

321 NORTH CLARK

TENANT MANUAL



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INTRODUCTION

BUILDING INFORMATION AND YOUR LEASE

This manual is designed to assist you in understanding the building's emergency procedures and systems as well as to provide you reference regarding the use of the services and facilities of 321 North Clark. The information contained herein does not modify or amend the provisions of your lease in any way. In the event of any inconsistency between the provisions of your lease and the following information, the provisions of your lease will prevail.

Hines Interests Limited Partnership reserves the right in its sole discretion, to modify, amend or discontinue the use of the information contained herein. No such actions by Hines Interests Limited Partnership will modify or amend the rights or obligations of the parties under your lease.

Notwithstanding anything to the contrary set forth in the Lease or these Rules and Regulations, in order to maintain a clean, safe and healthy environment for the tenants, patrons and employees of the Property, Landlord reserves the right, but shall have no obligation, to implement a protocol for screening all individuals entering the Property, mandating the use of face coverings or other personal protective equipment, and/or establishing other measures in connection with any health emergency related to a virus, disease, pandemic, epidemic or similar cause. Landlord may preclude entry to those who refuse to participate in such screening or other measures or who fail meet the screening or other requirements set forth in such protocol.

SECTION 1: GENERAL INFORMATION

1.0 GENERAL TENANT INFORMATION

PROPERTY WEBSITE

www.hinesnorthclark.com is the Property Website for tenants at 321 North Clark. Most tenant building services are generated via the Property Website by authorized tenant representatives. In addition to building service requests, tenants can obtain information on amenities in the building and surrounding areas, review/submit building forms, view tenant manual and check for available space.

PAYMENT OF RENT AND OTHER CHARGES

Fixed rent charges are paid from a yearly schedule distributed prior to the beginning of each calendar year and miscellaneous variable charges are invoiced monthly. Please remember that the fixed rent charges are due on or before the first day of each month in accordance with the terms of the Lease.

Fixed and variable payments should be mailed to:

321 North Clark Property LLC
P.O. Box 772974
Chicago, IL 60677-0274

The option to wire funds is available. Contact the Building Accounting department at (312) 288-2900 for wire transfer instructions.

ADDITIONAL SPACE REQUIREMENTS

For additional space requirements, please contact the General Manager at (312) 288-2900. We will be happy to assist you with your expansion needs.

WORK ORDER SYSTEM

321 North Clark utilizes Aware Manager for its work orders system. Requests can be placed online via the Property Website by authorized tenant representatives. To request instructions, User ID and/or Passwords, please contact the Building Management Office at (312) 288-2900.

LIABILITY INSURANCE

Please ensure that a copy of your firm's Certificate of Insurance is forwarded to the Building Management office prior to moving into your suite. The insurance should provide the minimum coverage as specified in the Lease.

Vendor Certificate of Insurance requirements can be found in Exhibit F in this manual.

SIGNAGE/GRAPHICS

The Building Management Office will provide an order form prior to your move-in for suite entry door signage which must be completed and returned to the Building Management Office. There is a six-week lead time for fabrication of the signage. The initial request for building standard signage will be at the expense of the building. Requests to change the lettering at suite doors should be made in writing using the form provided by the Building Management Office. All changes after the initial request will be at the tenant's expense and must conform to building standards.

Only signs that are approved in writing by the Building Management Office may be displayed in public view. Building Management reserves the right to remove any un-approved signage without notice at the tenant's expense.

1.1 BUILDING OVERVIEW

321 North Clark Street is a 35-story, 510-foot Class A building designed by Skidmore, Owings & Merrill as part of the Riverfront Plaza development on the north bank of the Chicago River. Completed in April 1987, the 896,502 rsf office tower was named "City Development of the Year" by the Chicago Sun-Times and was originally named Quaker Tower until 2002. The building boasts a 40,000 sf four-tier restaurant space that accommodates three flagship concepts for Lettuce Entertain You's RPM brand, Pizzeria Portofino, RPM Events and RPM seafood.

321 North Clark is certified Gold under the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED). This certification is globally recognized as a symbol of excellence in green building ensuring electricity cost savings, lower carbon emissions and healthier environments where people live and work. The building was WELL Health-Safety certified in 2021 while also being designated a BOMA 360 Performance Building by the Building Owners and Managers Association (BOMA) International.

1.2 BUILDING MANAGEMENT

The Building Management office is responsible for work order management and property maintenance

Office Hours: 8:00 a.m. – 5:00 p.m.
Monday – Friday (Excluding Holidays)

Location: Hines
321 North Clark, Suite 395
Chicago, IL 60654

Telephone: (312) 288-2900 (main)
(312) 245-5061 (fax)

Kelly Hales General Manager 312-288-2901	Brian Lambert Property Manager 312-288-2901	Pat Lacey Chief Engineer 312-288-2908	Brian Manheim Assistant Chief Engineer 312-288-2909
Keith Adkins Sr. Accountant 312-288-2903	Lucy Reese Tenant Services Coordinator 312-288-2906	Erica Finnie Staff Assistant 312-288-2900	Maurice Patton Security Director 312-288-2913

1.3 BUILDING HOURS AND POINTS OF ENTRANCE

The entrances to the building are only open when monitored by security or parking garage attendant. For information regarding after-hours access, please refer to Section 4 of this handbook.

Building Hours: 24 hours, 7 days per week

Entrances:	West Lobby Entrance (Clark Street):	24 hours, 7 days per week
	East Lobby Entrance (Westin Side):	6:00 a.m. – 8:00 p.m., Monday - Friday
	Loading Dock (Lower Carroll):	6:00 a.m. – 6:00 p.m., Monday - Friday
	Parking Garage (Lower Carroll):	6:00 a.m. – 10:00 p.m., Monday - Friday

1.4 HOLIDAYS

During the following holidays, the building management office will be closed, and HVAC will not be provided. All HVAC requests must be entered in advance via Aware Manager or be directed to lobby security at 312-288-2900 on the day listed.

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

1.5 VISITOR REGISTRATION

321 North Clark utilizes the iVisitor Security Management Online system for all guests visiting the building. Tenants may add visitor to the registration system via a secure internet site accessible through the building website (www.hinesnorthclark.com). Information regarding the management of the iVisitor system can be requested from the Building Management Office.

Upon arrival, guests should check in at the security console's location in both the East and West Lobbies. The visitor then will need to present a valid Driver's License, State Identification or Passport before receiving a guest badge. Security will contact tenants to add any unregistered guests into the building system.

For information regarding Contractor or Vendor access, please refer to Section 4 of this handbook.

1.6 SECURITY ACCESS CARDS

Tenants have access to 321 North Clark 24 hours a day, seven days per week with the use of their access cards. An access card is first required to pass through the turnstiles located at all entrances to the passenger elevator banks.

REQUESTING NEW ACCESS CARDS

A designated tenant representative must complete the procedure set out below to obtain new access cards for employees. Security access cards are initially provided to all designated employees free of charge. Please allow 24 to 48-hours for your new access card to be issued and delivered to your suite. If you require assistance with photos, please contact the Building Management Office.

1. Complete the [Issuance for Security Access Card](#) form via the [Property Website](#).
2. Submit a work order via Aware Manager indicating the following information:
 - a. Full Name
 - b. Attach Passport Quality Photo in JPG or PNG
 - c. Access Card number(s), If applicable
 - d. Termination Date, If applicable

LOST AND REPLACEMENT ACCESS CARDS

Please submit a work order via Aware Manager to report a lost and/or replacement access card. Replacement cards are billed at the current rates listed in Exhibit A of this Manual. Please allow 24-hours for the replacement card to be issued and delivered to your suite.

DEACTIVATIONS AND/OR TERMINATIONS

If, for any reason, the employment of an individual is terminated, please retrieve the access card from the employee and notify the Building Management Office as soon as possible. It is imperative, for the protection of tenants in the building, that the former employee's access card be recovered. If the terminated individual is permitted to retain their access card and you forget to notify Building Management of this termination, they will still have access to the building after-hours and possibly to your suite. One notification is received, the card and information pertaining to the former employee will be deleted from our computer system. Access Cards which are not returned to the Building Management Office upon termination are considered replacement cards and billed accordingly.

1.7 PASSENGER ELEVATORS

321 North Clark is equipped with eighteen (18) passenger elevators servicing the tenant floors, one (1) shuttle elevator accessing RPM Events and the Parking Garage area as well as one (1) shuttle elevator servicing Pizzeria Portofino located at the riverfront. The passenger elevators are outfitted with Captivate video monitors that broadcast news, weather and stock updates as well as building announcements.

Elevator emergency calls are monitored 24-hours a day, seven days a week by security personnel. Should you encounter a problem with an elevator, please call for assistance by pressing the “Press to Call” button provided in each car. Security personnel will immediately respond with instructions. Please notify Building Management immediately of any elevator issues at 312-288-2900.

ELEVATOR SERVICE:

Low Rise Elevators (Cars 1-6):	Main Lobby and Floors 3-13 North end of the Lobby
Mid Rise Elevators (Cars 7-12):	Main Lobby and Floors 13-24 Southern end of the Lobby
High Rise Elevators (Cars 13-18):	Main Lobby and Floors 24-34 Center of the Lobby

1.8 LOADING DOCK AND FREIGHT ELEVATORS

The building has two (2) freight elevators which are located near the loading dock area at the north side of the building on Lower Level 2. The maximum load of both cabs is 4,000 pounds.

FREIGHT ELEVATOR DIMENSIONS

1. Interior Freight Elevator: 6’0” wide X 8’4” deep X 8’0” high
2. Interior Freight Rear Elevation: 16’ high
3. Freight Elevator Door: 45” wide by 8’6” high

LOADING DOCK LOCATION, DIMENSIONS AND HOURS OF OPERATION

Loading Dock Hours:	6:00 a.m. – 6:00 p.m.
Dimensions:	13’6” high X 35’0” deep – trucks that are larger than 35’0” in length will require separation of the cab from the trailer while it is being unloaded to avoid blocking through traffic on Lower Carroll Street or access to the building’s parking garage.
Location:	Entrance located on Lower Carroll and is accessible from Kinzie/Dearborn Street just east of Harry Caray’s Restaurant or south bound on LaSalle Street at Kinzie Street. Please see Exhibit G for a directional map.

DELIVERY PROCEDURES

Deliveries must be made through the loading area on Lower Level 2 utilizing the freight elevators (Car 19 and Car 20). Under no circumstances are deliveries of large items or loads permitted through the Lobby Level via the passenger elevators. Damage resulting from any delivery will be billed back to your company.

Loading and unloading of deliveries is reserved for trucks, vans and other delivery vehicles with a limitation of (30) minutes maximum parking time. Vehicles are required to turn off their ignition while parked on Lower Carroll or in the dock. Any car violating these guidelines are subject to a parking violation and/or towing at the vehicle owners' expense.

For deliveries requiring a period greater than (30) minutes (i.e delivery of furniture, large shipments, etc.), or of extremely heavy or oversized items, notify the Building Management Office to reserve a freight elevator normal loading dock hours (6:00 a.m. – 6:00 p.m.). All reservations should be made at least 48 hours in advance. Use of the freight elevator after-hours, on weekends or holidays requires the use of appropriate security personnel, billable to your company at the current rates listed in Exhibit A and must be arranged in advance by Building Management.

CATERING/LUNCH DELIVERIES

Catered orders must be delivered through the loading dock on Lower Level 2 and utilize the freight elevators (Car 19 and 20) to access tenant suites.

Individual personal lunch/dinner order(s) placed through area restaurants must be picked up in the West Lobby (Clark Street). Security will not make calls on behalf of food delivery drivers in the lobby. The delivery personnel will be advised to directly notify the individual of their order and await pick-up. Food will not be accepted by security on behalf of any tenant, and any food left unattended will be disposed of immediately.

1.9 EMERGENCY PROCEDURES

In the event of a **medical emergency**, direct the ambulance to the Clark Street entrance (321 North Clark). After calling the paramedics, alert the Building Management Office of the location of the medical emergency and that an ambulance is on the way. The building security staff will await the arrival of the ambulance and will expedite their entry into the building and up to the location of the person in need.

Building management has developed comprehensive Emergency Procedures that include fire, explosion, bomb threats, medical emergencies, armed intruder and weather preparedness. A member of Building Management will arrange for emergency procedures training to familiarize you and your employees with the plan. It is pertinent to maintain a current list of tenants that would require assistance during an emergency evacuation. This information should be on file in the Building Management Office at all times to ensure that those with short- and long-term disabilities will receive the necessary assistance to evacuate in a safe manner.

A copy of the property Emergency Procedure manual can be requested from the Building Management Office.

EMERGENCY NUMBERS

Emergency	911
Police	911 or 312-744-4000
Fire Department/Paramedics	911
Northwestern Memorial Hospital (Emergency Medicine)	312-926-2000
Illinois Poison Center	312-942-5969
Building Management Office	312-288-2900

ONLINE FIRE SAFETY TRAINING

Emergency preparedness training is available online at <http://clients.aksafetynet.com/321nclark/>. It is important that all building occupants participate in this training.

General Occupant Password: 321safety

Warden Password: 321warden

To participate in this life safety training program:

- Click on *Take the Training*
- Click on *Sign Up Now* under New User and enter your information to set up an account (the next time you will need to log in with your email address and the password). During registration, be sure to select the relevant training site from the drop-down menu (**occupant or warden**).
- Click the Start button next to the video image to launch the program.
- Select the large white button in the middle of the video window to begin the presentation.
- After the video concludes, click *Take the Test*.
- When you have successfully passed the quiz, you may print out the completion certificate or simply log out.

STAIRWELL DOORS

321 North Clark has two (2) stairwells located on the East and West side of the building. The stairwell doors are locked from the stairwell side and have electronically controlled locking mechanisms that automatically unlock upon receiving a signal from the building's fire command panel or an emergency signal. These stairwells are intended for emergency use only. The stairwell doors at the main lobby level are not locked from the stairwell side. In the event someone is accidentally locked in the stairwell, they may pick up an emergency phone (located in the emergency stairwell at every fifth floor: 5,10,15,20,25,30,35) or exit via the Lobby Level.

SECTION 2: TENANT AMENITIES

2.1 CONFERENCE CENTER

The 321 North Conference Center is located on the 24th floor, Suite 2400, and is open for reservation to all tenants. There is a catering kitchen available for use during meetings. All catering vendors must have a valid Certificate of Insurance on file in the Building Management Office.

