied spaces will be completed before or after hours or on Saturday and the cost of a security guard will also need to be included or figured when bidding project.

Provide access panel for all valves and any equipment when necessary to locate these in non-accessible ceiling.

All penetrations into core walls on their floors or to spaces above and below will require sealant with a fire stop material.

Shut off valves shall be included for all tenant spaces.

All equipment specified must be ADA approved.

No water lines should ever run over computer room (Hot or Cold).

Garbage disposals are not permitted.

Life Safety and Fire Protection

Contractor must submit prints to Commercial Alarm Systems for wiring, review and testing.

The following must be provided as required by Chicago code: Alarms and building evacuations speaker/strobes as required for Chicago & ADA codes, Exit Signs and 24-hour emergency lighting.

Speakers & Strobes	Existing speaker wiring to be zoned throughout floor for building standard Speakers diffusion, distribution requirements are tenants' work. Wheelock ET 1080 (red) life safety speakers per code. Wall Speaker Red (part # SPR) Ceiling Speaker Red (part # SPCR) Wall Speaker Strobe (part # SPSR) Ceiling Speaker Strobe (part # SPSCR) Wall Strobe Red (part # SR) Ceiling Strobe Red (part # SCR)
Exit Signs	ALKO edge- glow series Model number RGLO-FL2-RGLO1-RWS AP (single) RGLO-FL2-RGLO2-RWS AP (double)
Ceiling recessed,	Chicago Plenum approved, single or double sided as required with directional arrows as required.
Sprinklers	Per Chicago Code Distribution and piping beyond the main loop are tenants' work.
ADA Strobes	Installed Per Code Notifier Panel – Wall Speaker Strobe Model number SPZR1224MC
Fire Extinguishers	Fire Extinguishers shall be located as shown on architect's plan and shall be in accordance with the following catalog numbers which are based on Potter Roamer, Inc. No. 3010, 10 Lb. Dry chemical pressured extinguisher, U/L rating A, 60B:C.
FHV/FEC	Combination fire department valve and fire extinguisher cabinet.

Combination fire department valve and fire extinguisher cabinet shall be in accordance with the following catalog numbers which are based on Potter-Romer, Inc.

Cabinet shall be equal to No. 1870M recessed type unit, 10 inch deep, as required each having 20 gauge tubular steel door

with 18 gauge frame with a continuous steel hinge. Flush door frame suffix "F", finish with baked -on grey prime coat with decal lettered "fire valve and extinguisher". Each cabinet to contain 2 ½" brass fire hose angle valve model No.4065 with 2 ½" x 1 ½" hose adapter with 1 ½" cap and chain, hose threads complying with the local fire department's requirements, installed at 5 feet above finish floor and 10 lb. Dry chemical ABC extinguisher at top shelf of cabinet.

Structural (Coring)

All coring for plumbing, electrical, HVAC and floor scanning must be presented on a drawing and submitted to the building for their review and approval by the building structural engineer, Klein & Hoffman. Each location must be scanned.

Please see attached (Page 32) coring guidelines provided by Building's Structural Engineer

All coring must be scheduled for completion during off hours and approved by the building.

Access to adjacent space be completed during off business hours, scheduled through the building management, approved by the building and security supervision fees will be applied.

All coring which involves work above the ceiling must be completed in compliance with the buildings O & M Program for ACM Work.

All coring penetrations must be sealed with a fire stop material.

Structural (Load Analysis)

Structural analysis by third party structural engineer required if any battery, UPS or load outside of typical tenant conditions included in project scope. Any loads in excess of Floor Loading, typical (Page 2) will require additional third party analysis.

Insurance Requirements

Please review your lease or contract with the Office of the Building to determine the exact requirements for insurance as your requirements may vary from those listed below.

Prior to commencing any work at the Building, Tenant shall: (1) require and verify that the Tenant's contractors, subcontractors, architects, engineers, design consultants, vendors and any other consultants (individually, a "Contractor" and collectively, "Contractors") have procured the insurance required by Tenant's lease or contract with the Office of the Building or required below and that Landlord is named as the loss payee on the Builder's Risk Insurance; and (2) provide Landlord/Owner with copies of current certificates of insurance showing that all Tenants and Contractors have procured the required insurance.

Landlord's failure to request, obtain, or approve the required documents prior to the work beginning shall not constitute a waiver of any obligations imposed upon Tenant or a Contractor.

General Contractors are responsible for coordinating all insurance certificates for **all** subcontractors and vendors prior to mobilization and before any on-site work will be allowed to commence.

