

THE OLD POST OFFICE

# TENANT HANDBOOK



# Tenant Handbook

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# Tenant Handbook

## Section I

### INTRODUCTION

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# Tenant Handbook

## Welcome

As a tenant of The Old Post Office, you are provided with one of the most professional office building management teams available.

Take time to familiarize yourself with this handbook, as the information provided is meant to give a better understanding of The Old Post Office and facilitate your company's operations. The Office of the Building is available to help in any way possible, please do not hesitate to give us a call.

Please note that throughout this manual, three addresses are referenced:

### **433 West Van Buren Street, Chicago, IL 60607**

24 Hour Entrance - North Side of Building

### **404 West Harrison Street, Chicago, IL 60607**

Parking Garage Entrance, Bike Entrance, Loading Dock and South Side of Building

Please feel free to call us at (312) 481-7900 if you have any questions or comments.

**Welcome to The Old Post Office!**

# Tenant Handbook

## About The Old Post Office

Having undergone an 800-million-dollar restorative transformation, the Old Post Office is an integral part of a world-class urban fabric with direct access to world-class amenities. Occupying more than two full city blocks, spanning 12.3 acres and standing 13 stories tall, it offers 2,500,000 square feet of office lead mixed-use space. The soaring 19-foot ceilings grant generous access to natural daylight and the building's restructured floor plan provides tenants a unique opportunity for enhanced collaboration and productivity.

To learn more about the Old Post Office's history, The Chicago Architecture Center hosts walking tours every Tuesday. For additional information please visit the link [here](#).

Pertinent facts about The Old Post Office are as follows:

|                          |                                                                                                 |
|--------------------------|-------------------------------------------------------------------------------------------------|
| Number of Office Floors: | North Building- 11   South Building- 9   East Building- 6                                       |
| Building Size:           | 2.5 million Square Feet                                                                         |
| Completed:               | 1921 Original, 1932 Expanded, 2016 – 2019 Renovated                                             |
| Building Addresses:      | The Old Post Office<br>433 West Van Buren Street   404 West Harrison Street<br>Chicago IL 60607 |
| Architect:               | Graham, Anderson Probst & White   Gensler                                                       |

# Tenant Handbook

## Section II

### MOVING PROCEDURES

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## Move-Ins

To ensure there are minimal inconveniences to you during your move, Management requests certain information in advance.

The following list of items should be completed and returned to the Office of the Building two weeks prior to your scheduled move.

## Forms Required Prior to Move-In

You will need to fill out several forms relating to employee identification badges, tenant emergency contacts and other topics.

Please see page 11 which provides information frequently requested by movers.

### **CERTIFICATE OF INSURANCE**

Per the terms of your lease, a Certificate of Insurance is to be on file with the Office of the Building. See the section of your lease titled "Insurance" for specific requirements.

### **AUTHORIZED INDIVIDUALS & EMERGENCY CONTACT LIST**

This list notifies management and/or security of which employees have the authority to make the necessary decisions for the Tenant's Company. To receive a blank form or to confirm your current form, please contact the Office of the Building.

### **COMED TENANT CHANGE FORM**

This form provides pertinent information to assist in transferring your ComEd account to The Old Post Office. The Office of the Building to provide the form.

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## Move-In Checklist

- ◇ Order new letterhead, business cards and other printed marketing materials.
- ◇ Coordinate updates to website, email signatures and electronic addresses so they can be implemented on move day.
- ◇ Contact the U.S. Post Office & Banking Institutions to notify them of change of address.
- ◇ Notify insurance carrier of change of address and obtain new Certificates of Insurance for your firm and your vendors (for the Office of the Building).
- ◇ Contact Extenet to coordinate the extension and any associated cabling requirements for your Telecommunication needs. See section IV, Riser Management.
- ◇ Coordinate the setup of your utility service by contacting ComEd.
- ◇ Complete required forms and share with the Property Management team.
- ◇ Provide your moving company with a copy of the Pertinent Information for your Move-In.