The Multi-purpose Room can be arranged to suit a variety of needs and can seat up to 80. With your reservation, the Conference Center can supply up to 60 chairs and 12 tables. Tenants are welcome to coordinate with an outside vendor if more tables or chairs are needed. The Small Conference center seats up to 8 individuals. Both rooms are equipped with large display monitors, complimentary Wi-Fi as well as Polycom Conference phones.

Visit the [property website](#) to view the Conference Center calendar and make a reservation.

2.2 TENANT LOUNGE

The 321 North Clark newly renovated Tenant Lounge is located on the 3rd floor and is accessible to building tenants Monday – Friday from 7:00 a.m. – 7:00 p.m. Fully equipped with a refrigerator, microwave, ping pong table and pop-a-shot, this space is perfect for lunch or a work breakaway. Soft drinks and snacks are also available for purchase from vending machines positioned next to the kitchen. Complimentary Wi-Fi is provided.

In addition to a large common area, huddle rooms are open for reservation on a first-come-first-serve basis. Visit the [property website](#) to view the Tenant Lounge Huddle room calendar and make a reservation.

2.3 FITNESS CENTER

Located on the 3rd floor, the 321 North Clark Fitness Center is equipped with cardiovascular machines and strength training stations. The men’s and women’s locker rooms include showers, daily lockers and complimentary towel service. Instructions to secure your items is posted on each locker door for your convenience.

The facility is managed by LifeStart which offers a unified online membership portal, powered by MindBody Online. Book reservations for classes, sign up for personal or group training or pick up a customized wellness package through the portal.

Prior to utilizing the facility, tenants are required to enroll for club membership and agree to terms on the LifeStart [online portal](#).

321 FITNESS CENTER HOURS

Monday – Friday: 5:30 a.m. – 8:00 p.m.

Saturday 8:00 a.m. – 3:00 p.m.

2.4 MESSENGER SERVICE

For the convenience and safety of all tenants, 321 North Clark offers an Internal Messenger Service through Arrow Messenger, which interfaces directly with all commercial messengers making deliveries to or from the building. For outbound deliveries, please contact the Messenger Center at (312) 288-2922 to arrange a pick-up. Commercial messengers will then pick-up up the package from the Messenger Office located in the Loading Dock. For security purposes, all commercial messengers and Amazon delivery drivers making deliveries to 321 North Clark will be asked to leave packages at the Messenger Office. An internal messenger will then deliver the package directly to the tenant Monday – Friday from 7:30 a.m. – 5:00 p.m. (excluding building holidays). Please note, Amazon packages are not a priority and will be delivered before the end of the day. Should the Amazon delivery drive arrive too late, packages will be delivered the next business day.

If your firm utilizes a courier service that requires entrance after-hours, please supply Building Management with a letter on company stationery authorizing the courier service entrance into the building and to the applicable floor. The courier must be able to identify that he/she/they are an employee of this courier service.

2.5 PARKING

The parking facility at 321 North Clark is available for monthly parking and daily rates for pre-approved tenant visitors or employees while parking attendants are onsite. Parking attendants are present Monday – Friday from 6:00 a.m. – 10:00 p.m.

Monthly parkers are billed on a monthly basis through the parking office and a deposit is required for parking transponders to access the parking garage outside the staffed hours including holidays. Please contact the parking garage manager at (312) 288-2912 for any parking related questions. Current parking rates are listed out in Exhibit A. These rates are subject to change from time to time.

The parking garage entrance is located on lower Carroll Street and is accessible from Kinzie/Dearborn Street just east of Harry Caray’s Restaurant or south bound on LaSalle Street at Kinzie Street. All monthly contract parkers may park in any unreserved spot. If you park tandem, you must leave your keys with the parking attendant stationed at the bottom of the ramp.

** Parking is strictly prohibited in the alley, on upper Carroll (James Tyree Way) as indicated and dock areas. Violators are subject to towing at owner’s expense.*

2.6 BICYCLE/E-SCOOTER PARKING

Bicycle and e-scooter parking is available Monday – Friday from 6:00 a.m. – 6:00 p.m. Prior to parking, tenants must review and complete the [Bicycle Parking Rules and Waiver](#). To access the bicycle/e-scooter racks, please enter through the Loading Dock and take the Freight Elevator to Lower Level 3. Upon departure, tenants should utilize the parking garage exit.

Entry through the Lobby level with a bicycle or electronic scooter is not permitted. Please contact the Building Management Office at (312) 288-2900 for further information.

2.7 MAIL SERVICE DROP-BOXES

The following drop boxes are located on the Lobby Level near the freight elevators:

- U.S. Postal Service
- FedEx Express
- UPS

Each box is emptied daily in accordance with the times indicated on the boxes themselves. Please note that large drops of documents are not permitted in this location and a separate pick-up should be scheduled directly through the carrier.

SECTION 3: BUILDING SERVICES

The following is a description of the services provided at 321 North Clark, details on how they can be used and their current cost. To request routine services, please have an authorized tenant representative submit a work order ticket via Aware Manager or contact the Building Management Office at (312) 288-2900.

3.1 HOUSEKEEPING

Cleaning services are provided on a contract basis by a professional janitorial company. The cleaning staff will start their duties at approximately 6:00 a.m., Monday – Friday. Day porter services for the maintenance of building common areas begin at 7:00 a.m. Monday – Friday.

Housekeeping personnel have been instructed upon completion of their nightly duties to ensure corridor doors are locked and interior doors are left as they are found (locked/unlocked or open/closed). Staff should also turn lights off upon exiting unoccupied offices. The following is a list of the services provided in your suite and the appropriate frequency:

HOUSEKEEPING SERVICES

Nightly

- Empty all trash containers
- Sweep and vacuum all floors
- Damp mop all marble, linoleum or other hard flooring
- Dust desks, chairs, furniture, bookcases, etc.
- Spot clean doors, frames and counters
- Spot clean walls, interior office windows and carpets
- Clean break areas
- Clean telephones

Weekly

- Dust all ledges and windowsills
- Wipe base boards
- Buff all parquet floors
- Dust picture frames
- Perform high dusting of all high-reach areas

Monthly

- Scrub stone floors
- Clean all mirrors and interior building glass
- Dust all blinds
- Vacuum air vents
- Buff and wax tile floors

The responsibility of the cleaning staff is to maintain each suite in a first-class office building condition. Please note that in order for the staff to clean horizontal surfaces (i.e desktops or floors), they must be cleared of paper, trash or trinkets. If you require additional services that are not currently provided, please contact the Building Management Office at (312) 288-2900, and special arrangements will be made at your convenience. These services are billed at the current hourly rate which is subject to change from time-to-time. See Exhibit A of this manual for current hourly rates.

3.2 TRASH REMOVAL AND RECYCLING

In keeping with our commitment to environmental sustainability, 321 North Clark has adopted a proactive recycling and waste management program per guidelines approved by LEED. Tenant suites are outfitted with deskside containers and color-coded bags to assist in the collection and separation of recyclables (clear and black). All trash and recycling containers are to be emptied nightly. Please promote the following practices in your work areas:

RECYCLING BINS

Recycling bins located in kitchens and break areas are lined with clear bags and can accept the following recyclable materials:

- Cardboard (non-waxed)
- Metal Cans
- Glass Bottles (not broken)
- Plastics 1 & 2
- Paper

Deskside containers as well as recycling bins located in copy rooms or production areas are used for disposing of paper waste only. These are emptied when they are half-full or more, not necessarily nightly. Please refrain from mixing waste into these bins to prevent contamination.

CORRUGATED BOXES

Tenants that wish to dispose of small packages and boxes should mark them with an orange ‘Throw Away’ sticker, which can be requested from the Building Management Office. Items that are not marked will not be disposed of.

BATTERY RECYCLING

Battery recycling tubes for small batteries are available on the Lobby Level near the freight elevator. For larger battery recycling, please contact the Building Management Office at (312) 288-2900.

ELECTRONIC RECYCLING

Electronic recycling should be marked with an orange ‘Throw Away’ sticker and be placed in the freight elevator vestibule for recycling. The housekeeping staff will place the items in the appropriate bin for recycling through the building. For large or special electronic recycling needs, contact the Building Management Office at (312) 288-2900.

COMPOSTING

Composting is available to tenants upon request. Composting bins are equipped with special green bags and can accept only food waste.

WET WASTE AND NON-RECYCLABLES

Bins with black bags are located in pantries, offices, workstations, dining rooms and break areas. These bins are meant for the collection of food products, wet waste and non-recyclable material. If the tenant needs to dispose of items that will not fit in the bin, a dumpster/gondola should be requested via Aware Manager. Large items will not be removed during routine nightly housekeeping duties without prior arrangements.

3.3 ENGINEERING MAINTENANCE

Many general maintenance items can be handled by our on-site engineering staff. Maintenance requests regarding building standard restrooms or building-provided heat and air conditioning are handled free of charge. Repairs and maintenance items within tenant spaces such as doors, locks, private restrooms, kitchens, supplemental air conditioning units, etc. are considered billable services.

The engineering team at 321 North Clark is made up of qualified engineering professionals to ensure the efficient operation of the building. All requests should be made via Aware Manager by an authorized tenant representative to ensure the fastest response. Current service rates can be found in Exhibit A of this Manual.

3.4 KEYS

Key duplication and lockset installation is controlled by building engineers. Control over office building keys is an integral part of our overall security system. For each lockset provided, two (2) keys are issued. If additional keys are required, they may be obtained at an additional cost by placing a request via Aware Manager. Current costs can be found in Exhibit A.

All door hardware installed at 321 North Clark must be pre-selected building standard hardware. Tenants are not permitted to change, modify or install any other type of hardware unless it is pre-approved by the Building Management Office.

3.5 HEATING, VENTALATION AND AIR CONDITIONING (HVAC)

The standard building HVAC service hours are:

Monday – Friday:	7:00 a.m. – 6:00 p.m.
Saturday:	7:00 a.m. – 1:00 p.m. (upon request via Aware Manager)

OVERTIME HVAC REQUESTS

Any HVAC provided outside of normal business hours will be on an “as requested” basis only. These requests can be submitted via Aware Manager.

- *Weekend HVAC Requests:* Must be submitted by Friday at 4:00 p.m.
- *Overnight HVAC Requests:* Requests occurring between 12:00 a.m. – 7:00 a.m. on weekdays and 10:00 p.m. – 7:00 a.m. on weekends, require 48-hours’ notice and will incur engineer overtime costs (Exhibit A).
- *Holiday HVAC Requests:* Prior to the holiday, a request should be submitted no later than 4:00 p.m. on the last full business day.
- *After Business Hours Request:* If the Building Management Office is closed and your firm requires HVAC service, an authorized representative from your office will be required to sign the building After-Hours HVAC Request Form which is available at the lobby security desk. This request form will be billed on a monthly invoice according to the rates set forth in Exhibit A, which are subject to change from time to time.

TENANT COMFORT REQUESTS: BUSINESS HOURS

The blinds installed at each perimeter window are an important part of maintaining comfortable temperatures. In the evening, the blinds should be closed to help maintain existing temperatures. During periods of high sun intensity and hot temperatures, the blinds should be closed to assist in minimizing the heat load.

Thermostats to only be adjusted by building engineer staff. The acceptable temperature range is 72 – 75 degrees. Requests for comfort adjustments can be submitted via Aware Manager or communicated to the Building Management Office at (312) 288-2900. Please reference the location (i.e., southeast corner, perimeter office) when placing the call to assist the engineer in their response.

TENANT SUPPLEMENTAL HVAC

Tenants performing maintenance on supplemental HVAC units or equipment utilized for delivery of supplemental cooling capacity within their premises must utilize pre-approved repair companies. Building engineering staff must receive 48-hours' notice prior to the commencement of inspection or repairs unless the situation calls for emergency action to prevent loss to tenant equipment or property.

3.6 TELECOMMUNICATIONS

CECO Inc. is the building's riser manager and oversees the installation, maintenance and removal of all voice and data services distributed throughout the building. As a part of this program, CECO Inc. maintains all telephone closets and the base building NETPOP room at 321 North Clark which allows us to better identify and maintain all existing cabling in the closets by proving a single point of contact for your telephone vendor.

CECO Inc. business hours are Monday – Friday 8:00 a.m. – 5:00 p.m. Please call them at (312) 662-0134, for any access to the riser closet. Be prepared to provide the following information:

- Company Name
- Contact Name and Phone Number
- Building address/suite number
- Phone number or circuit ID (for affected line)
- Detailed description of service needed
- Billing information

Each tenant is responsible for contracting a telecommunications provider of their choice. Before contacting your provider (AT&T, Comcast, Verizon or any other service provider), please contact CECO Inc. For emergency service outside of normal business hours, please call CECO's main number (312) 662-0134 and follow the prompts for emergency assistance.

3.7 TENANT CONSTRUCTION

The Building Management Office must be notified in writing prior to the commencement of any tenant construction or repair work. All work must be approved in writing by the Building Management Office prior to the commencement of any construction. All contractors must read and sign a copy of the "Procedures for Contractors." All construction must be consistent with building standards. Contractors are not permitted to park in the loading dock unless they are actively making deliveries.

Review the full Construction Manual which is Exhibit H in this manual for details on Building Standard Finishes and Contractor Rules and Regulations.

SECTION 4: SECURITY INFORMATION

The security staff at 321 North Clark is trained to assist anyone requiring information concerning policies and procedures of 321 North Clark. Feel free to ask questions at the lobby consoles or contact the Building Management Office directly at (312) 288-2900.

All security systems are controlled and monitored 24-hours a day by on-site security staff. A card access system is provided for building entry 24-hours a day through lobby turnstiles. If you experience a problem with your access card, please see the security officer on duty at the security console in either lobby.

ACCESS FOR INDIVIDUALS NEEDING ASSISTANCE

A power-assisted door is provided at each entrance of the building with an access ramp for wheelchair access.

TENANT ACCESS DURING BUSINESS HOURS

To gain access to tenant suites at 321 North Clark, tenants must have either a valid security access card or prior security clearance accommodations. Upon entering the property, employees must scan access badges on the card readers located on the top of the turnstiles and proceed to the appropriate passenger elevator lobby.