REQUIREMENTS FOR CERTIFICATES OF INSURANCE

THE CERTIFICATE HOLDER FOR ALL INSURANCE CERTIFICATES SHALL BE:

10 S. Riverside Property Owner LLC and 120 S. Riverside Property Owner LLC, by and through its Sub-Agent Hines Interests Limited Partnership.

CERTIFICATES SHOULD STATE THE FOLLOWING MINIMAL LIMITS OF COVERAGE:

- | | |
|---|--|
| • Commercial General Liability/Umbrella | \$5,000,000 each occurrence; |
| • Business Automobile Liability: | \$1,000,000 combined single limit
\$3,000,000 combined single limit for Earthwork projects |
| • Commercial Crime Coverage | \$1,000,000 each claim |
| • Worker's Compensation: | Statutory Amount. All contractors hired shall be obligated to maintain their own Workers' Compensation Insurance coverage, unless specifically waived by Jones Lang LaSalle. |

- Employer's Liability: \$1,000,000 bodily injury by accident, each accident;
\$1,000,000 bodily injury by disease, each employee;
\$1,000,000 bodily injury by disease, policy limit
- "All Risk" Builder's Risk: Full replacement cost of the work on a completed value
- Errors and Omissions Liability (applicable for Uninterrupted Power Source services and/or professional design or engineering services work only) \$5,000,000 each claim
\$5,000,000 aggregate

SPECIALTY COVERAGE:

- Professional liability (where professional services are included in contract) \$2,000,000 per claim
- Contractors Pollution Liability and/or
Asbestos Pollution Liability (where required): \$2,000,000 per claim or per occurrence

GENERAL INSURANCE REQUIREMENTS

1. **Additional Insureds.** All Contractors performing work at 10 & 120 South Riverside Plaza for or on behalf of a Tenant or Contractor shall add the parties listed below as additional insureds on Contractor's **CGL/Umbrella, Automobile Liability, Pollution Liability and/or Asbestos Pollution Liability insurance policies** before any work is commenced. As

additional insureds, these parties are to be covered for all liability arising out of Contractor's work or operations for the Tenant or Contractor, including parts, equipment, and materials furnished in connection with such work or operations, liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor, and with respect to Contractors Pollution Liability and/or Asbestos:

- 10 S. Riverside Property Owner LLC
- 120 S. Riverside Property Owner LLC
- 10 S. Riverside Fee Owner LLC
- 120 S. Riverside Fee Owner LLC
- 10-120 S. Riverside REIT
- IC US Capital Properties LLC
- Hines Interests Limited Partnership
- Metropolitan Life Insurance Company
- the respective direct and indirect partners, officers, shareholders, directors, members, trustees, beneficiaries, employees, agents and representatives of all of the entities listed above, are added as an additional insured with respect to 10 & 120 South Riverside Plaza, Chicago, Illinois 60606.

2. **CGL and Umbrella Liability.** Contractor's CGL policy shall provide coverage that is at least as broad as the coverage provided by ISO Form CG 00 01, written on an "occurrence" basis, including products-completed operations coverage. Contractor's Umbrella liability insurance policy shall follow the form of its CGL policy.
3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:IX, unless otherwise acceptable to Landlord.
4. **Notice of Cancellation:** Contractors' insurance policies shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice (10 days for non-payment) has been given to Landlord.
5. **Deductibles and Self-Insured Retentions:** Any deductibles or self-insured retentions must be declared to and approved by Landlord prior to the commencement of work.
6. **Primary Coverage.** For any claims arising out of work performed at the Building for a Tenant or Contractor, the Contractor's primary and excess insurance coverage shall be primary insurance and non-contributory as respects Landlord and any other parties or individuals that Landlord requires Contractor to add as an additional insured.
7. **Waiver of Subrogation Rights.** Contractor's insurance policies shall contain, or be endorsed to contain, a waiver of all rights of subrogation against Landlord.

ADDITIONAL INSURANCE REQUIREMENTS FOR DESIGN PROFESSIONALS, ARCHITECTS, ENGINEERS, AND OTHER PROFESSIONAL SERVICE PROVIDERS

Professional Liability. Contractor's professional liability insurance shall provide coverage for claims arising out of the Contractor's professional services performed at the Building. If coverage is canceled or non-renewed and not replaced with

another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of three (3) years after completion of work, during which claims can be made for errors or omissions arising the Contractor's work on the Project.