## Pertinent Information for your Move-In

### MOVING INSURANCE

Your moving company will be required to provide a Certificate of Insurance. For insurance requirements contact the Office of the Building.

### MOVE-IN HOURS

All major moves must take place after 6:00 pm weekdays or anytime on Saturday and Sunday. The moves must be scheduled at least 48 hours in advance by contacting the Office of the Building.

PLEASE NOTE: Security is on site 24/7, but additional Officers and/or Elevator Operators may be required to supervise the dock and freight elevator areas during large deliveries. Any associated overtime labor charges for Security or Elevator Operators will be billed back to the Tenant.



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## Pertinent Information for your Move-In (continued)

### Driving Directions

#### PARKING GARAGE

Please see page 74 for Parking Garage information, or go to <https://post433.com/> and view the banner for most up-to-date guidance.

#### LOADING DOCK

Located at 404 W Harrison Street at the south east corner of The Old Post Office.

#### FREIGHT ELEVATOR

The Old Post Office is equipped with two (2) designated freight elevators and two (2) designated service elevators. It should be noted that the different freight elevators service different areas of the building.

|                            | <u>SOUTH/EAST BUILDING</u><br>Service Elevator #10 | <u>SOUTH BUILDING</u><br>Freight Elevator #11 | <u>SOUTH BUILDING</u><br>Freight Elevator #39 | <u>NORTH BUILDING</u><br>Service Elevator #25 |
|----------------------------|----------------------------------------------------|-----------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| <b>CAPACITY</b>            | 10,000 LBS                                         | 10,000 LBS                                    | 10,000 LBS                                    | 6,000 LBS                                     |
| <b>DOOR OPENING</b>        | 5'0" W X 7'-0 H                                    | 6'6" W x 8'0" H                               | 6'6" x 8'0"                                   | 4'0" W x 8'0" H                               |
| <b>DEPTH FRONT TO BACK</b> | 9'0"                                               | 13'8"                                         | 13'8"                                         | 6'2"                                          |
| <b>HEIGHT OF CAR</b>       | 8'0"                                               | 8'6"                                          | 7'11"                                         | 8'0"                                          |
| <b>EAST FACING STOPS</b>   | 1, 2, 3E, 4E, 5E, 6E                               | 1                                             | 1-9                                           | North Building (East)<br>5N-12N               |
| <b>WEST FACING STOPS</b>   | 1-9                                                | 1-9                                           | 10                                            | South Building (West)<br>1-10, 13 (pylon)     |

The freight elevators are available between 6:00 am - 6:00 pm, Monday through Friday, for 30 minutes on a first-come, first-served basis. To schedule after-hours use, please email the Office of the Building no less than 24 hours prior to the requested time. These elevators are for freight only, and to not be used as passenger elevators. Please use the freight elevators when transporting items that require delivery carts, as carts are not allowed on the building's passenger elevators.



# Tenant Handbook

## Moving Procedures

Please adhere to the following policies regarding movement of office furniture and equipment into and out of The Old Post Office. Before engaging with a Moving or Delivery Company, please contact the Office of the Building no later than two weeks prior to discuss arrangements.

### 1. PROCEDURES

- a. It is necessary that you notify our office in writing and receive approval at least 48 hours in advance of your intended move.
- b. Masonite must be placed on the floors and in the hallways to protect the walls, floor and carpet from damage.
- c. Routine deliveries during normal business hours (6:00 am - 6:00 pm) that require use of the elevator is on a first come - first serve basis for no more than 30 minutes. The elevator cannot be reserved or used exclusively during this time.
- d. Larger moves must be scheduled on weekends or after 6:00 pm on weekdays. There will be a charge for freight elevator operation.
- e. Any attempted moves without prior office approval will be prohibited.
- f. Moves must not continue into peak elevator use time.
- g. Two moves cannot occur simultaneously.
- h. There is to be no moving through the main lobbies of the buildings.
- i. All moves must go through the loading dock area and to the freight elevators.