HID MOBILE ACCESS

Touchless mobile access for the turnstiles and fitness center is available for tenants through the HID Mobile Access program. Once registered, tenants may use a mobile device with Bluetooth technology to access those locations.

Existing tenants interested in participating in this program should contact the Building Management Office at (312) 288-2900 for further instructions.

AFTER-HOURS ACCESS

Tenants or employees desiring to gain access to their suite after normal business hours (6:00 p.m. – 7:00 a.m. Monday – Friday and on weekends/holidays) are required to possess a valid security access badge and key(s) to their suite. All employees should enter via the West Lobby (Clark Street) by scanning their card on the access card reader located adjacent to the handicap door. After scanning the card, push the door button to open the outside sliding door and proceed to your suite as normal.

All tenants exiting the building after-hours on foot should proceed to the West Lobby. Those that are exiting via bicycle/e-scooter or car should proceed to the parking garage elevator shuttle located in the East Lobby (Westin side) and scan their badge on the card reader to obtain access.

FORGOTTEN/LOST KEY OR ACCESS BADGE

- *During Business Hours:* If you are locked out of your suite during normal business hours, you may obtain access to your suite by contacting the Building Management Office at (312) 288-2900. We require valid identification to allow access.
- *After-Hours:* In the event an employee desiring entry after-hours does not have a security access card and/or a suite key, the security officer will request a form of identification and attempt to contact someone from the emergency contact list for that tenant and obtain verbal approval for access. The security officer will then have the person sign in and if necessary, contact a building engineer to unlock the suite. A charge will be billed to the tenant for engineering time. Should the security office be unable to contact a tenant contact by phone, the security officer will refuse access to the individual.

INVALID OR IMPROPERLY USED ACCESS BADGES

Security officers are instructed to confiscate or disable any security access cards that are invalid, damaged or used for a purpose that is not intended (i.e., allowing access to unregistered visitors). Invalid access cards are those that have not been entered into the computer system, cards that have been deleted from the computer system or cards that are not programmed to operate designated card readers.

LOBBY LEVEL DELIVERIES

The security officers are instructed not to accept any type of delivery on behalf of a tenant. Please ensure that a representative from your firm is present to accept your deliveries. In addition, we do not allow anyone to leave briefcases, boxes, equipment, etc. at the security desk, even for a short period of time.

Security personnel will prevent any deliveries occurring via the lobby level that require carts or contain large/bulky items by directing them to the loading dock located on Lower Carroll. Your cooperation and that of your employees is greatly appreciated.

PROPERTY REMOVAL PASSES

In order to minimize the possibility of theft, the Building Management Office requires all tenants to issue Property Removal passes via iVisitor when removing material, equipment or boxed items. Only authorized tenant contacts are permitted to input a removal pass. Please contact Building Management with any questions at (312) 288-2900.

UNAUTHORIZED PERSONS/SOLICITORS

The security procedures at 321 North Clark attempt to prevent unauthorized persons, including solicitors, from entering the building. However, for your protection, the following procedures are suggested if a suspicious person gains entrance to your suite:

- Ask them to have a seat while you contact your office manager. Your office manager should notify Building Management at (312) 288-2900 immediately. Request a security officer to be dispatched to your suite so that the individual can be escorted off the premises. The individual should never be left alone in your suite.
- If the individual leaves your suite prior to the arrival of the security officer, please make note of their general description, approximate age and attire, as this will assist security in identifying the individual.

LOST AND FOUND

Any items found and turned into building security will be secured in the Building Management Office in suite 395. To retrieve a lost item, please provide a description and valid identification.

SECTION 5: RULES AND REGULATIONS

1. No sign, lettering, picture notice or advertisement shall be placed on any outside window or in a position to be visible from outside the Premises. If visible from the outside or public corridors within the building, they shall be installed in such a manner and be of such character and style as Landlord shall approve in writing.
2. Tenant shall not use the name of the building for any purpose other than Tenant's business address; Tenant shall not use the name of the Building for Tenant's business address after Tenant vacates the Premises; nor shall Tenant use any picture of likeness of the building in any circulars, notices, advertisements or correspondence.
3. No article which is explosive or inherently dangerous is allowed in the building. Solvents and other flammables cannot be stored in the Building by any Tenant.
4. Tenant shall not represent itself as being associated with any company or corporation by which the building may be known or named.
5. Sidewalks, entrances, passages, courts, corridors, halls, elevators and stairways in and about the premises and building shall not be obstructed.
6. No animals (except for service animals), pets, bicycles, electronic scooters or other vehicles shall be brought or permitted to be in the building or the premises except for in areas specifically designated for such a use.
7. Room-to-room canvasses to solicit business from other tenants of the building are not permitted. Tenant shall not advertise the business, profession or activities of tenant conducted in the building in any manner which violates any code of ethics by any recognized association or organization pertaining to such business, profession or activities.
8. Tenant shall not waste electricity, water or air-conditioning and shall cooperate reasonably with landlord to assure the most effective and efficient operation of the building's heating and air conditioning systems. Space heaters are not allowed and will be removed from the building by engineering staff.

9. No locks or similar devices shall be attached to any door except by landlord and landlord shall have the right to retain a key to all such locks. Tenant may not install any locks without landlord's prior approval.
10. Tenant assumes full responsibility of protecting the premises from theft, robbery and pilferage; the Indemnities (as defined in Tenant's lease) shall not be liable for damage thereto or theft or misappropriation thereof. Except during Tenant's normal business hours, tenant shall keep all doors to the premises locked and other means of entry to the premises closed and secured. All corridor doors shall remain closed at all times.
11. If Tenant desires telegraphic, telephones, burglar alarms or other electronic mechanical devices, then landlord will, upon request, direct where and how connections and all wiring for such services shall be installed. Landlord will not allow boring, cutting or installing of wires or cables is permitted without prior approval.
12. Except with the prior approval of landlord or as otherwise provided in the tenant's lease, all cleaning, repairing, janitorial, decorating, painting or other services and work in and about the premises shall be done only by authorized building personnel or vendors.
13. The weight, size and location of safes, furniture, equipment, machines and other large or bulky articles shall be subject to landlord's approval and shall be brought into and out of the building at times and in a manner as the landlord shall direct and at Tenant's sole risk and cost. Prior to tenant's removal of any of such articles from the building, the tenant shall obtain written authorization of the Management Office and shall present such authorization to a designated employee of the landlord.
14. Tenant shall not overload the safe capacity of the electrical wiring of the building and the premises or exceed the capacity of the feeders to the building or risers.
15. To the extent permitted by law, tenant shall not cause picketing or other activity which would interfere with the business of landlord or any other tenant or occupant of the building. Tenant shall not permit or promote distribution of written materials involving its employees in or about the building except in locations and subject to time and other limitations as to which landlord may give prior written consent.
16. Tenant shall not cook, otherwise prepare or sell any food or beverages in or from the premises or use the premises for housing accommodations or lodging or sleeping purposes except that tenant may install and maintain vending machines, coffee/beverage stations and food warming equipment and eating facilities for the benefit of its employees or guests, provided the same are maintained in compliance with applicable laws and regulations and do not disturb other tenants in the building with odor, refuse or pests.

17. Tenant shall not permit the use of any apparatus for sound production or transmission in such a manner that the sound so transmitted or produced shall be audible or vibrations there from shall be detectable beyond the premises. Nor shall tenant permit objectionable odors or vapors to emanate from the premises.
18. No floor covering shall be affixed to any floor in the premises by means of glue or other adhesive without landlord's prior written consent. Landlord's consent shall be deemed given as to any such matters included as part of the plans and specifications for Tenant's Work or for subsequent alterations which are otherwise approved by Landlord.
19. Tenant shall only use the freight elevator for mail carts, dollies and other similar devices used for delivering material between floors that Tenant may occupy.
20. No eating, drinking or loitering is permitted in the common areas of the building except in designated areas.
21. In accordance with the building's LEED Gold status, smoking is not permitted anywhere in the building or parking garage. As of January 16, 2006, the City of Chicago passed the Clean Indoor Air Ordinance, which prohibits smoking in most public places and places of employment in the City of Chicago. Smoking is prohibited within 30 feet of public building entrances. This policy will be strictly enforced by building security.
22. Landlord may require that all persons who enter or leave the building identify themselves to security guards, by registration or otherwise. Landlord, however, shall have no responsibility or liability for any theft, robbery or other crime in the building. Tenant shall assume full responsibility for protecting and ensuring the Premises, including keeping all doors to the Premises locked after the close of business.
23. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by any governmental agency or reasonably established by landlord and shall cooperate and participate in all reasonable security and safety programs affecting the building.
24. Tenant shall cooperate and participate in all recycling programs established for the building by any governmental agency or reasonably established by landlord.
25. Tenant shall only use soft copper lines for installation of water dispensers, water filters, ice machines, coffee machines, etc. The use of plastic water lines can cause water damage due to failures which we have experienced in more than a few instances.

26. Building Management reserves the right to revise, amend or rescind any of these rules and regulations without notice and to make such other rules and regulations as in its judgement shall, from time to time, be needed for the safety, protection, care and cleanliness of the property, the operation thereof, the preservation of good order therein, and the protection and comfort of all tenants.

SECTION 6: EXHIBITS

EXHIBIT A: SERVICE COSTS

HVAC COSTS

Monday - Friday (before or after standard hours of operation)

7:00 a.m. to 6:00 p.m. – Standard Hours of Operation

\$110.00 per hour, per system (each hour before 7:00 a.m. or later than 6:00 p.m.)

Saturday

7:00 a.m. to 1:00 p.m.

\$110.00 per hour, per system (each hour before 7:00 a.m. or later than 1:00 p.m.)

Sunday

All day \$110.00 per hour, per system

ENGINEERING SERVICES

Engineering Labor

\$63.00 per hour plus materials (minimum ¼ hour labor charge)

\$83.00 per overtime hour plus materials (minimum ¼ hour labor charge)

JANITORIAL SERVICES

Janitorial Labor

\$32.00 per hour (minimum ¼ hour labor charge)

\$45.02 per overtime hour (minimum 4-hour labor charge)

KEYS

Keys: \$5.00 each

Rekeying: Time* and materials

New Lock Set: Time* and materials

*Minimum one (1) hour labor charge per cylinder.

PARKING

Reserved Parking \$ 435.00 (per availability)

Monthly Pass: \$ 375.00

Transponder: \$ 40.00 Deposit

Parking Coupons \$ 230.00 for 10 Coupons

Daily Rates: 1 hour or less \$ 17.00

2 hours or less \$24.00

2-12 hours \$29.00

12-24 hours \$40.00

ACCESS CARDS

New Access Card: No charge

Replacement: \$18.00 each

(If lost or damaged card)

SIGNS

Tenant Door Signage – To be determined upon request

STORAGE

Storage Space – Call Building Management for availability and rates

SECURITY

Security Officer Services

\$47.00 per overtime hour (minimum 4-hour labor charge)

RISER MANAGEMENT PRICING

Straight Time: \$92.00 / hr. Monday - Friday 7:00 a.m. – 3:30 p.m.

Standard Overtime: \$138.00 / hr. Monday - Friday 3:30 p.m. – 7:00 a.m.
Saturday 7:00 a.m. – 3:30 p.m.

Premium Overtime: \$184.00 / hr. Saturday 3:30 p.m. - Monday 7:00 a.m.

And Holidays

**These rates are effective until further notice.*

***Emergency service is charged at the rates outlined above at a four (4) hour minimum charge.*

All charges are subject to change without notice.

**Introduction To
“Procedures For Contractors”**

The attached “Procedures for Contractors” package is to be given to each general contractor prior to the start of any construction for the Project indicated herein below. The entire package is to be read and signed by each such contractor and registered with Building Management.

Contractor, by signing this document, acknowledges and agrees that he has received, read and understands the “Procedures for Contractors”, that he will comply with the requirements as set forth therein, and that he will cause all subcontractors to comply with such requirements.

Upon contractor’s signature herein below and upon compliance with the requirements as set forth in the “Procedures for Contractors”, the contractor will receive a letter of “Authorization for Access” to the construction area. Upon receipt of authorization for access, the contractor will have met the requirements for starting construction in the designated space only.

Each contractor must have a letter of “Authorization for Access” for each space he will be working in prior to the start of any construction activity in said space.

Contractor furthermore agrees that failure to abide by any of the terms and conditions of the “Procedures for Contractors” may subject the violating contractor to withdrawal of authorization to enter the construction area in addition to other penalties.

Company Name: _____

Signature of Contractor: _____

Contractor’s License #: _____

Date: _____

Building Name: _____

Project: _____

Suite # (if applicable): _____

Any Questions Address To:

Property Name:	321 North Clark
Building Manager:	Kelly Hales
Chief Engineer:	Pat Lacey

Address:	321 North Clark Street, Suite 395 – Chicago, IL 60654
Phone:	312-288-2900
Office Hours:	8:00 a.m. – 5:00 p.m. (Monday-Friday)

Procedures for Contractors

The following guidelines were prepared for contractors for a better understanding of the Owner's requirements for construction activities and are in addition to any other rules issued for any particular building. These guidelines are not negotiable, and no further notification will be given. Failure to comply with any of these directives may subject the offending party (parties) to removal from the building.

1. Owner's Representatives

It is imperative that the contractor maintain open and clear communication with all of the representatives of Building Management, while the space is under construction.

For any questions regarding construction, please contact the person listed as Assistant Property Manager or Construction Manager on the "Introduction to Procedures for Contractors."

2. Before Construction Starts

- A. The contractor shall arrange to meet with the appropriate manager to discuss the details of the Project (the "Work"), at least two (2) weeks prior to the start of construction.
- B. The contractor shall supply Hines with the following:
 - 1) All Certificates of Insurance as outlined herein below.
 - 2) Working drawings, including complete HVAC, electrical, plumbing and fire sprinkler drawings, are to be furnished to Hines for review and approval.
 - 3) The name, address and phone number of each and every contractor that will be involved in the Work (all contractors are subject to prior approval by Hines).
 - 4) A copy of the Building Permit.
 - 5) A copy of the projected schedule for completion of the work for the Work complete with projected dates for each stage of the Work. This schedule is to be continually updated with the Property Manager/Construction Manager to reflect any adjustments to the schedule and to reflect an accurate completion date.
- C. Upon completion of the requirements set forth in subparagraph 2B (above), the contractor shall receive a written letter of "Authorization for Access" to the applicable construction area for construction in the designated space only.
- D. All of the contractor's contractors, employees, servants and agents must work in harmony with, and shall not interfere with, any labor employed (i) by Hines, Hines' mechanics or contractors or (ii) by any other tenant or its contractor(s).