ADDITIONAL INSURANCE REQUIREMENTS FOR CONTRACTORS PERFORMING INVESTIGATION AND REMEDIATION SERVICES INVOLVING MOLD, ASBESTOS, OR LEAD PAINT

Pollution Liability/Asbestos Pollution Liability If the services involve lead-based paint or asbestos identification/remediation, the Contractors Pollution Liability shall not contain lead-based paint or asbestos exclusions. If the services involve mold identification/remediation, the Contractors Pollution Liability shall not contain a mold exclusion and the definition of "Pollution" shall include microbial matter including mold.

CERTIFICATES SHOULD BE EMAILED AND MAILED AS FOLLOWS:

PLEASE EMAIL TO: 10-120SRiverside.Info@hines.com

PLEASE MAIL ORIGINALS TO: **Hines**
10 SOUTH RIVERSIDE PLAZA
SUITE 850
CHICAGO, IL 60606

Again, please remember that we must receive a current Certificate of Insurance prior to the start of work or commencement of delivery.

Billing Information

At the commencement of every project, Landlord will electronically provide to Contractor an Invoice Requirements Packet which includes a checklist of all documents that must be provided by Contractor with all Payment Requests. Also included in the packet are templates or examples for all required documents that Contractor should use when preparing the Payment Request to ensure accuracy. Upon receipt of a Payment Request, Landlord will review the request to confirm all documents have been submitted correctly, and will contact Contractor to request any necessary corrections. The Payment Request will not be considered as received and the timeline for payment will not begin until Landlord has received all correct documents. A summary of Invoice Requirements is also detailed below:

10 S. Riverside Plaza -

Contractor Invoices addressed to:
 10 S. Riverside Property Owner LLC
 c/o Hines Interests Limited Partnership
 10 S. Riverside Plaza Suite 850
 Chicago, IL 60606

Application and Certification for payment

AIA Document G702 with continuation sheet AIA Document G703 (Schedule of Values with corresponding retainage).
 Required signatures: Contractor, Architect & Notary Public

Waiver of Lien and Contractor's Affidavit required wording

Form format must be AIA standard Waiver of Lien form with unconditional Contractor's Affidavit. Please ensure the following language is included in the forms:

Employed by: **10 S. Riverside Property Owner LLC, through its Agent IC US Capital Properties LLC by and through its Sub-Agent Hines Interests LP.**

To furnish: **General work – floor or suite # or project name (floor leveling)**

The premises know as **10 South Riverside Plaza**

of which **10 S. Riverside Fee Owner LLC and 10 S. Riverside Property Owner LLC** is the owner.

Sworn Statement from Contractor and Subcontractor to Owner

List of all subcontractors involved in the build out working for the Contractor. Contract, retention and balance amounts must tie to subcontractor's waiver of lien.

Subs' Waiver of Lien:

Subcontractors Employed by: **ABC Contractor, Inc**

To furnish: **General electrical/plumbing/painting, etc. work – floor or suite # or project name**

The premises know as **10 South Riverside Plaza**

of which **10 S. Riverside Fee Owner LLC and 10 S. Riverside Property Owner LLC** is the owner.

Final Payments Only

Not limited to As-built drawings, warranties and O&M manuals

Note: Contractor and Sub-Contractor Waivers of Lien are required for ALL Payment Requests.

120 S. Riverside Plaza -**Contractor Invoices addressed to:**

120 S. Riverside Property Owner LLC
c/o Hines Interests LP
10 S. Riverside Plaza Suite 850
Chicago, IL 60606

Application and Certification for payment

AIA Document G702 with continuation sheet AIA Document G703 (Schedule of Values with corresponding retainage).

Required signatures: Contractor, Architect & Notary Public

Waiver of Lien and Contractor's Affidavit required wording

Form format must be AIA standard Waiver of Lien form with unconditional Contractor's Affidavit. Please ensure the following language is included in the forms:

Employed by: **120 S. Riverside Property Owner LLC, through its Agent IC US Capital Properties LLC by and through its Sub-Agent Hines Interests LP.**

To furnish: **General work – floor or suite # or project name (floor leveling)**

The premises know as **120 South Riverside Plaza**

of which **120 S. Riverside Fee Owner LLC and 120 S. Riverside Property Owner LLC.** is the owner.

Sworn Statement from Contractor and Subcontractor to Owner

List of all subcontractors involved in the build out working for the Contractor. Contract, retention and balance amounts must tie to subcontractor's waiver of lien.