### 2. CLEAN UP

Moving/delivery companies and the Tenant are responsible for removing all cartons, padding, packing material, and other trash generated in the move. No such materials shall be left in or around the dumpsters. If you desire help in the clean-up, personnel can be provided on a time and material cost/plus basis which must be prearranged with Building Management. If a Tenant needs to have waste material placed in the building dumpster, this will be billed back to the Tenant and must be confirmed with Building Management prior.



# Tenant Handbook

## Moving Procedures (Continued)

### 3. PROPERTY DAMAGE

Any and all damage to the building, elevator areas and grounds which the Tenant, moving company, or its employees or agents cause will be the responsibility of the Tenant. Required repairs will be accomplished by the Landlord with attendant expenses billed to the responsible Tenant. The following pages contain specific information of which your mover should be aware. A copy of this information should be given to those moving companies bidding on your move.

## Moving Company Guidelines

### GENERAL

The mover shall perform all services required to move furniture, contents, office machines, records and supplies. In addition, as with all trades, all movers must be of Union Status.

Moves into and out of the building must be done on weekends or after 6:00 pm, Monday through Friday. We may assign a Security Officer for after hours; however, there may be a charge for any extra coverage.

Each employee of the mover must be bonded and uniformly attired in the same type and color uniform plainly lettered with the moving company's name. These requirements are necessary to maintain the security of the premises and to provide easy identification by our building's personnel.

### INSPECTION OF PREMISES

The mover is responsible for inspecting the tenant's suite prior to the move so that they may furnish such equipment and labor necessary to provide for an orderly, timely and efficient move. Mover should acquaint themselves with all the available information regarding difficulties, which may be encountered, and the conditions, including safety precautions, under which the work must be accomplished. We ask that you contact the Office of the Building in advance to confirm all arrangements.



# Tenant Handbook

## Moving Company Guidelines (continued)

### **SUPERVISION, LABOR, MATERIALS & EQUIPMENT**

The mover must provide all supervision, labor, materials, supplies, and equipment necessary to perform all anticipated services. Such equipment is not limited to but shall include dollies, trucks, carts etc. as may be required. All material handling vehicles used in the interior of the building **must** have rubber-tired wheels and must be free of grease and dirt. Masonite floor covering must be provided by the mover and laid down to protect the surfaces leading to and from the loading dock to the Tenant's suite.

### **FLOOR & WALL PROTECTION**

The mover shall always protect and preserve the building from damage. The mover must comply with all reasonable requests to enclose or specially protect such property. This includes furnishing, installing and removing floor, carpet, wall, and glass protective materials wherever necessary to protect the building from damage.

### **PERMITS, FRANCHISES, LICENSES, OR OTHER LAWFUL AUTHORITY**

Franchises, licenses, or other lawful authority required for effecting the movement, the mover, at their own expense, will obtain and maintain any necessary permits, handling, and other services to be performed. Before the move is made, the mover may be required to produce evidence of such authorities to our company.



# Tenant Handbook

## Tenant Responsibilities Prior to Moving Out

### **ALL TENANTS WILL BENEFIT BY FOLLOWING THESE PROCEDURES:**

- ◇ Review Lease documents to confirm move out or restoration provisions.
- ◇ Contact Telephone Company to discontinue telephone service at this building.
- ◇ Upon leaving the building, turn over your office keys and access cards to the office of the building.
- ◇ Follow “Moving Procedures”, described on pages 6 – 12, in executing your move.
- ◇ Contact ComEd for a Final Reading of your ComEd Meter.

*NOTE: These are general guidelines only.*

Please reference your lease to ensure that you are complying with your move out requirements. Should you have any questions, please contact the Office of the Building.