3. Insurance Requirements

Worker's compensation, employer's liability insurance, commercial general liability, commercial automobile liability and umbrella liability, all in amounts and with companies and on forms satisfactory to Hines (with 321 North Clark Property LLC and Hines Interested Limited Partner listed as additional insured), shall be provided and shall, at all times, be maintained by the contractor and by contractors engaged in the performance of the Work. Before proceeding with the Work, Certificates of Insurance for such insurance shall be furnished to Hines and, if requested, the original policies thereof shall be submitted for inspection. Contractor shall, at its sole cost and expense, obtain and keep in force without interruption from the date of the commencement of the Work until the date of final payment for the Work the following:

- A. Statutory Workers' Compensation and Employers' Liability Insurance with minimum limits as required by law.
- B. Commercial General Liability Insurance (including Protective Liability). Such insurance shall be in the amount of not less than \$2,000,000 combined single limit for bodily injury, property damage or bodily injury and/or property damage combined. The insurance required herein shall be written on a form prescribed by the ISO (Insurance Service Office) as the Commercial General Liability form.
- C. Commercial Auto Liability covering all owned, non-owned and hired automobiles by contractor including the loading and unloading provision of coverage with limits of liability not less than \$1,000,000 per accident for bodily injury and property damage.

It is agreed that the insurance required herein shall not be cancelled, materially changed or not renewed without at least thirty (30) days prior written notice to Hines.

It is further agreed that the foregoing insurance coverage shall be written with insurance carriers duly licensed to do business in the State of Illinois and have a Bests' Insurance guide rating of A+, with financial size category of at least XII or better. Such insurance shall be primary and other insurance carried by Hines is not contributory and shall not be construed as excess to that of the contractor's insurance policy.

Further, it is agreed that the contractor and its subcontractors will carry such other insurance with limits and other terms acceptable to Hines and with companies acceptable to Hines.

4. Signage

The contractor shall post all signage as required by Hines and by all applicable governmental regulations for public safety and/or general warning.

5. Electricity

All temporary wiring needed to work in the space must be off of the tenant space electricity only, **not off of common area** outlets. Tenant and their contractor are responsible for electrical meter application and installation.

6. Security

- A. Space and Equipment Security. Hines is not responsible for security of contractor's tools and/or equipment. The tenant space should be locked when unoccupied by a representative of the contractor or tenant. If the existing locks are changed, the contractor must coordinate re-keying with the Building Management Office four (4) to six (6) weeks before projected occupancy.
- B. After-Hours Access. Should the contractor desire to access the construction area after-hours, the contractor shall coordinate security and entrance access with the Building Management Office no less than twenty-four (24) hours in advance.
- C. Special. Should the contractor need to work in an adjacent, upper or lower-level tenant's space, the contractor shall be responsible for coordinating such work with such tenant through Hines and for complying with the security requirements that will protect such tenant's interests.
- D. Immediately upon completion of any work in adjacent, upper or lower-level tenant's space, the contractor shall either make arrangements with Building Management office or another pre-approved cleaning services which return tenants space to typical Class A standards after this work is complete.

7. Building Life Safety System

- A. In order to guarantee the continued integrity of the building life safety system (speakers, smoke detectors, life safety system control panel, etc.), there shall be no modification of any kind or additions of any kind to the existing building system by anyone other than the designated building life system contractor, Intelligent Systems Services, Inc. Installation of speakers, smoke detectors, wiring, etc. within the demised tenant space shall be performed only by a licensed and qualified alarm contractor with the final tie-in to the building system to be performed by Intelligent Systems Services, Inc. Payment for any services provided by Intelligent Systems Services, Inc. will be paid for by and shall be the sole cost and expense of the contractor.
- B. All buildings systems shall remain in operation at all times, especially those systems required by the Department of Building and Safety (see section 15 for sprinkler drain downs).
- C. There shall be no hot taps into the condenser water system without prior written approval of the Building Management Office.
- D. It shall be the responsibility of the contractor to obtain separate written approval for any required welding, core drilling, chipping, floor grinding, etc. Hot work permits can be obtained from the building's Engineering Department. This written approval is to be obtained as soon as the Authorization for Access is issued or a minimum of two (2) weeks prior to the start of any scheduled welding, core drilling, etc. It will also be the responsibility of the contractor to again contact the Building Manager twenty-four (24) hours prior to the welding, core drilling, etc. to confirm the schedule and to allow the Building Manager to notify any tenant who may be affected by the Work.

8. Noise

- A. Construction and renovation work being performed in an occupied building often generates loud, sudden or otherwise irritating noise (and dust, odors, etc.), thus causing undue disruption to tenants attempting to conduct their normal business functions. It is the responsibility of each General Contractor to schedule and coordinate the work such that tenants are not disturbed by any construction activities.
- B. The contractor may perform stocking, demolition, demo removal and high-level noise factor work (such as shooting track or hanger pins, drilling concrete anchors, mailing tack strip, etc.) only between the hours of 6:00 p.m. and 6:00 a.m. or as otherwise determined by the Building Manager on a job specific basis.
- C. Hines reserves the right in its sole discretion to order an immediate halt to any work it deems to be disruptive to the normal business operation of any tenants in the building.

9. Lifting Equipment

In order to avoid setting off smoke detectors in the building, any lifting equipment used must be electrically operated and requires Building Management's approval no less than twenty-four (24) hours prior to such use.

10. Protection of Property

- A. Adjacent Tenants. The contractor is responsible to replace and/or repair anything damaged in an adjacent tenant's space and/or in the building system within two (2) hours, in the event that temporary repair(s) are required. Permanent repair(s) must be completed within twenty-four (24) hours from the time of damage.
- B. Contractors must exercise extreme care so as to protect building finishes and equipment and the contractor shall be responsible for all damage thereto. Specifically, contractor is to provide protection for existing carpets and wall coverings in the public corridor between the freight elevator and the work area. Carpets shall be completely covered with Masonite or similar material. Clean-up shall be approved by the Building Manager prior to the final walk-through inspection of the Work.

11. Barricades

- A. Construction areas not already contained within barricades shall be so enclosed prior to commencement of the Work.
- B. If so required, the tenant's contractor shall construct a barricade (at the contractor's sole cost and expense) of a material, finish and structural design approved by Hines and in accordance with applicable OSHA and other governmental requirements.
- C. All barricades shall be floor-to-ceiling and lined with polyethylene to contain the dust within the tenant space.
- D. All barricades shall be constructed and/or extended between the hours of 6:00 p.m. and 6:00 a.m.
- E. There shall be a rug or mat of sufficient size on the inside of the entrance of the work area for workers to clean off their shoes so as not to track dirt or dust into adjacent areas.

12. Deliveries

All supplies necessary for construction, fixturing or merchandising must be delivered through the truck delivery areas and up to the project via the freight elevator only. All delivery schedules must be cleared through Hines not less than twenty-four (24) hours prior to delivery. In order to allow free access to deliveries of other tenants of the building deliveries to 321 North Clark for all furniture taking more than 15 minutes will require the use of pre-approved companies recognized by the union, unless prior approval of building management is received.

13. Storage

- A. All materials shall be stored within the area where the work is being performed. No materials or debris may be placed in any other areas or other tenant spaces without prior written approval of Hines.
- B. Any combustible materials must be stored in fireproof containers in accordance with applicable industry standards.
- C. Explosive materials are not allowed on the site or in the building.

14. Trash

- A. Dumpsters. Trash dumpsters may be placed only in designated areas outside of the building and for only those periods designated by the Building Manager. The placement of these dumpsters must be arranged in advance with Hines. In the event dumpsters cannot be placed in the designated areas after 6:00 p.m. and removed before 6:00 a.m., an enclosure must be constructed per the direction of Hines.
- B. Removal. The contractor will be responsible for cleaning up any mess in the common area caused by the trash removal.
- C. **No construction trash is to be put in existing dumpsters.**
- D. Any violation of the rules set forth will subject contractor to charges for Hines' correction of same.

15. Sprinkler Systems

- A. Contractor must notify Hines at least twenty-four (24) hours in advance of making any modifications to the sprinkler system; provided that any such modifications must be pre-approved by Hines and Hines' insurance underwriters as set forth in Paragraph 15D below.
- B. In order to clear alarms, contractor shall contact Hines at least one (1) hour prior to any drain down and as soon as the sprinkler system is filled and checked for leaks (but no later than the end of the workday).
- C. No system will be left drained overnight. All systems have to be charged and operational prior to contractor's completion of work for the day/night or no later than 11:30 p.m.
- D. Prior to any changes or modifications to the sprinklers, contractor will supply Hines with a copy of such changes or modifications, for Hines and Hines' insurance underwriter's written approval.

16. Parking

- A. All posted parking regulations are enforced, including time limited areas, red curbs, loading zones, fire zones, handicapped parking areas, etc.
- B. Parking in other standard marked spaces will not be permitted.
- C. Parking payments are to be paid in full by contractors.

17. Interruption of Utilities and Services

Hines must be notified at least seventy-two (72) hours prior to any modification to utility services that will temporarily interrupt the service to other tenants or to the building.

18. Modification of the Existing Building

All Work must be approved by Hines via approved working drawings and/or approved change orders to the specifications listed therein, and all Work must comply with all applicable building codes.

19. Breaks/Behavior

- A. Building policy does not allow the use of any radios, tape or disc players or any other such devices with or without headphones.
- B. All work breaks will be taken in either the construction space or in an area designated by Hines.
- C. Restrooms to be used by contractors will be designated by Hines.
- D. Any disturbance due to loud or vulgar language shall cease immediately upon notification or applicable party's right to access may be revoked.
- E. Any misconduct shall cease immediately upon notification or applicable party's access may be revoked.
- F. 321 North Clark is a non-smoking building in accordance with City of Chicago codes. Failure to comply with the non-smoking policy will result in penalties to the contractor up to and including removal of the offending party.
- G. Contractors and contractor's employees are not allowed to use passenger elevators.

20. Phone

Contractor will supply any phone equipment required for contractor's use at contractor's sole cost and expense.

21. Owner's Inspection

- A. The demised tenant's space will be inspected periodically by a Hines representative for compliance with Hines' requirements as set forth in the lease agreement between Owner and tenant and in accordance with the Owner-approved working drawings. Any unauthorized construction will be corrected at the contractor's sole cost and expense.
- B. The contractor shall, at all times during the construction of the demised tenant's space, maintain in such space a set of tenants working drawings bearing Owner's stamp of approval and the building permit approved by the city.

22. Completion

- A. Upon completion, the contractor must:
- 1) Contact Hines for a final inspection and punch list to Hines.
 - 2) Submit a set of approved "As-Built" reproducible for Hines' records.
 - 3) Contact the City Building Department for a Certificate of Occupancy or a fully signed inspection record card and give a copy of such to Hines.
 - 4) Provide Hines with unconditional final lien waivers in an acceptable form from all contractors and subcontractors performing any portion of the Work along with any and all invoices to be paid by Hines.

321 NORTH CLARK

321 North Clark Street ▪ Suite 395 ▪ Chicago, IL 60654
312-288-2900 ▪ 312-245-5061 fax

ELEVATOR LOBBY DIRECTORY STRIP INFORMATION

																				Suite #	



321 NORTH CLARK STREET, SUITE 395 · CHICAGO, ILLINOIS 60654 · 312-288-2900 · 312-245-5061 FAX

CERTIFICATE OF INSURANCE GUIDELINES (TENANT)

Required Insurance Limits:

- Workers Compensation
(in kind and amount as prescribed by statute)
- Employers Liability..... \$ per lease
- Commercial General Liability..... \$ per lease
- Commercial Automobile Liability..... \$ per lease
- Umbrella Liability N/A

The Certificate of Insurance must name the following as outlined below:

Certificate Holder:

HINES INTERESTS LIMITED PARTNERSHIP

321 North Clark Street, Suite 395

CHICAGO, IL 60654

Additional Insured (to be identified *exactly* as):

321 NORTH CLARK PROPERTY LLC

HINES INTERESTS LIMITED PARTNERSHIP

321 N. Clark
Contractor / Vendor
Certificate of Insurance Requirements

All independent contractors must furnish evidence of insurance prior to performing any work on or about the premises. Please use the following outline for specific certificate of insurance requirements.

A. Required Insurance Limits:

Group 1: (General Contractors/Sub-Contractors, Elevator/Escalator, Janitorial, Metal Refinishing, Parking, Security, Window Washing, Movers)

1. Workers Compensation (In kind and amount as prescribed by statute)
2. Employers Liability \$1,000,000
3. Commercial General Liability \$1,000,000
4. Commercial Automobile Liability \$1,000,000
5. Umbrella Liability \$5,000,000

Group 2: (All others- including but not limited to pest control, card access, trash Hauling)

1. Workers Compensation (In kind and amount as prescribed by statute)
2. Employers Liability \$1,000,000
3. Commercial General Liability \$1,000,000
4. Commercial Automobile Liability \$1,000,000
5. Umbrella Liability N/A

B. Certificate Holder (to be identified exactly as indicated below)

Hines Interests Limited Partnership
321 North Clark Street
Suite 395
Chicago, IL 60654

C. Additional Insured (to be identified exactly as indicated below)

1. (Owner) 321 North Clark Property LLC
2. (Manager) Hines Interests Limited Partnership

Kindly forward the certificate via email erica.finnie@hines.com and lucy.reese@hines.com or mail to Hines Interest Limited Partnership, 321 N. Clark Street, Suite 395, Chicago IL 60654. If you have any questions, please call (312-288-2900).

Com Ed Request for Change in Electric Service Form

Completed forms should be faxed to the ComEd Customer Care Center at 630/684-2692 and to ComEd representative Kevin Wright at 773/509-3571.

Section I. (Requestor Information)

Name: _____

Phone Number: _____

Section II. (New Customer Information for Establishing/Connecting Service)

Previous ComEd Acct Number and Meter Number(s) if available
Account Number _____ Meter Number(s) _____

Company/Customer Name: _____

Federal Tax Identification #/Social Security #: _____

Point of Contact Name & Title, if applicable: _____

Employer Name: _____ Employer Phone #: _____

Primary & Alternate Phone Numbers: _____

Driver's License #/State: _____

Marital Status: Single Married Birth date: _____

Service Effective Date: _____

(Date must be Monday through Friday – excluding Holidays)

Service Address: 321 North Clark, Chicago, IL 60654 Unit #: _____

Does customer request a Special Mailing Address? YES NO

If yes, please provide the following information:

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Customer Signature Required: _____

(Form continues on next page.)