Subs' Waiver of Lien:

Subcontractors Employed by: **ABC Contractor, Inc**

To furnish: **General electrical/plumbing/painting, etc. work – floor or suite # or project name**

The premises know as **120 South Riverside Plaza**

of which **120 S. Riverside Fee Owner LLC and 120 S. Riverside Property Owner LLC.** is the owner.

Final Payments Only

Not limited to As-built drawings, warranties and O&M manual

Note: Contractor and Sub-Contractor Waivers of Lien are required for ALL Payment Requests.

Service Price List**LABOR SERVICES – IN HOUSE CONTRACTORS - Pricing subject to change from time to time.**

Engineering -½ hour minimum, Overtime- 4 hour minimum -ASAP requests fulfilled at ½ hour min. (i.e. Unlocking/locking doors)	\$61.86 /hour \$92.80/hour Overtime
Freight Operation and Security -Reservations accepted only on weekdays from 5:00 p.m.- 7:00 a.m. and all day Saturday and Sunday	At minimum \$24.79/hour Overtime At maximum \$29.73/hour Overtime
Janitorial Maintenance (i.e. furniture move jobs) -½ hour minimum 8:00 a.m.-5:00 p.m. -Overtime -Carpet Cleaning is quoted based on job	\$31.95/hour (1/2 hour minimum) \$44.02/hour Overtime

LABOR SERVICES – OUTSIDE CONTRACTORS

TELECOMMUNICATIONS, CABLING, ELECTRICAL, PAINTING, CARPENTRY, CARPET CLEANING, ETC. BASED ON CONTRACTOR'S PROPOSAL, PLUS ADMINISTRATIVE MARK-UP FEE.

MATERIAL AND SUPPLY SERVICES

HVAC -Before 8:00 a.m., and after 6:00 p.m. (Monday-Friday) -After 1:00 p.m., Saturday and all day Sunday -4 hour minimum after normal shutdown -Cooling tower	Cooling Floors 3-22: \$266.00/hr (M-F) \$284.50/hr (Sa-Su) Floor 1: \$84.00/hr (M-F) \$94.50/hr (Sa) \$114.00/hr (Su) Heating Floors 3-22: \$217.00/hr (M-F) \$237.00/hr (Sa-Su) Floor 1: \$55.00/hr (M-F) \$77.50/hr (Sa) 95.00/hr (Su) Supplemental Condenser \$268.00 (per ton per year)
Security Key Cards Keys	\$13.50/card (new, lost or broken) \$3.00

As of September 1, 2019. Prices subject to change. **Landlord's schedule of rates above plus material, in addition to other Tenant requested services (labor and materials), does not included any administrative mark-up fees. Rates are subject to change to reflect union increases.

Energized Electrical Work

Only qualified persons shall be permitted to work on electrical conductors or circuit parts that have not been put into an electrically safe work condition. Energized work shall be permitted where it can be demonstrated that deenergizing introduces additional or increased hazards.

Examples of increased or additional hazards include but are not limited to the interruption of life support equipment, deactivation of emergency alarm systems, and shutdown of hazardous location ventilation equipment.

Infeasibility –

Energized work shall be permitted where it can be demonstrated that the task to be performed is infeasible in a deenergized state due to equipment design or operational limitations.

Examples of infeasibility due to equipment design or operational limitations include performing diagnostics and testing (e.g., start-up or troubleshooting) of electric circuits that can only be performed with the circuit energized and work on circuits that form an integral part of a continuous process that would otherwise need to be completely shut down in order to permit work on one circuit or piece of equipment.

Safety-Related Work Practices

If energized electrical conductors or circuit parts are not placed in an electrically safe work condition, safety-related work practices shall be used to protect employees who might be exposed to the electrical hazards involved.

Such work practices shall protect each employee from arc flash and from contact with energized electrical conductors and circuit parts directly with any part of the body or indirectly through some other object.

Work practices that are used shall be suitable for the conditions under which the work is to be performed and for the voltage level of the energized electrical conductors or circuit parts.

Appropriate safety-related work practices shall be determined before any person is exposed to the electrical hazards involved by using both shock hazard analysis and arc flash hazard analysis.

Energized Electrical Work Permit

When working within the limited approach boundary or the arc flash protection boundary of exposed energized electrical conductors or circuit parts that are not placed in an electrically safe work condition, such work to be performed shall be considered energized electrical work and shall be performed by written permit only.