# Tenant Handbook

## Section III

### OFFICE OF THE BUILDING

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# Tenant Handbook

## Building Management Staff

A professional management team from Jones Lang LaSalle manages The Old Post Office. The management team has been chosen for its expertise in managing corporate office properties.

The Office of the Building is on the second floor in suite 211, open from 8:00 am to 5:00 pm, Monday through Friday. During non-business hours, the office number will automatically transfer to the 24-Hour Security Command Center.

### CONTACT NUMBERS:

|                                       |              |
|---------------------------------------|--------------|
| Office of the Building                | 312-481-7900 |
| 24 Hour Security Command Center (SCC) | 312-548-7545 |
| Historic Lobby Security Desk          | 312-872-4707 |
| South Lobby Security Desk             | 312-872-4702 |
| West Lobby Security Desk              | 312-872-4709 |
| Messenger Center                      | 312-872-4701 |
| Parking Garage                        | 312-872-4708 |
| Boxcar Fitness Center                 | 312-872-4705 |

### OFFICE OF THE BUILDING STAFF:

#### General Manager

Louise Harney  
[Louise.Harney@jll.com](mailto:Louise.Harney@jll.com)  
(312) 796-6538

#### Property Associate

Reese Wojtas  
[Reese.Wojtas@jll.com](mailto:Reese.Wojtas@jll.com)  
(773) 673-8232

#### Tenant Service Representative

Leah Matalone  
[Leah.Matalone@jll.com](mailto:Leah.Matalone@jll.com)  
(312) 481-7900

#### Property Manager

Ryan Repp  
[Ryan.Repp@jll.com](mailto:Ryan.Repp@jll.com)  
(312) 548-7517

#### Property Associate

Peyton Kapp  
[Peyton.Kapp@jll.com](mailto:Peyton.Kapp@jll.com)  
(773) 673-0023



# Tenant Handbook

## Building Management Staff (Continued)

### Senior Finance Manager

Lisa Li

[Lisa.Li@jll.com](mailto:Lisa.Li@jll.com)

(312) 583-7199

### Property Accountant

Kevin Sanchez

[Kevin.Sanchez@jll.com](mailto:Kevin.Sanchez@jll.com)

(312) 583-7109

### A/R-A/P Specialist

Lisa McClelland

[Lisa.McClelland@jll.com](mailto:Lisa.McClelland@jll.com)

(312) 548-7474

### Chief Engineer

Jason Blessing

[Jason.Blessing@jll.com](mailto:Jason.Blessing@jll.com)

(312) 548-7555

### Assistant Chief Engineer

Jeff O'Connell

[Jeff.OConnell@jll.com](mailto:Jeff.OConnell@jll.com)

(312) 548-7569

### Director of Security & Life Safety

Patrick Olson

[Patrick.Olson@jll.com](mailto:Patrick.Olson@jll.com)

(320) 291-3137

### Allied Security Account Manager

Deb Hindin

[Deb.Hindin@aus.com](mailto:Deb.Hindin@aus.com)

(224) 762-5278

### Allied Security Asst. Account Manager

Artasia Carter

[Artasia.Carter@aus.com](mailto:Artasia.Carter@aus.com)

(773) 355-1700

### Parking Operations

Date Assadji

[Date.Assadji@abm.com](mailto:Date.Assadji@abm.com)

(312) 608-7870



# Tenant Handbook

## Community Manager, Events, & Fitness Staff

The Old Post Office has a dedicated onsite Community Manager, Events and Fitness Center Team. Corporate Concierge Services is hired as the professional concierge and Kinema Fitness is the professional Fitness Center Manager.