Section III. (Customer Data for Discontinuing Services)

ComEd Account Number: _____

Service Address: _____ Unit #: _____

City: _____

Service Termination Date: _____ (Date must be Monday thru Friday, excluding Holidays)

Forwarding Address for Final Bill:

Street Address: _____

City: _____ State: _____

Zip Code: _____

Customer Signature Required: _____

Will the Property Manager or Management Company assume interim billing after vacancy?

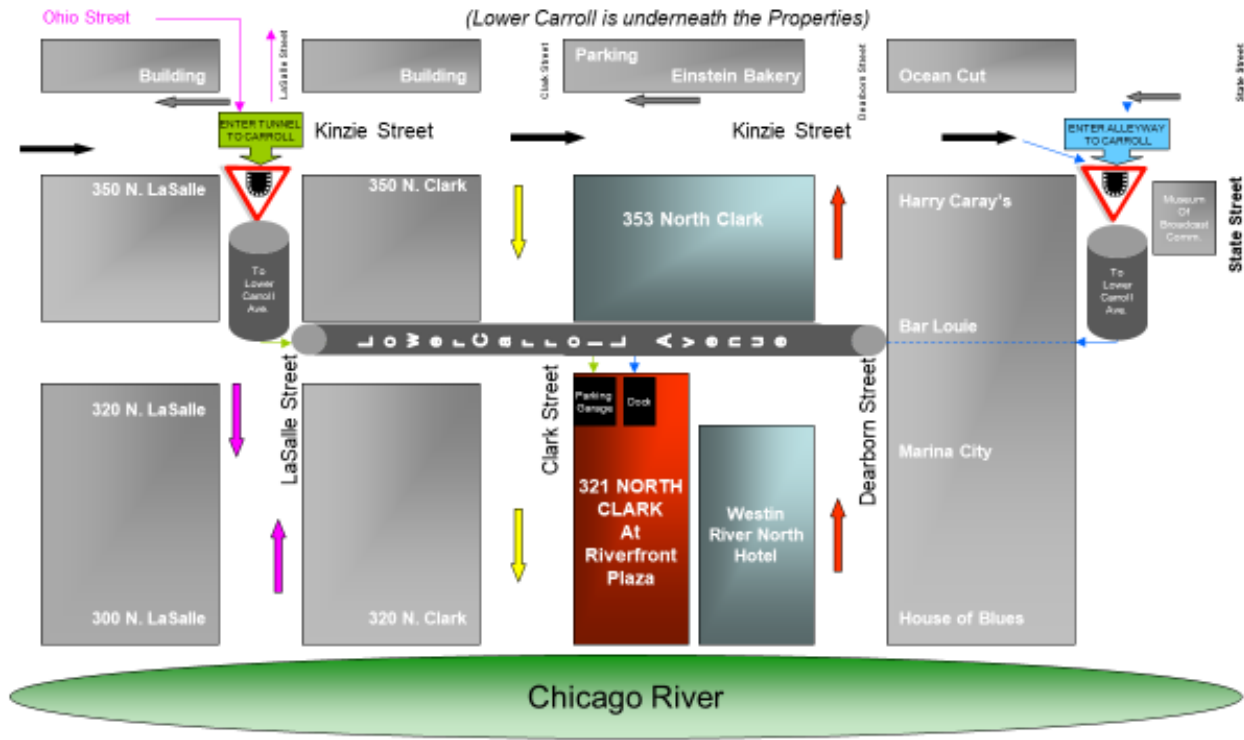
_____ YES _____ NO (If yes, complete section I)

Will customer require ComEd to re-establish service at a new location?

_____ YES _____ NO (If yes, complete section II)

EXHIBIT G: DIRECTIONS TO 321 NORTH CLARK PARKING GARAGE AND LOADING DOCK

Directions to 321 North Clark Parking Garage and Dock



From the Kennedy Expressway:
 Exit Ohio Street East.
 Take a right (south) on LaSalle Street.
 Proceed south on LaSalle Street to Kinzie Street.
 Slightly make a left turn onto ramp to Carroll Ave.
 Proceed east to the Parking Garage or Dock.

From Lakeshore Drive:
 Exit Grand Ave.
 Proceed west on Grand.
 Turn left on (south) State Street.
 Turn right on (west) Kinzie Street.
 Make an immediate left on Carroll Ave (alleyway entrance).
 Just before Dearborn Street.
 Proceed west to the Parking Garage or Dock.



(PLEASE SEE THE FOLLOWING PAGES)

NEW CONSTRUCTION QUICK REFERENCE INFORMATION

CONSTRUCTION SERVICE REQUESTS

Notification required 48-hours in advance via the Property Portal, [Construction Forms](#) for services stated below:

- **Daily Work Information**
 - Information of work being performed with list of contractors
 - Freight elevator use of 30 minutes or less
- **After Hour Request (i.e., Demolition, Furniture Delivery, etc.)**
 - After-Hour Dock Access (i.e., Deliveries)
 - (Weekdays 6:00 PM – 6:00 AM; Weekends 6:00 AM – 10:00 PM)
 - Freight Elevator Access (i.e., Deliveries)
 - (Weekdays 6:00 PM – 6:00 AM; Weekends 6:00 AM – 10:00 PM)
- **Dumpster Request for 30-Yd Roll Off** (*Note: Cannot leave in the Dock without the permission from Building Management*)
- **Fire Life Safety Request (Engineer hours 6:00 AM – 10:00 PM)**
 - Drain Down
 - Hot Work Permit
 - Valve Off

FREIGHT ELEVATOR AND DOCK DIMENSIONS

The inside dimensions of the freight elevator cabs are 6'0" wide by 8'4" deep by 8' high. A rear section of the ceiling area is raised to a height of 16'. The doorways to the freight elevators are 45" wide by 8'6" high.

Trucks that are larger than 35 feet in length will require the separation of the cab from the trailer while it is being unloaded in order to avoid blocking through traffic on Carroll Street or access to the building's parking garage - required after hours only. Please note that trucks that are higher than 13'6" will not fit in the dock.

DISTRIBUTED ANTENNA SYSTEM (DAS)

Prior to beginning any work in the ceiling, the contractor is required to meet on-site with the engineering staff to understand how to work with and around the Verizon DAS system equipment. **Disabling one antennae takes out the ENTIRE system building-wide.**

CONTRACTOR BUILDING ENTRANCE

Contractors are allowed to enter through the Building's Dock via Lower Carroll Street (see attached map). A building access card is issued to the contractor in exchange of a government issued ID. Restrooms are available on Lower Level 3 (LL3) which is only accessible by taking the freight elevator.

OFFICE OF THE BUILDING

The Building Management Office is located on the 3rd Floor in Suite 395. We are open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The main number is 312.288.2900

Building Management Office Staff:

Kelly Hales	General Manager	kelly.hales@hines.com
Brian Lambert	Property Manager	brian.lambert@hines.com
Keith Adkins	Sr. Project Accountant	keith.adkins@hines.com
Lucy Reese	Tenant Service Coordinator	lucy.reese@hines.com
Erica Finnie	Staff Assistant	erica.finnie@hines.com
Pat Lacey	Chief Engineer	pat.lacey@hines.com
Brian Manheim	Assistant Chief Engineer	brian.manheim@hines.com
Maurice Patton	Security Director	maurice.patton@hines.com

INSURANCE REQUIREMENTS

A Certificate of Insurance (COI) should be provided prior to work commencing. The COI may be emailed to erica.finnie@hines.com. The following outlines the insurance requirements for 321 North Clark:

Certificate Holder:

Hines Interests Limited Partnership
321 North Clark Street, Suite 395
Chicago, IL 60654

Additional Insured (to be identified *exactly* as):

321 North Clark Property LLC
Hines Interests Limited Partnership

Required Insurance Limits:

1. Workers' Compensation – Minimum Amount Required by Law, no less than \$1,000,000
2. Employers Liability - \$1,000,000
3. Commercial General Liability - \$1,000,000 Combined Injury and Property Damage
4. Commercial Automobile Liability - \$1,000,000
5. Umbrella/Excess - \$5,000,000

321 NORTH CLARK

*CONTRACTOR
REGULATIONS & GUIDELINES*

**321 NORTH CLARK STREET
CONTRACTOR REGULATIONS AND GUIDELINES**

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I. GENERAL POLICIES & PROCEDURES

A. Hines Participation

1. *Hines Interest Limited Partnership (Hines)* will be involved in the Tenant Improvement (T.I.) process from “kickoff” to “move in”, including plan review, pre-testing, testing, pre-qualification of Contractors and the coordination of building systems tie-in. Hines will coordinate the use of the loading dock and freight elevators.
2. Hines reserves the right to inspect work, stop work and/or have workers removed from the job at any time during the project.

B. Hines/Contractor Cooperation

The Contractor’s superintendent is encouraged to make use of Hines’ experience with the building systems. Hines staff will make themselves available for consultation during the entire process. They will attend all meetings with the Contractors, Subcontractors or space planners that involve building systems or major changes of scope, and as such, expect to be informed of all meetings.

C. Hines Approval of Construction Plans

1. Approval - Plans and specifications *must* be approved prior to commencement of any work. Contractor is responsible for confirming with Hines on the approval of the plans and specifications.
2. Meeting - A “kick-off” meeting will be scheduled with Hines prior to the start of construction with Tenant representative(s), Designer representative(s), Contractor(s) and Hines, both Management and Construction Offices, to discuss guidelines, procedures, schedules, quality control and other items that will make the job run smoother for all parties.
3. Coordination – All coordination of Hines services (i.e. use of loading dock, freight elevator, deliveries, after-hours access, etc.) will be done by the **General Contractor only**, not individual Subcontractors.
4. Building Management Offices and Common Areas – For construction or remodeling of Hines Management Office or common area spaces, contractor shall a.) Standardize workspace size, layout, and workspace furniture, considering modular to accommodate future changes with minimal reconfiguration, b.) Minimize walls and partitions as appropriate when necessary.

II. BUILDING SERVICES

A. COVID-19 CONTRACTOR GUIDELINES

1. In order to maintain a clean, safe and healthy environment for the tenants, patrons and employees of the Project, the following protocols may be implemented at the building: screening of all vendor and contractor employees entering the Project, mandating the use of face coverings or other personal protective equipment while in the building, and/or establishing other measures in connection with any health emergency related to a virus, disease, pandemic, epidemic or similar cause. Entry may be precluded to those who decline to participate in such screening or other measures or who fail to meet the screening or other requirements set forth in such protocol.

B. After-Hours Access

1. After-hours access will be provided based upon the Subcontractor list provided to the Building Management. Any deviation will require written explanation.
2. After-Hours Dock Access Request Form – Construction Building Forms can be accessed on the building website under Building Amenities and Building Forms or via the direct link at <https://avidity.wufoo.com/forms/z1ugs7zy1tz4byj/>.

C. Freight Elevator

1. The Building is equipped with two (2) freight elevators to serve all floors. All Tenant Improvement contractors and contractor personnel must use only the freight elevator for transportation of workers, materials, and equipment. No Contractor/Subcontractor personnel or equipment are permitted within the finished passenger cabs. These are reserved for occupants of the Building and their guests only. If any Contractor or Subcontractor personnel are found in the passenger cabs, the elevators will be immediately inspected for damage, and all damages, whether a result of said use or not, shall be corrected by Hines at Contractor's expense.
2. Freight Elevator Request Form - Can be accessed on the building website (<http://hinesnorthclark.com/>) under the Building Amenities tab Forms or at <https://avidity.wufoo.com/forms/z1ugs7zy1tz4byj/>. The request must be submitted 48 hours prior to date of requested access. Reservations are a four-hour minimum. When possible, the Building

**321 NORTH CLARK STREET
CONTRACTOR REGULATIONS AND GUIDELINES**

Management Office shall do its best to accommodate requests for less than four hours.

D. Loading Dock

1. Hours: Monday through Friday 6:00 AM – 6:00 PM, unless otherwise specified by lease. Anything before or after that is considered overtime and will be billable as such.
2. Billable rates are based upon local union contracts in place at the time and available from the Building Management Office upon request.
3. Trucks are required to turn engines off prior to loading and unloading so exhaust fumes do not enter building.

E. Personnel Access to Building

1. All Contractor personnel shall enter and exit through the loading dock at all times. Building Security Personnel have the right to inspect toolboxes of all workers upon entry and departure from the Building.
2. In order to maintain a clean, safe and healthy environment for the tenants, patrons and employees of the building, the following protocols have been implemented:
 - All vendor & contractor employees coming to the building must complete a mandatory daily temperature screening. Self-scanning temperature stations will be made available for use at the contractor entrance at the building. Any vendor or contractor employee that does not pass the temperature screening will not be permitted to enter the building.
 - The use of face coverings or other personal protective equipment are required.
 - Maintaining a distance of at least 6 ft. or greater at all times.
 - Recommended modification of arrival to prevent infection spread (control arrival flow, staging, etc.)
 - Contractors are obligated to promptly notify building management of any employee exposure or suspected exposure to COVID-19.

F. Personnel Use of Restrooms

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CONTRACTOR REGULATIONS AND GUIDELINES

1. Specific restrooms will be designated for Contractor use. Workers found using restrooms or the janitorial closets, other than specified, will be subject to dismissal.
2. No one is permitted to use the janitorial closets without Hines' permission. Janitors' slop sinks cannot be used for disposal of flammable, hazardous waste or drywall taping compound. Contractor is responsible for maintenance while using designated restrooms. At the end of each workday, the Contractor will be responsible for restoring the facility to its original state.

G. Deliveries

1. When working on a tenant-occupied floor, all deliveries are to be accepted, moved and delivered to the contracted suite by 8:00 AM. When accepting deliveries, Masonite must be installed to protect wall and floor finishes. It is the Contractor's responsibility to keep public areas clean at all times.
2. All material deliveries shall be made at the loading/service dock. All deliveries consisting of bulk material must be made between the hours of 6:00 PM and 6:00 AM and must be scheduled with Hines Building Management Office. If deliveries are to be made at other times, approval must be obtained from Hines Building Management Office. At no time will material be transported through the lobby or public areas unless specifically authorized in writing.
3. Should the use of the freight elevator by the Contractor/Subcontractor delay the removal of rubbish from tenant occupied spaces at night, the Contractor/Tenant will bear the extra cost for overtime.