The Energized Electrical Work Permit shall include;

- a description of the job, and explanation for why the work must be performed in an energized condition
- a description of the safe work practices to be employed
 - the limited, restricted and prohibited shock hazard boundaries
 - necessary personal protective equipment
- results of the arc flash hazard analysis
 - available incident energy or the HRC
 - necessary personal protective equipment
 - arc flash protection boundary
- means employed to restrict the access of unqualified persons
- evidence of completion of a job briefing, including a discussion of any job-specific hazards
- energized work approval signatures and dates

An Energized Electrical Work Permit Form shall be used for such tasks as the removal and installation of bolted panel covers and the removal, operation and insertion of circuit breakers or motor control units (with an open enclosure), as well as for testing and diagnostic work that is foreseeable and planned in advance.

An Energized Electrical Work Permit Form is available as a SUPPORT DOCUMENT on the Engineering Resources website.

Exceptions

The specific tasks listed below are permitted to be performed by qualified persons without the use of an Energized Electrical Work Permit, provided appropriate safe work practices and personal protective equipment are provided and used.

These tasks include;

- the opening or closing an energy isolation device with its enclosure cover intact
- performing voltage measurements to verify a zero energy state
- unplanned and unforeseen necessary troubleshooting
- visual inspection or infrared scanning (without crossing the restricted approach boundary)
- other frequent tasks which site management has approved

Job Briefing and Planning

Before beginning work on complex or non-recurring tasks that involve electrical work, the employee in charge of the job shall conduct a job briefing with the employees involved.

The briefing shall cover such subjects as;

- hazards associated with the specific job
- duties and responsibilities
- work procedures involved
- special precautions
- energy source controls
- personal protective equipment requirements
- information contained in the Energized Electrical Work Permit, if applicable

A discussion shall be satisfactory if the work involved does not include work on or near energized electrical conductors or circuit parts, and if the qualified employee by virtue of training and experience is qualified for the task and can reasonably be expected to recognize and avoid the hazards involved in the job.

Additional job briefings shall be held if changes that might affect the safety of employees occur during the course of the work.

Job Briefing & Planning Checklist

A Job Briefing & Planning Checklist shall be utilized for procedure and documentation if the task includes work on or near exposed energized electrical conductors or circuit parts.

A Job Briefing & Planning Checklist is available as a SUPPORT DOCUMENT on the Engineering Resources website.

Recordkeeping

Completed Job Briefing & Planning Checklists are to be documented and available to Jones Lang LaSalle qualified employees.

Guideline Rules & Procedures – Base Building

All electrical components and circuit parts shall be treated as energized until they have been locked out and tagged out and verified de-energized. Energized equipment shall be safe-guarded at all times.

Building Rules and Regulations

Whenever outside contractors perform electrical work at a Jones Lang LaSalle property that will impact the building's electrical system, the Program Administrator, or delegate, and the contractor shall communicate.

The Jones Lang LaSalle Program Administrator is responsible for ensuring the Building Rules and Regulations communicate the requirement for tenants and/or their contractors to notify the building manager in advance of any electrical work that will impact the building's electrical system.

Site Inspection

Property teams should conduct a site inspection of the base-building electrical equipment and infrastructure for their property to clearly identify base-building electrical equipment from non-base-building equipment. The Site Assessment Form may be used for this purpose and is available as a SUPPORT DOCUMENT on the Engineering Resources website.

Tenant Electrical Systems

It is not within the design of the Electrical Safety Guideline to require management teams to perform an arc flash hazard analysis on non- base-building systems and equipment without formal communication and agreement with affected parties (tenants).

To communicate to tenants about the performance of an arc flash hazard analysis on base-building systems and equipment, properties may use the Arc Flash Tenant Notification Letter which is available as a SUPPORT DOCUMENT on the Engineering Resources website.

This document informs tenants about the arc flash hazard analysis and offers them the opportunity to include their electrical equipment in the upcoming base-building analysis.

Non-Base- Building Electrical System Work

Jones Lang LaSalle qualified employees may be required to diagnose non-base-building electrical equipment where there is no known incident energy and no known HRC. In these instances they are not expected to work in less than safe conditions. Where conductors and circuits rated at 240 VAC or less originating from one transformer that is rated less than 125 KVA, an HRC -0 can be safely assumed.

In other instances, testing and diagnostic work will be limited to working only on conductors and circuits that are de-energized, often requiring "up-line" energy isolation.

Methods may also be identified and employed that allow for trouble- shooting through the evaluation of the functionality (or lack thereof) of devices or equipment that are downstream of the equipment or circuit being evaluated.