### EVENTS STAFF:

Director of Sales  
Leah (Stortz) Cristobal  
Direct: (312) 402-0992  
[Leah.Stortz@jll.com](mailto:Leah.Stortz@jll.com)

Responsible for Sales and  
Coordination Lead for Large  
Scale Internal Events

Senior Event Sales Manager  
Taylor Matthews  
Direct: (312) 623-7110  
[Taylor.Matthews@jll.com](mailto:Taylor.Matthews@jll.com)

Event Manager  
Alyssa Smith  
Direct: (312) 366-9699  
[Alyssa.Smith@jll.com](mailto:Alyssa.Smith@jll.com)

Event Manager  
Jeremy Byers

### COMMUNITY MANAGER STAFF:

Community Manager  
Marina Riviere Petersen  
Direct: (312) 872-4710  
[communitymanager@tpochicago.com](mailto:communitymanager@tpochicago.com)

Primary Tenant Contact for Day-to-Day  
Concierge Services, Tenant Events and  
Activities

### KINEMA STAFF:

General Manager  
Max Malec  
[Max.Malec@kinemafitness.com](mailto:Max.Malec@kinemafitness.com)  
[Boxcar@kinemafitness.com](mailto:Boxcar@kinemafitness.com)  
(312) 872-4705

Fitness Manager  
Steven Zepeda  
[Steven.Zepeda@kinemafitness.com](mailto:Steven.Zepeda@kinemafitness.com)

Fitness Specialist  
Sydney Tennill  
[Sydney.Tennill@kinemafitness.com](mailto:Sydney.Tennill@kinemafitness.com)



# Tenant Handbook

## Important Numbers, Business Hours, & Holidays

### OFFICE OF THE BUILDING

Jones Lang LaSalle  
433 West Van Buren Street, Suite 211  
Chicago, IL 60607  
Office: (312) 481-7900

24 Hour Security Command Center  
(312) 548-7545

24 Hour Entrance (Staffed 24/7)  
Historic Lobby  
433 West Van Buren Street

### OFFICE HOURS

Monday - Friday  
8:00 am - 5:00 pm

### CURRENT BUILDING HVAC OPERATING HOURS

Monday - Friday 6:00 am - 6:00 pm  
Saturday 7:00 am - 1:00 pm  
Other times upon request  
OFF Sundays & Holidays

### OFFICE OF THE BUILDING HOLIDAYS

New Year's Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Thanksgiving Holiday (Day after Thanksgiving)  
Christmas Eve  
Christmas Day  
New Year's Eve

*NOTE: Elevators operate by access card only during off hours and weekends.*

Should you require any routine cleaning, heating, ventilation, air conditioning or other special services on any of the above holidays, please contact the Office of the Building. Given that the building staff and contractors also observe some of these holidays, you may be charged for these building services.



# Tenant Handbook

## Amenity Hours of Operations

### **The Meadow and Sports Courts**

6:00 am – 8:00 pm

6:00 am – 4:00 pm

CLOSED

Monday – Friday

Saturday

Sunday

### **The Library**

9:00 am – 10:00 pm

10:00 am – 4:00 pm

Monday – Friday

Saturday and Sunday

### **Boxcar Fitness Center**

6:00 am – 7:00 pm

6:00 am – 2:00 pm

CLOSED

Monday – Friday

Saturday

Sunday

### **From Here On Food Hall**

7:00 am – 7:00 pm

Monday – Friday

*\*Vendor hours do vary*

### **Café**

7:00 am – 3:00 pm

7:00 am – 5:00 pm

CLOSED

Monday and Friday

Tuesday – Thursday

Saturday and Sunday

### **Snorkelbox**

2:00 pm – 8:00 pm

Monday – Friday



# Tenant Handbook

## Section IV

### BUILDING OPERATIONS

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# Tenant Handbook

## Building Signage

Municipal Codes requires that The Old Post Office maintain certain posted signage. It is important that any Code required signage in building areas outside of your premises remain undisturbed. Tenants are responsible for installation of Code required signage within their Suite.

Building standards specify uniform lettering for signage on multi-tenant floors. The Office of the Building should approve variations in logos or graphics in advance.