H. Electrical Service

1. The Building Management shall provide electrical service consisting of 110V/220V outlets with 15A/20A capacity. Any power requirements in excess of that listed per the Lease Agreement shall be the responsibility of the Contractor/Subcontractor.
2. Contractor shall use reasonable measures to minimize energy consumption in the construction area when possible. The Building shall pay for normal electrical consumption during the construction process. All lights and equipment must be extinguished at the end of the Contractor's workday. In the event that the Contractor continues to leave lights and equipment on during off hours, Hines reserves the right to receive just compensation for excessive electrical consumption.

**321 NORTH CLARK STREET
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I. Electrical Closets

1. All electrical closets on construction floors are to be kept clean and orderly at all times and must be locked at the end of each workday. These rooms cannot be used as storage for tools or supplies. At the end of each day all garbage and wire remnants are to be removed and a clear pathway maintained to all panels.
2. Initial access to electrical and telephone equipment rooms can be arranged through Hines. Tenant equipment may not be installed in electrical or telephone rooms. **All panel covers are to be replaced and all circuits properly labeled upon completion.** All penetrations through any floors, walls or ceilings should be properly fire safe upon completion.

J. Riser Management

CECO performs any work within the building's riser closets and oversee any new additions to the riser closets and NetPOP. The NetPOP and riser closets have been locked down and access will be monitored. Providers can contact Justin Jenicek via email Justin.Jenicek@cecoinc134.com or via mobile phone 708-602-8885 for services and access. Providers will be permitted to bring in new circuits into the NetPOP as well as check on problems with existing circuits.

K. Availability of HVAC

HVAC to the space will not be provided until branch ducting and VAV boxes have been installed and inspected by building engineering staff.

III. CONTRACTOR RESPONSIBILITIES PRIOR TO CONSTRUCTION

A. List of Subcontractors

The Contractor will be required to furnish Hines with a list of all subcontractors prior to commencement of the Work. This list will include phone numbers and contacts for each subcontractor, including home/cellular and emergency telephone numbers.

B. Certificate of Insurance

1. No Contractor shall be allowed to start or continue any work in the building without a current Certificate of Insurance on file with Hines.

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CONTRACTOR REGULATIONS AND GUIDELINES**

2. Contractor must keep current insurance certificates on all subcontractors. Any Contractor/Subcontractor performing work found to be without current insurance will be immediately ordered off the premises. Contractor shall list in subcontractors' Certificates of Insurance, the Certificate holder and all additional insured as stated in the Client Information Package.
3. For specific information on Certificates of Insurance, refer to *Insurance Requirements* – (Exhibit A).

C. Permits and Licenses

The Contractor/Subcontractor shall obtain at its own expense, all permits and licenses necessary to perform the work and shall comply with all laws, ordinances, state and federal government regulations, and with any Board or Commission or other duly qualified body regulations.

D. Accident Prevention Program/Employee Safety Training Program

Contractor/Subcontractor shall inaugurate and maintain an Accident Prevention Program and an Employee Safety Training Program. All employees on the job, regardless of whose direct payroll they are on, are required to respond to safety instructions from the Contractors' supervisor. Persons who do not respond shall be removed from the job.

E. Building Standards

A list of building-standard equipment is included as Exhibit B for Contractor's information.

IV. CONTRACTOR RESPONSIBILITIES DURING CONSTRUCTION

A. Removal of Construction Waste and Debris

1. All construction waste and debris shall be removed via the freight elevator to the loading dock. No construction waste or debris may be placed in the building dumpster/compactor. The Contractor will provide for removal of waste and debris from the building at its own expense. If a dumpster is required (space allowing), the location shall be authorized by Hines
2. Contractor must recycle or salvage at least 70% of construction waste, by weight or volume, when performing construction or remodeling per LEED requirements.

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- When contractor is ordering their Roll-Off it should be a LEED certified construction waste dumpster.
- 3. All corrective work or work performed in occupied spaces at any time must be cleaned up by the Contractor prior to leaving the premises at the end of each workday. The Contractor shall be responsible for all costs incurred by Hines if this clean-up work is not performed satisfactorily.
- 4. *Dumpster Request Form* –This form may be found on the building website under Building Amenities and Building Forms or via the direct link at <https://avidity.wufoo.com/forms/z1ugs7zy1tz4byj/>. Contractor should list the company that will be handling the Contractor's dumpster/hauling. It must be submitted to, and approved for dock space allocation, by the Building Management Office 48 hours prior to requested date of placement of a dumpster.

B. Containment of Construction Dust

1. All Contractors are required to erect and maintain dust barriers and proper dust covers on the floors at exit areas of construction.
2. The Contractor must:
 - Cover air transfers when working next to an occupied space to control the transmission of dust, dirt and noise. Covering must be removed at the completion of daily construction.
 - Keep all tenant entrance and exit doors closed to restrict the movement of dust, dirt or noise.
 - Cover wheel-dumpsters when hauling construction debris from the work areas to the main dumpsters and close both the sliding and the double doors at the dock-level before dumping to minimize dust inside the Building.
 - Close off temporary openings with polyurethane.
 - Place filters on all Fan powered box induction openings during construction as to protect the duct liner from construction debris.
 - Place filters on main return air grills located on the north and south core to prevent construction debris from being pulled into the main HVAC system.

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- All filters are to be removed by contractor prior to project completion, failure to do so will result in an hourly back charge for engineering labor.

Due to local fire codes, no openings may be made on a tenant occupied floor to the corridor unless the door remains closed except when materials are being delivered. Pre-filters should be installed over all return air openings until finished floors are installed. Contractor must verify with Building Engineer prior to installation of pre-filters.

3. Before performing any excessive dust or smoke producing work, the Contractor must confer with the Building Chief Engineer.

C. Prevention of Damage

Contractor is responsible for taking extra precautions to safeguard the floors, walls and/or elevators from damage which may be caused by the movement of materials or debris.

D. Access to Another Tenant's Occupied Space

Should the Contractor require access to another tenant's occupied space within the building, the Contractor must notify Hines Building Management Office by filling out the Special Instructions portion of the *After-Hours Dock Access Request Form*. The request should include the list of Subcontractors who will be accessing the space, whether or not they will require ceiling access, the areas that will be worked on and the length of time needed to complete or perform work in the space. Building Management also requires the presence of a Building Security Guard during the work at the General Contractor's expense.

E. Control of Noise/Odor

No drilling, hammering, welding, loud noises or use of paints or materials causing offensive odors will be allowed during the business day, from 8:00 AM to 6:00 PM. Use of any materials (paints, floor covering, adhesives, or furniture) containing VOC's or urea-formaldehyde resins shall be completed after stated hours with approval by the Building Management Office only.

F. Floor Coring – X-Ray or Floor Scan

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Prior to commencing any floor coring activities, an x-ray or floor scan must be performed to confirm proper location of core. Landlord will not approve any coring locations without x-ray/floor scan being performed.

G. Draining/Filling Fire Sprinkler Systems

All draining is to be complete by 7:00 AM and filled no later than 9:30 PM.

At no time shall a floor be permitted to be dry after working hours. All work performed on fire sprinklers should be scheduled with the Building Chief Engineer at least 24 hours in advance. All work performed on standpipes shall be scheduled with the Building Chief Engineer at least 48 hours in advance. Contractor must comply with the conditions of the Building Engineer's approval of shutting down, filling and/or opening up of a fire sprinkler and/or fire standpipe system.

1. Prior to start of any work Subcontractor personnel should contact the Building Engineer through Building Management Office.
2. The Subcontractor must provide the Building Management Office the name of the sprinkler fitter, company name, date, time of drain and area(s) to be worked on. A drain-down fee of \$150.00, payable to Hines, will be billed to the General Contractor.
3. Building Engineers will drain the system for the Subcontractor to complete the necessary work. It should be noted that no more than two (2) floors stacked are to be drained at one time. Riser drain-downs will only be permitted between the hours of 6 AM and 4 PM.
Sprinkler Contractor is responsible to assure the system is de-pressurized before the start of work.
4. Upon completion of work, Subcontractor shall notify Engineering through the Building Management Office that he is ready to fill the system.
5. **Building Engineers will then fill system for subcontractor only after they speak with subcontractor and they remain present.**
6. Subcontractor personnel will check for any leaks on system and notify engineering. At this time, Engineering will acknowledge, restore and reset the fire alarm system if no leaks were found and system is restored. If leaks are found Engineering will take the appropriate action by isolating floor and draining so the Subcontractor can make repairs. The Contractor will be liable for the extra costs associated with re-draining and refilling the system.

H. Maintenance of Clean Space

Contractor shall keep the space clean at all times. All construction debris shall be removed through the service elevator or stairs on a daily basis and shall not be allowed to accumulate. In the event that the Contractor fails or refuses to keep the demised premises free of accumulated waste, Hines will remove the debris removed at the Contractor's expense. Additionally, all public areas, i.e., corridors, restrooms, janitor's closets, etc. shall be maintained and kept free of construction debris, dust, etc.

I. Removal of Combustible Objects

Removal of combustible objects such as cardboard, empty paint cans, paint rags and other combustible materials should occur on a daily basis: such objects should be disposed of in an approved receptacle and in accordance with all related codes and laws.

J. Removal of Fluorescent Light Bulbs

All fluorescent light bulbs must be removed through the Buildings recycling program. Building Management will provide recycling bins upon Contractor's request. The Contractor is responsible for placing the light bulbs in the bins and contacting the Building Management Office for proper disposal. Contractor will be liable for costs associated with recycling of the bulbs.

K. Storage of Flammable Liquids

The storage of flammable liquids (paint, lacquer thinners, paint thinners, etc.) shall be in UL approved fire rated (for flammable liquids) storage cabinets or the liquids are to be removed from the property daily. If such materials will be stored in the proper storage cabinets, Hines must be notified of their existence, location and quantities. Any such materials stored without Hines' consent will be removed and disposed at the Contractor's expense. At the end of the project, all remaining paint is to be removed from the property in accordance with all related codes and laws.

L. Prohibition of Gasoline-Operated Devices

No gasoline-operated devices, i.e., concrete saws, coring machines, welding machines, etc., shall be permitted within the building premises. All work requiring such devices shall be performed by means of electrically operated substitutes.

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M. Use of Gas and Oxygen Canisters

All approved gas and oxygen canisters shall be properly chained and supported to eliminate all potential hazards. At the completion of use, said containers shall be promptly removed from the building.

N. Completion of Electrical Circuits

Upon completion and termination of all electrical circuits and before energizing, the Contractor must notify the Building Chief Engineer so that a neutral-to-ground Bonding Test can be performed.

O. Provision of Temporary Electrical Devices

Contractor will provide temporary electrical devices within the demised premises for its subcontractors' use. Contractor will not be permitted to run extension cords through public space on occupied floors or through occupied tenant spaces.

P. Use of Telephone Room Chase Way

Any use of telephone room chase way must have prior approval from the Property Manager.

Q. Clearance of Stairwell/Fire Doors

During the construction, stairwell or fire doors leading to stairwells may not be blocked with construction debris. Fire doors may not be propped or blocked open in any fashion or in any way. Stairwells may not be used for the storage of any materials and they are to be kept clear at all times. During construction, air conditioning smoke dampers shall not be propped open.

R. Protection of Smoke Detectors

All smoke detectors on the base building system are to be protected during construction, demolition, soldering, welding, sweeping or other operations that may cause considerable dust or smoke. At the end of each workday, after the dust has settled, each smoke detector that had been protected during the day is to be uncovered to ensure proper operation.

S. Prevention of Accidental Tripping of Fire Alarm System

1. All contractors are to take adequate precautions to prevent the accidental tripping of the Fire Alarm System. All management costs connected

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with resetting false alarms initiated by the Contractor or its subcontractors will be charged to the Contractor's.

2. At the completion of each workday, the Fire/Life Safety System shall be left "trouble and alarm free". Contractor must confirm that the Fire/Life Safety System is "trouble and alarm free" with Engineering BEFORE leaving job site.

T. Approval of "Wet Paint" Signs

Approved "Wet Paint" signs must be posted in all public areas when appropriate.

U. Daily Work Description

The Contractor must, for each workday in the Building, fill out the *Daily Work Information Form* (Attachment 1) and return to the Building Management Office. This form may be copied from the back of this booklet.

V. Tenant Keying Plan.

Contractor shall submit Tenant Keying Plan 4 to 6 weeks prior to tenant move in date. All key cylinders will be provided by contractor to Engineering for keying purposes. Upon Engineering Keying completion Engineering will hand over keyed cylinders to contractor with installation legend. Contractor will install keyed cylinders as per legend.

W. WaterBug WB-200 Requirement.

Building requirement as of 5/1/2012. See Exhibit C.

V. CONTRACTOR/SUBCONTRACTOR EMPLOYEE PROHIBITIONS

A. Graffiti or Vandalism

No graffiti or vandalism will be tolerated. Any individual caught in the act shall be immediately removed from the premises and will not be allowed to return. In addition, all repairs will be at the Contractor's expense.

B. Smoking

No tobacco smoking or chewing tobacco will be permitted in the Building.

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C. Radios/Sound Producing Equipment

No radios or other non-functional sound producing equipment will be permitted on any floor (unless required by Code or Hines).

D. Personal Behavior

Courtesy must be shown to the building tenants at all times. Rude and obscene behavior, including but not limited to foul, suggestive or abusive language, will not be tolerated. Offenders will be asked to leave the premises and shall not be permitted to return.