A cautious and diligent approach, common sense and industry experience are required when trouble-shooting under these conditions. In some instances assistance may be required from an outside qualified contactor.

De-Energized Electrical Work

Qualified employees shall adhere to the electrical safety procedures described in the Table below when isolating the electrical energy for the performance of electrical work.

Step	Action
1	Under appropriate conditions (see Job Briefing and Planning) complete a Job Briefing & Planning Checklist (or reference an existing checklist or plan) before beginning work on complex or non-recurring tasks
2	Apply the Lockout / Tagout Working Rules and Requirements in accordance with JLL's Lockout Tagout Safety Guideline
3	Communicate any issues to the Program Administrator

Energized Electrical Work

Qualified employees shall adhere to the electrical safety procedures described in the Table below for the performance of electrical work on or near energized electrical conductors or circuit parts.

Step	Action
1	For diagnostic work that can be <u>scheduled in advance</u> involving exposed energized electrical conductors or circuit parts, complete an Energized Electrical Work Permit
1a	For <u>immediate, urgent and unscheduled</u> diagnostic work involving exposed energized electrical conductors or circuit parts, an Energized Electrical Work Permit is not required
2	The arc flash protection boundary <u>must be known</u> before performing work on or near exposed energized electrical conductors or circuit parts
3	Jones Lang LaSalle qualified employees are only permitted to access exposed energized electrical conductors or circuit parts with labels identifying the HRC as 0, 1 and 2.
4	Jones Lang LaSalle qualified employees are permitted to open and close electrical energy isolation devices <u>where their protective covers are in place</u> , and where the HRC is at 3 or above.
5	Select, inspect and utilize the appropriate protective clothing and equipment
6	In no instance shall work be performed on or near exposed energized electrical equipment with unknown incident energy, or with labels that indicate an NFPA Category of DANGEROUS
7	Communicate any issues to the Program Administrator

Energized Electrical Work Permit

Section To Be Completed By Requester

1. Description of Job

Date of Job

Location of Job

Circuit(s) Affected

Equipment Affected

Notes:

2. Description of Work

3. Description of Why the Circuit / Equipment Cannot be De-energized or Work Deferred

REQUESTER:

DATE:

Section To Be Completed By The Qualified Person(s) Doing The Work

1. Detailed Job Description for Performing the Above Detailed Work

2. Description of Safe Working Practices to be Employed

3. Shock Hazard Boundaries (in inches)

Limited	Restricted	Prohibited
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

4. Necessary Shock Personal and Protective Equipment to Safely Perform Task Complete

Notes:

Energized Electrical Work Permit

Section To Be Completed By The Qualified Person(s) Doing The Work

5. Results of the Arc Flash Hazard Analysis

Available Incident Energy:

Maximum Available Short Circuit Current (in kAs)	
Fault Clearing Time (in seconds)	

OR

NFPA Hazard / Risk Category (0 through 4, or "Dangerous")	
---	--

Notes:

6. Necessary Shock Personal and Protective Equipment to Safely Perform Task	Complete <input style="width: 80%;" type="text"/>
---	--

Notes:

7. Arc Flash Boundary (in inches):	
------------------------------------	--

8. Means employed to restrict access of unqualified persons to work area

9. Completion of Job Briefing Checklist, including discussion of hazards	Complete <input style="width: 80%;" type="text"/>
--	--

10. Do you agree the above-described work can be done safely? YES [] NO []
(If no, return to Requester)

Electrically Qualified Person	Date

APPROVALS TO PERFORM THE WORK WHILE ELECTRICALLY ENERGIZED

	Signature	Date
Property Manager		
Program Administrator		
Engineering Manager		
Service Contractor		
Misc.		

Job Briefing & Planning Checklist

Date / Time of Job Meeting:

1. Detailed Description of Work:

2. List of Qualified Employees Involved in the Work:

3. List of Affected Unqualified Persons Briefed on the Work:

(Affected Persons are those whose job requires them to work in an area on which service or maintenance is being performed)

(Unqualified Persons are those with little/no training in the construction and operation of electrical equipment whose job requires them to work in an area with energized electrical equipment)

Affected Persons	Unqualified Persons

Discuss / Identify the Following:

A. Type of Job and the Hazards Involved	Checked	<input type="checkbox"/>
Comments:		
B. Diagrams, Drawings, Details and Other References	Checked	<input type="checkbox"/>
Comments:		
C. Required Safety Measures	Checked	<input type="checkbox"/>
Comments:		
D. Voltage Levels Involved	Checked	<input type="checkbox"/>
Comments:		
E. Potential Secondary Voltage Source Levels	Checked	<input type="checkbox"/>
Comments:		
F. Potential Back Feeds	Checked	<input type="checkbox"/>
Comments:		
G. Unusual Work Conditions	Checked	<input type="checkbox"/>
Comments:		
H. Limited Approach Boundary (instructions)	Checked	<input type="checkbox"/>
Comments:		

Job Briefing & Planning Checklist

I. Restricted Approach Boundary (instructions)	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		
J. Prohibited Approach Boundary (instructions)	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		
K. Arc Flash Protection Boundary Known	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		
L. Communication Means	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		
M. Appropriate Personal Protective Equipment and Tools	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		
N. Electrical Ground Installation and Removal	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		
O. Barricade and Sign Installation	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		
P. Special Precautionary Techniques	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		

Emergency Preparation Measures:

A. Exact Work Location	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		
B. Evacuation Procedures	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		
C. Confined Space Considerations	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		
D. Fall Protection Considerations	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		
E. Presence of a Standby Person	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		
F. Available Emergency Equipment	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		
G. Lockout - Tagout and Energy Isolation	Checked	<input type="checkbox"/>
Comments: <input style="width: 95%;" type="text"/>		

Job Briefing & Planning Checklist

H. Location of the Nearest Telephone Checked
 Comments:

I. Emergency Telephone Numbers Checked
 Comments:

J. Available Radio Communications Checked
 Comments:

K. Location of the Nearest Fire Alarm Checked
 Comments:

L. Location of Fire Extinguisher Checked
 Comments:

Duties and Responsibilities Are Clearly Defined To Ensure Hazard Awareness Checked
 Comments:

Jones Lang LaSalle to Inform Contractors and/or Program Administrator of Observed Hazards / Violations Checked
 Comments:

Contractors to Inform Jones Lang LaSalle of Observed Hazards / Violations Checked
 Comments:

Notes:

Qualified Employee Signature:

Program Administrator Signature:

HOT WORK PERMIT

STOP!

Avoid hot work or seek an alternative/safer method, if possible.

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, cutting, grinding, soldering, torch-applied roofing and welding.

Instructions	Part 1 Required Precautions Checklist
<p>1. Firesafety Supervisor:</p> <p>A. Specify the precautions to take</p> <p>B. Fill out and keep Part 1 during the hot work process</p> <p>C. Issue Part 2 to the person doing the job.</p> <p>D. Keep Part 2 on file for future reference, including signed notation that one-hour fire watch and three-hour monitoring have been completed.</p>	<p>7 M</p> <p><input type="checkbox"/> The fire pump is in operation and switched to automatic.</p> <p><input type="checkbox"/> Control valves to water supply for sprinkler system are open.</p> <p><input type="checkbox"/> Hose streams and extinguishers are in service/operable.</p> <p><input type="checkbox"/> Hot work equipment in good working condition.</p> <p>Requirements within 25 ft. (7.6 m) of hot work</p> <p><input type="checkbox"/> Ignitable liquid, duct, hot and oily deposits removed.</p> <p><input type="checkbox"/> Explosive atmosphere in area eliminated.</p> <p><input type="checkbox"/> Floors swept clean.</p> <p><input type="checkbox"/> Combustible floor wet down, covered with damp sand or fire-resistant sheets.</p> <p><input type="checkbox"/> Remove other combustible material where possible.</p> <p><input type="checkbox"/> Otherwise protect with FM Approved welding pads, blankets and curtains, fire-resistant shields or metal shields.</p> <p><input type="checkbox"/> All wall and floor openings covered.</p> <p><input type="checkbox"/> FM Approved welding pads, blankets and curtains installed under and around work.</p> <p><input type="checkbox"/> Protect or clear down ducts and conveyors that might carry sparks to distant combustible material.</p> <p>Hot work on walls, ceilings or roofs</p> <p><input type="checkbox"/> Construction is noncombustible and without combustible covering or insulation.</p> <p><input type="checkbox"/> Combustible material on other side of walls, ceilings or roofs is moved away.</p> <p>Hot work on enclosed equipment</p> <p><input type="checkbox"/> Enclosed equipment cleaned of all combustible material.</p> <p><input type="checkbox"/> Containers purged of ignitable hydrocarbon.</p> <p><input type="checkbox"/> Pressurized vessels, piping and equipment removed from service, isolated and vented.</p> <p>Fire watch/hot work area monitoring</p> <p><input type="checkbox"/> Fire watch will be provided during and for one (1) hour after work, including any break activity.</p> <p><input type="checkbox"/> Fire watch is supplied with suitable extinguishers, and where practical, a charged small hose.</p> <p><input type="checkbox"/> Fire watch is trained in use of equipment and is sounding alarm.</p> <p><input type="checkbox"/> Fire watch may be required in adjoining areas, above and below.</p> <p><input type="checkbox"/> Monitor hot work area for up to an additional three (3) hours after the one (1) hour fire watch.</p> <p><input type="checkbox"/> Other precautions taken:</p>
<p>HOT WORK BY</p> <p><input type="checkbox"/> Employee</p> <p><input type="checkbox"/> Contractor</p> <p>DATE _____ JOB NUMBER _____</p> <p>LOCATION/BUILDING AND FLOOR</p> <p>IDENTIFY OBJECTS/EQUIP. LOCATION</p> <p>NATURE OF JOB</p> <p>MADE PERMIT AND SIGNATURE OF PERSON PERFORMING HOT WORK</p>	<p>I verify this above location has been examined, the precautions checked and the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.</p> <p>MADE PERMIT AND SIGNATURE OF PRESIDENT'S SUPERVISION/OPERATIONS SUPERVISOR</p>
<p>TIME STARTS: _____ TIME FINISHES: _____</p> <p>Permit Expires _____</p> <p>Note: Emergency notification on back of form. Use as appropriate for your facility.</p> <p>To order additional hot work permits or other FM Global resources, order online 24 hours a day, seven days a week, at www.fmglobalclaim.com.</p>	<p style="text-align: center; font-size: large; font-weight: bold; color: red;">0928121</p>