**The Old Post Office is a Historical Building subject to restrictions with renovations and signage. Prior to making any alterations or installing any signage, please contact the Office of the Building.**

Any additional questions regarding the Building Directory & Signage can be directed to Reese Wojtas at [reese.wojtas@jll.com](mailto:reese.wojtas@jll.com) and Peyton Kapp at [peyton.kapp@jll.com](mailto:peyton.kapp@jll.com)



# Tenant Handbook

## Heating, Ventilation, & Air Conditioning

### GENERAL SERVICES

Heating and base building air conditioning, in season, are provided Monday through Friday, per the terms of your lease. The temperature of the building is maintained at a comfortable level and is centrally controlled via a Digital Control System. Should temperature adjustments be needed for your suite, please submit a work order on Building Engines.

Standard HVAC service is provided Monday through Friday, 6:00 am to 6:00 pm, Saturday, 7:00 am to 1:00 pm. Please submit a worker order to request after-hours heating, ventilation, and air-conditioning (HVAC) service. After-Hours HVAC Services must be requested at least 24 hours in advance. An hourly rate is assessed for any overtime HVAC.

The Building Engines service request system will be accessible through the main Tenant Portal or building via a direct link:

Building Portal: <https://www.post433.com>

Building Engines: [www.requestcom.com](http://www.requestcom.com)



# Tenant Handbook

## Mail Services & Deliveries

If you are requesting an incoming delivery, reference:

**404 West Harrison Street, Chicago, Illinois 60607**

(With the exception of Fed-Ex, UPS & DHL)

### DELIVERIES – GUIDELINES

- ◇ Must be made through the loading dock at 404 West Harrison Street
- ◇ Is first-come, first-served with a 30-minute maximum delivery/pick up time Monday – Friday 6:00 am – 6:00 pm
- ◇ Large deliveries need to be scheduled with the Office of the Building for after hours or weekends
- ◇ Building personnel must be present and this will be charged to the Tenant
- ◇ All vendors onsite, delivering and conducting work MUST have a current Certificate of Insurance on file with the Office of the Building (see Exhibit A)
- ◇ Deliveries or pick-ups cannot be left on the dock under any circumstance
- ◇ Building personnel cannot sign for deliveries
- ◇ Hand trucks used for deliveries should be rubber wheeled and clean when transporting items within the building
- ◇ Masonite may be required to be placed on the floors prior to delivery, dependent upon the item(s) being transported

### MESSENGER SERVICE: ARROW MESSENGER (Non-FedEx or UPS deliveries)

- ◇ Inbound and outbound deliveries must be routed through the building's messenger service, located on the 1st floor of the Building, next to the West Lobby
- ◇ Deliveries will be received at the Messenger Center then delivered to the Tenant's suite by our messenger personnel
- ◇ Contact the Messenger Center for outbound deliveries at (312) 872-4701 or submit a worker order ticket on Building Engines
  - A Messenger Center employee will pick up the package and hold it until the item is picked up

### FLORAL DELIVERIES

All floral deliveries must be handled by the Building's messenger personnel.

### CATERING DELIVERIES

Catering Deliveries will be allowed to enter the building, with approval from the Tenant, and may deliver directly to a Tenant's suite when a valid COI is on file.



# Tenant Handbook

## Mail Services & Deliveries (Continued)

### U.S. MAILBOX LOCATIONS & PICK-UP HOURS

Outgoing mail may be deposited at the Messenger Center, Monday through Friday.

### U.S. MAIL DELIVERY HOURS

The U.S. Postal Service delivers incoming mail Monday through Friday directly to the Tenant Suites. Mail delivery, distribution and pick-up hours are determined by the U.S. Postal Service. Current delivery times are approximate, as follows:

Monday - Saturday, between 11:00 am - 3:00 pm

*Please note: No deliveries are made on Sundays or Holidays. There is a full-service US Post Office directly south of the Building on Harrison Street.*

### EXPRESS MAIL & MESSENGER SERVICE

Packages and/or envelopes for messengers, Federal Express, UPS, etc. are not to be placed in the hallway.