**321 NORTH CLARK STREET
CONTRACTOR REGULATIONS AND GUIDELINES**

**EXHIBIT A
INSURANCE REQUIREMENTS**

Before proceeding with any Work, Contractor shall furnish to Hines Interests Limited Partnership (HILP) a certificate of insurance in acceptable form, executed in duplicate by insurance companies approved by HILP to evidence coverage by Contractor as set forth below. The certificate holder on all insurance policies, with the exception of worker's compensation insurance, shall be listed as Hines Interests Limited Partnership, 321 North Clark Street, Suite 395, Chicago, IL. 60654. In addition, the certificates, with the exception of worker's compensation insurance, shall name the following additional insured:

- a.) 321 North Clark Property LLC
- b.) Hines Interests Limited Partnership

Certificates which deviate from this form or which, in HILP's opinion, are incomplete will be returned for resubmission by Contractor. Contractor shall keep said insurance in full force and effect until acceptance of the Work by HILP. Such insurance shall not be modified, permitted to lapse, or canceled without written notice to HILP from such insurance companies, mailed to HILP via registered or certified mail thirty (30) days in advance of modification, expiration, or cancellation. In the event of such cancellation notice, Contractor shall obtain similar insurance coverage from other insurance companies approved by HILP prior to the cancellation of the original insurance coverage.

<u>COVERAGE</u>	<u>LIMITS</u>
a) Worker's Compensation	Statutory Limits.
b) Employers Liability	\$1,000,000
c) Commercial General Liability:	\$1,000,000
d) Automobile Liability	\$1,000,000
e) Umbrella Liability	\$5,000,000

If Contractor subcontracts any of the Work, Contractor shall require each Subcontractor to provide a certificate of insurance with above listed additional insured's. Contractor shall furnish the Building Management Office with evidence thereof before each Subcontractor commences any of the Work. Completed COI's can be sent via facsimile to 312.245.5061 or email erica.finnie@hines.com.

**321 NORTH CLARK STREET
CONTRACTOR REGULATIONS AND GUIDELINES**

EXHIBIT B

Building Standard Finishes:

***Note: Please use all LEED approved materials where applicable (i.e. carpet, wall covering, efficient lighting, etc.)**

Ceiling Tile (2'x2' tiles):

Manufacturer: Armstrong

Style: 1912A – Ultima Beveled Tegula Humiguard Plus – White

Ceiling Grid:

Manufacturer: Armstrong

Style: Silhouette 1/8" Tee – White

Mini Blinds

Levolor Riviera, 1" Aluminum Blinds, UN Gray, Color #870.

Doors: (door finish in common corridor areas must be Building Standard)

Flush solid core doors, with Dark Cherry finish. Sample finish to be submitted and approved by Landlord prior to fabrication and installation.

Door Hardware:

Yale mortise lockset 8800 series 626 finish

Finish: Bright Chrome on all door hardware and hinges -US26

Keyway: (mandatory for all keyed cylinders)

Yale 6-pin 1-1/8" cylinder - keyway to be assigned by Assistant Chief Engineer or Chief Engineer

Building Standard Exit Lights

All Exits lights shall be of the ALCKO EDGE-GLO LED EXIT RGLO/SGLO-LED Series fixtures in lieu of the existing fixtures that use low efficiency T-5 lamps. Any existing T-5 exit lighting fixtures may not be reused!

All Lighting

321 NORTH CLARK STREET CONTRACTOR REGULATIONS AND GUIDELINES

All lighting controls (whether on building standard systems or tenant systems) in private offices and areas with more than 50% direct line of sight to the building envelope shall be of the motion sensor type in lieu of manually operated switches. The motion sensors must have an adjustment for duration of time on, sensitivity, daylight compensation and have manual override functions. They must be installed where there will be a direct line of sight from the sensor to the tenant's primary work area. This is in addition to the requirement that all hallway and common area floor lights be controlled by a 7-day programmable digital timer.

Building Standards (To be used when remodeling any space within the building)

Interior Materials – Must choose interior materials (paints, floor covering, adhesives, and furniture) that contain low or no volatile organic compounds (VOC's).

Carpet – Must procure Carpet and Rug Institutes (CRI) certified carpet and carpet pad that meet or exceed the CRI's Green Label Plus testing and products requirements.

Adhesives and Sealants – Use adhesives and sealants that are Low-VOC and meet the Green Seal Standard GS-36 and South Coast Air Quality Management District (SCAQMD) Rule #1168 requirements.

Wood and Laminates – Ensure composite wood and laminate adhesives contain no added urea-formaldehyde resins when remodeling or performing construction.

Insulation in Plenum Ceiling- All insulation placed above ceiling grid for any purpose must not be exposed fiberglass, if fiberglass is to be used it must be sealed in an airtight package.

HVAC System- Contractor is responsible upon occupancy of space a 100% fully operational HVAC System. This includes all existing FPB units and new the following criteria: 100% operational Fan Powered Boxes, properly balanced, all pneumatic lines throughout in tacked with no leaks, fully operational building standard calibrated thermostats (Perimeter 13lbs @ Room Temperature) (Interior 9lbs @ Room Temperature). New parts for existing FPBs only can be procured from the building Engineering Department such as Motors, Actuators, Controllers, Relays, P.E.s, and Heating Elements at no charge. Any construction related deficiencies related to the HVAC System will be repaired and back charged engineering labor at double time rate up to 60 days after occupancy.

**321 NORTH CLARK STREET
CONTRACTOR REGULATIONS AND GUIDELINES**

**321 NORTH CLARK STREET
CONTRACTOR REGULATIONS AND GUIDELINES**

ATTACHMENT 1

DAILY WORK INFORMATION FORM

Today's Date: _____ Date of Work: _____

Time: From _____ (AM/PM) to _____ (AM/PM)
(circle one) (circle one)

Location of Work: _____

Contractor/Vendor: _____ Contact Person: _____

Phone: _____ Pager: _____

Contractor Certificate of Insurance on File in Office of Building? Yes ___ No ___

Special Instructions/Description of Work: _____

Provided by: _____
Print Name Signature

**Please complete and return this form to the Office of the Building
48 hours prior to date of requested access
Phone: 312-288-2900**

Or

Email: Erica Finnie erica.finnie@hines.com or Lucy Reese lucy.reese@hines.com.

**321 NORTH CLARK STREET
CONTRACTOR REGULATIONS AND GUIDELINES**

ATTACHMENT 2

**CONTRACTOR ACKNOWLEDGEMENT OF RECEIPT
AND UNDERSTANDING OF 321 NORTH CLARK
CONTRACTOR REGULATIONS & GUIDELINES**

CONTRACTOR ACKNOWLEDGES THAT HE/SHE HAS READ THE 321 NORTH CLARK STREET “CONTRACTOR REGULATIONS AND GUIDELINES”. FURTHERMORE, CONTRACTOR ACKNOWLEDGES HIS/HER ACCEPTANCE OF AFOREMENTIONED REGULATIONS AND GUIDELINES AND AGREES TO ADHERE TO SAID REGULATIONS AND GUIDELINES. CONTRACTOR ALSO AGREES TO ENSURE THAT ALL HIS/HER EMPLOYEES AND CONTRACTORS WORKING IN 321 NORTH CLARK STREET BUILDING ALSO ADHERE TO SAID REGULATIONS AND GUIDELINES.

(Contractor Company Name-Print)

(Authorized Company Representative, Title – Print)

(Authorized Company Representative – Signature)

(Date)

**Please complete and return the original copy of this form to the
Office of the Building prior to commencement of any work
Phone: 312-288-2900**

Or

Erica Finnie erica.finnie@hines.com or Lucy Reese lucy.reese@hines.com

321 NORTH CLARK STREET

CONTRACTOR REGULATIONS AND GUIDELINES

EXHIBIT C

WaterBug WB-200

HISTORY

During the past 20 years there have been a significant number of water leaks in the building. Most have originated from tenant equipment such as Dishwashers, Water Heaters, Ice Makers, Sinks, and Supplemental Cooling Units. In most of the cases the leaks were reported by the tenant on the floor below the leak, and in a number of cases the leak had been present for a couple of days (Friday to Monday). By the time the leaks are reported the damage was already done, and in some cases the costs with equipment damage extended into several thousands of dollars.

In the late 1980's we developed a relay box (now obsolete) and sensor setup to automatically close a solenoid valve on the water line when a leak was detected. The same can now be achieved more cost effectively with a WaterBug WB-200 from Winland electronics (<http://www.winland.com/waterbugalert.html>) and a solenoid valve to shut off water or relay to shut off Cooling Units

DESCRIPTION AND BENEFITS

Where previously installed, the WaterBug WB-200 has eliminated excessive damage to the property caused by water leaks from tenant equipment. Installation of the sensors has dramatically reduced damage to other tenant spaces and equipment, repair costs, inconvenience, cleanup costs, and the manpower spent addressing these issues.

Overall this has positively impacted tenant satisfaction and reduced what may be perceived by other tenants as poor management.

REQUIRED RESOURCES

Items needed for project:

WaterBug WB-200 available from Winland to electrical contractors

Power supply available from Winland to electrical contractor

Sensor probe available from Winland to electrical contractor

Solenoid Valve (must be normally closed) installed in cold water feed line to sink area, or

Relay to shut off Cooling Equipment

Electrician or basic electrical skills

Plumber or basic plumbing skills

Installation

The WaterBug WB-200 is typically mounted under the sinks in close proximity to the area of concern.

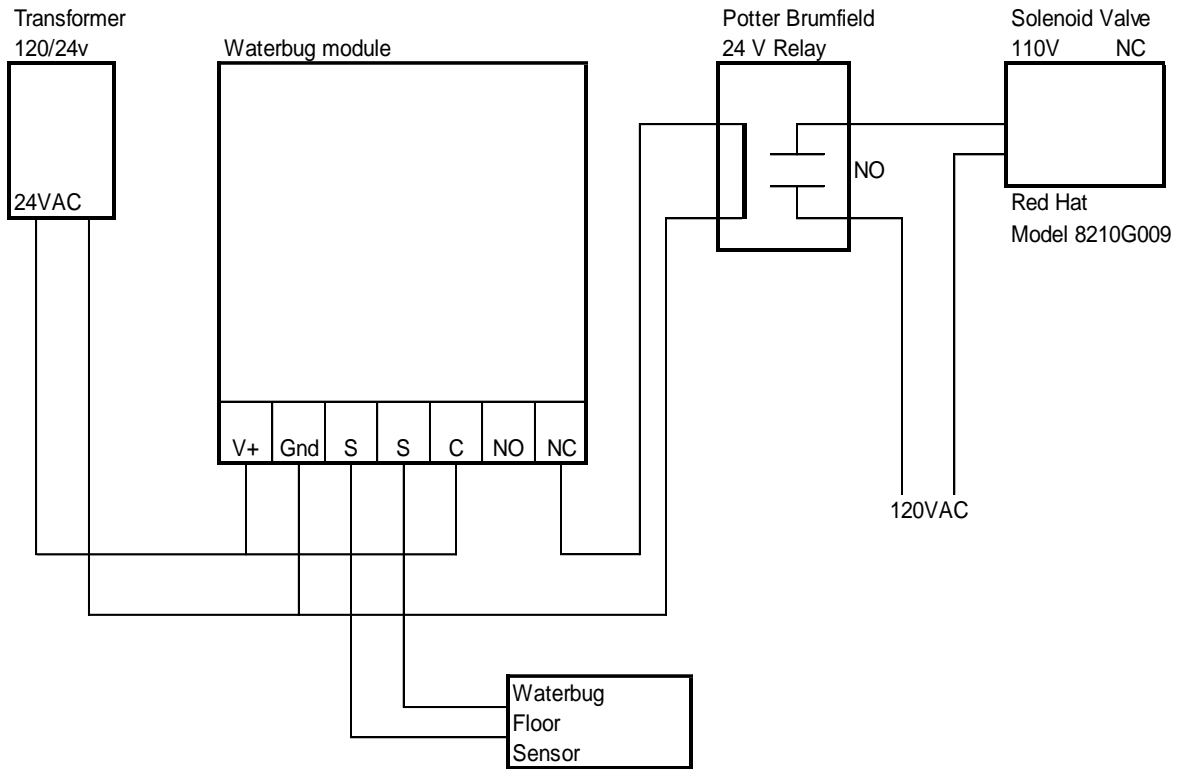
The sensor cell is placed in an area that will see water in the event of a leak (usually close to the floor drain), and wired to the WB-200 unit. For larger areas and enhanced protection multiple sensors can be used, a total of 6 sensor cells can be wired to a single WB-200.

The normally closed solenoid valve should be installed in cold water line and wired to the WB-200.

The cost of each unit is under \$250. For existing locations installation costs vary depending on power availability and contractor installation costs. At 321 N. Clark it is mandated as a requirement in the Tenant Design and Construction Manual.