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**Klein and Hoffman**

Restoration Architects | Structural Engineers

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December 8, 2014

Mr. Andy Essary
Jones Lang LaSalle
10 South LaSalle Street
Chicago, Illinois 60603Re: General Coring Guidelines
10 South Riverside Plaza
Chicago, Illinois 60603

Dear Mr. Essary:

As requested, Klein and Hoffman, Inc. (K&H) has provided the following general guidelines to follow when coring the concrete floor slab at 10 South Riverside Plaza. The intent is to provide the building management guidelines for the tenants to follow to reduce the amount of engineering reviews when a core is made into the floor slab. These guidelines are based on review of the original structural drawings by Skidmore Owings & Merrill dated March 30, 1964. It is assumed that the cores will not be located over existing steel beams, the floors will be first scanned to locate the embedded steel reinforcing bars, and the slabs in question support the typical office loading of 70 psf.

It is the opinion of K&H that placement of the cores will have a negligible impact on the structural capacity and may be made without additional reinforcement if the following provisions are followed:

- Steel reinforcing bars in East-West direction must not be cut. If placement of the cores cannot avoid reinforcement, K&H should be consulted for further review.
- Steel reinforcing bars in the North-South direction (temperature and shrinkage) may be cut if unavoidable.
- Cores should be spaced a minimum of 1.5 times the core diameter from edge to edge. For example, a 3-inch diameter core should have at least 4-1/2" of concrete between it and an adjacent core.

The recommendations and conclusions of this report are based on the drawings noted above and assumption that the structure was built in accordance with the existing structural drawings. No material testing was performed. Latent or deficient conditions that are hidden from view may exist beyond those identified. Klein and Hoffman is not responsible for additional scope of work that may arise as a result of such conditions.

We appreciate the opportunity to be of service to you in providing these general guidelines and look forward to assisting you in the future. If you have any further questions regarding this information, please do not hesitate to contact us.

Sincerely,
Klein and Hoffman, Inc.Jon Carag, LEED AP
Project EngineerTerry McDonald, S.E., P.E.
Associate

ACKNOWLEDGMENT OF RECEIPT OF CONTRACTOR HANDBOOK

Your signature below is an acknowledgement that you (1) have received and reviewed the Contractor and Architectural Handbook (including all addendums, supplements and updates) governing construction practices at 10 & 120 S. Riverside Plaza previously provided to you (or made available electronically) by Owner's Representative and (2) will provide the Contractor and Architectural Handbook (including all addendums, supplements and updates) to all subcontractors and all consultants retained by you in connection with this Project.

ACKNOWLEDGED AND AGREED:

Signature: _____

Name: _____

Title: _____

Date: _____