**321 NORTH CLARK STREET
CONTRACTOR REGULATIONS AND GUIDELINES**

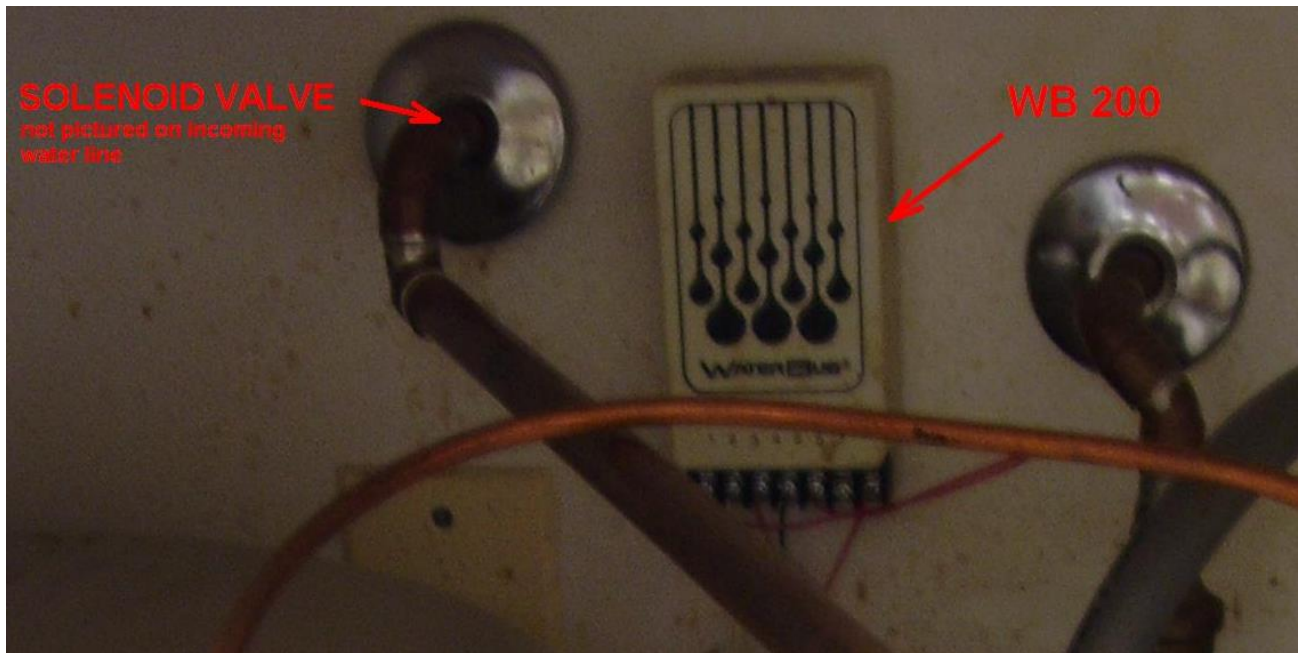
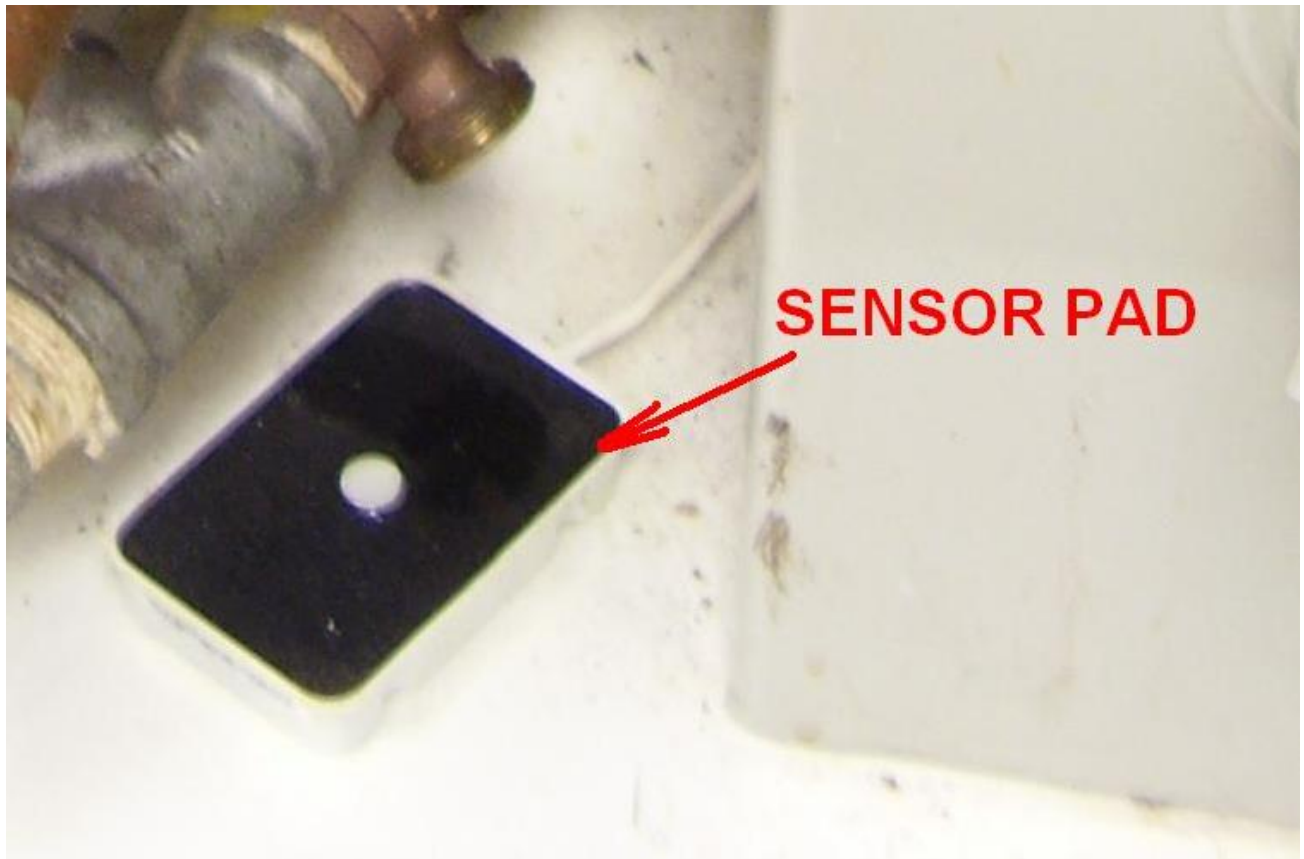
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WB-200 WaterBug Water Detector Wiring



**321 NORTH CLARK STREET
CONTRACTOR REGULATIONS AND GUIDELINES**



WATERBUG™

PROTECTS PROPERTY FROM THE ADVERSE EFFECTS OF WATER LEAKAGE



WB-200

WB-350

Moisture Detection Systems

WaterBug sensors work by forming a conductive bridge between two electrical contacts. Ideal for basement sump pumps, drain areas, computer rooms, document storage areas, warehouses and sprinkler systems.

WB-200

Use in conjunction with alarm panel, bell, wireless transmitter, etc.
Run as many as 6 sensor probes up to 100' away from unit.

- Hardwire powered
- Includes one standard sensor (W-S-U)

WB-350

Same as WB-200 but battery powered.

- Low battery alarm
- Integrated buzzer



**WINLAND
ELECTRONICS, INC.**



Pilot Operated
General Service Solenoid Valves
 Brass or Stainless Steel Bodies
 3/8" to 2 1/2" NPT

**2/2
 SERIES
 8210**

2-WAY

Features

- Wide range of pressure ratings, sizes, and resilient materials provide long service life and low internal leakage
- High Flow Valves for liquid, corrosive, and air/inert gas service
- Industrial applications include:
 - Car wash
 - Laundry equipment
 - Air compressors
 - Industrial water control
 - Pumps

Construction

Valve Parts in Contact with Fluids		
Body	Brass	304 Stainless Steel
Seals and Discs	NBR or PTFE	
Disc-Holder	PA	
Core Tube	305 Stainless Steel	
Core and Plugnut	430F Stainless Steel	
Springs	302 Stainless Steel	
Shading Coil	Copper	Silver

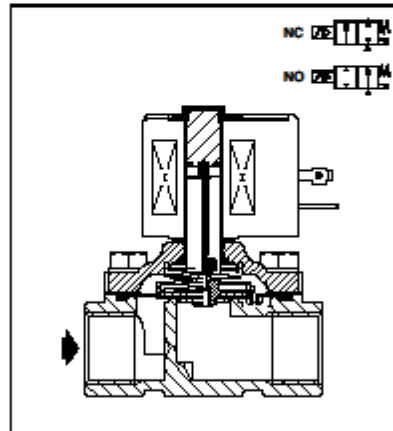
Electrical

Standard Coil and Class of Insulation	Watt Rating and Power Consumption				Spare Coil Part Number			
	DC Watts	AC			General Purpose		Explosionproof	
		Watts	VA Holding	VA Inrush	AC	DC	AC	DC
F	-	6.1	16	40	238210	-	238214	-
F	11.6	10.1	25	70	238610	238710	238614	238714
F	16.8	16.1	35	180	272610	97617	272614	97617
F	-	17.1	40	93	238610	-	238614	-
F	-	20	43	240	99257	-	99257	-
F	-	20.1	48	240	272610	-	272614	-
H	30.6	-	-	-	-	74073	-	74073
H	40.6	-	-	-	-	238910	-	238914

Standard Voltages: 24, 120, 240, 480 volts AC, 60 Hz (or 110, 220 volts AC, 50 Hz). 6, 12, 24, 120, 240 volts DC. Must be specified when ordering.
 Other voltages available when required.

Solenoid Enclosures

Standard: RedHat II - Watertight, Types 1, 2, 3, 3S, 4, and 4X; RedHat - Type I.
Optional: RedHat II - Explosionproof and Watertight, Types 3, 3S, 4, 4X, 6, 6P, 7, and 9; Red-Hat - Explosionproof and Watertight, Types 3, 4, 4X, 7, and 9.
 (To order, add prefix "EF" to catalog number, except Catalog Numbers 8210B057, 8210B058, and 8210B059, which are not available with Explosionproof enclosures.)
 See *Optional Features Section* for other available options.



Nominal Ambient Temp. Ranges

RedHat IV
 RedHat AC: 32°F to 125°F (0°C to 52°C)
 RedHat II DC: 32°F to 104°F (0°C to 40°C)
 RedHat DC: 32°F to 77°F (0°C to 25°C)
 (104°F/40°C occasionally)
 8210G227 AC: 32°F to 130°F (0°C to 54°C)
 DC: 32°F to 90°F (0°C to 32°C)

Refer to *Engineering Section* for details.

Approvals

UL listed as indicated. CSA certified.
 RedHat II meets applicable CE directives.
 Refer to *Engineering Section* for details.

**321 NORTH CLARK STREET
CONTRACTOR REGULATIONS AND GUIDELINES**

**EXHIBIT D
321 NORTH CLARK**

PRE-APPROVED SUB-CONTRACTOR LIST

Plumbing

Great Lakes Plumbing & Heating Co.
4521 West Diversey Avenue
Chicago, IL 60639
Phone: (773) 489-0400
Fax: (773) 489-1492
Contact: Ben Seno

McGann Plumbing, Inc.
6831 W Evergreen Avenue
Palos Heights, IL 60463
Phone: (773) 890-1170
mcgannplumbing@gmail.com

Mechanical

Midwest Mechanical
540 Executive Drive
Willowbrook, IL 60521
Phone: (630) 850-2300
Fax: (630) 655-8056
Contact: John Brooks

Hayward, Inc.
190 S. Wood Dale Road
Suite 706
Wood Dale, IL 60191
Phone: (847) 671-0400
Fax: (847) 671-1689
Contact: Tom Salamoun

Rice Mechanical
809 West Estes Avenue
Schaumburg, IL 60193
Phone: (847) 524-4180
Fax: (847) 524-4154
Contact: Phillip Rice

**321 NORTH CLARK STREET
CONTRACTOR REGULATIONS AND GUIDELINES**

321 NORTH CLARK

PRE-APPROVED SUB-CONTRACTOR LIST

Fire Life Safety

Until otherwise noted:
Intelligent Systems Services
371 Balm CL
Wood Dale, IL 60191
Phone: (630) 227-0000
Contact: Stefan Knezevic
stefan@iss-fire.com
iss-fire.com

Other vendors & trades will be considered but final approval will be at Landlord's sole discretion.

**VI. NEW CONSTRUCTION QUICK REFERENCE INFORMATION
NEW CONSTRUCTION QUICK REFERENCE INFORMATION**

1. Construction Service Requests

Notification required 48-hours in advance via the Property Portal for services stated below:

www.hinesnorthclark.com ⇨ **Tenant Services** ⇨ **Construction Building Forms**

- **Daily Work Information**
 - Information of work being performed with list of contractors
 - Freight elevator use of 30 minutes or less
- **After Hour Request (i.e. Demolition, Furniture Delivery, etc.)**
 - After-Hour Dock Access (i.e., Deliveries)
 - (Weekdays 6:00 PM – 6:00 AM; Weekends 6:00 AM – 10:00 PM)
 - Freight Elevator Access (i.e., Deliveries)
 - (Weekdays 6:00 PM – 6:00 AM; Weekends 6:00 AM – 10:00 PM)
- **Dumpster Request for 30-Yd Roll Off** (*Note: Cannot leave in the Dock without the permission from Building Management*)
- **Fire Life Safety Request (Engineer hours 6:00 AM – 10:00 PM)**
 - Drain Down
 - Hot Work Permit
 - Valve Off

**321 NORTH CLARK STREET
CONTRACTOR REGULATIONS AND GUIDELINES**

2. Freight Elevator and Dock Dimensions

The inside dimensions of the freight elevator cabs are 6’0” wide by 8’4” deep by 8’ high. A rear section of the ceiling area is raised to a height of 16’. The doorways to the freight elevators are 45” wide by 8’6” high.

Trucks that are larger than 35 feet in length will require the separation of the cab from the trailer while it is being unloaded in order to avoid blocking through traffic on Carroll Street or access to the building’s parking garage - required after hours only. Please note that trucks that are higher than 13’6” will not fit in the dock.

3. Distributed Antenna System (DAS)

Prior to beginning any work in the ceiling, the contractor is required to meet on-site with the engineering staff to understand how to work with and around the Verizon DAS system equipment. **Disabling one antennae takes out the ENTIRE system building-wide.**

4. Contractor Building Entrance

Contractors are allowed to enter through the Building’s Dock via Lower Carroll Street (see attached map). A building access card is issued to the contractor in exchange of a government issued ID. Restrooms are available on Lower Level 3 (LL3) which is only accessible by taking the freight elevator.

5. Office of the Building

The Building Management Office is located on the 3rd Floor in Suite 395. We are open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The main number is 312.288.2900

Building Management Office Staff:

Kelly Hales	General Manager	kelly.hales@hines.com
Brian Lambert	Property Manager	brian.lambert@hines.com
Keith Adkins	Sr. Project Accountant	keith.adkins@hines.com
Lucy Reese	Tenant Service Coordinator	lucy.reese@hines.com
Erica Finnie	Staff Assistant	erica.finnie@hines.com
Pat Lacey	Chief Engineer	pat.lacey@hines.com
Brian Manheim	Assistant Chief Engineer	brian.manheim@hines.com
Maurice Patton	Security Director	maurice.patton@hines.com

6. Insurance requirements

**321 NORTH CLARK STREET
CONTRACTOR REGULATIONS AND GUIDELINES**

A Certificate of Insurance (COI) should be provided prior to work commencing. The COI may be emailed to erica.finnie@hines.com. The following outlines the insurance requirements for 321 North Clark:

Certificate Holder:

Hines Interests Limited Partnership
321 North Clark Street, Suite 395
Chicago, IL 60654

Additional Insured (to be identified *exactly* as):

321 North Clark Property LLC
Hines Interests Limited Partnership

Required Insurance Limits:

1. Workers' Compensation – Minimum Amount Required by Law, no less than \$1,000,000
2. Employers Liability - \$1,000,000
3. Commercial General Liability - \$1,000,000 Combined Injury and Property Damage
4. Commercial Automobile Liability - \$1,000,000
5. Umbrella/Excess - \$5,000,000

321 NORTH CLARK STREET CONTRACTOR REGULATIONS AND GUIDELINES