# Tenant Handbook

## Billing Procedures

### BILLING ADDRESS

The billing address should be established prior to move in and is listed among the “Tenant Responsibilities Prior to Move-In.” The Office of the Building has the capability to send copies of billings to another address, if desired. Please notify the Office of the Building if you desire your monthly statement sent to another address.

### PAYMENTS

Rent and tenant charges are due and payable on the first day of each month. Tenant charge statements are sent to each tenant between the 20th and 30th of each month proceeding the due date. All checks should be made payable and remitted to:

Bank Name: Wells Fargo Bank, N.A. San Francisco, CA  
Account Name: 601W Companies Chicago LLC FBO Wilmington Trust, NA as Trustee (DACA)  
ABA: 1 2 1 0 0 0 2 4 8  
Account Number: 4 6 1 5 0 4 4 1 6 1

Payment of Rent by check or money order should be made directly to the following address:

RESERVED PO BOX ADDRESS  
601W COMPANIES CHICAGO LLC  
P.O. Box 851670  
Minneapolis, MN 55485-1670

OVERNIGHT PO BOX MAILING ADDRESS  
Lockbox Services # 851670  
601W COMPANIES CHICAGO LLC  
1801 Parkview Drive, 1st Floor  
Shoreview, MN 55126

The return address will appear on the remittance portion of the rent statement. It is important that this remittance portion accompany your check. This will ensure the proper crediting to your account.

### OTHER POINTS OF REFERENCE TO ENSURE THE PROPER PROCESSING OF YOUR CHECK:

- ◇ Please include the lease identification number on your check
- ◇ Indicate the amount being paid and the check number on the remittance
- ◇ Notify the Office of the Building in writing of any billing address changes



# Tenant Handbook

## Building Access

### **BUILDING ENTRY - PUBLIC ACCESS**

The Building is accessible 24 hours per day, 7 days a week via the North (Van Buren) Lobby as it is always staffed.

Tenants should always have their access card in their possession when on site.

The West and South Lobbies will be staffed between 7:00 am and 6:00 pm Monday through Friday only. Outside of these times, the entrances will be locked.

Outside of regular business hours, 7:00am – 6:00pm Monday through Friday, the elevators will switch to access control mode and a keycard will be required to access floors.

### **SECURITY ACCESS KEYCARD REQUEST**

Before move-in, tenants are encouraged to contact the Office of the Building for purposes of receiving key card access to the building during off-hours.

Security Access Keycards for entry into the building and after-hours access can be issued for each employee. To obtain a new building pass, please complete the following two steps:

1. A Building Engines work order must be entered prior to the employee having their picture taken in the Security Command Center. Please file the request under Security > Building Passes and provide the employee's (or employees') name(s) in the description.
2. Each NEW employee must provide a completed Access Card Application (Exhibit B7) in order to obtain a keycard, and be able to have an ID picture taken. All signatures are required, or the employee will be turned away. This form is *not* required for an access card *re-print* request.

Upon completion of the above steps, Security will deliver the badge to the employee's office. If you need a badge reissued (due to loss, damage, etc.), please enter a request on Building Engines for the duplicate.



# Tenant Handbook

## Building Access (Continued)

### ACCESS CONTROL SYSTEM

After business hours, access into the building can only be made via the North (Van Buren) Lobby. Upon entry, employees will be asked to swipe their badge at the Lobby Desk. Upon swiping their badge, their picture will show on the Security Desk monitor. If the picture does not match the employee, they will be escorted out of the building. **Do not lend your key to anyone.** If a badge should be lost, report the loss immediately.

Employee access cards should be returned to their employer upon employee's termination.

### VISITOR ACCESS

We utilize the HqO App for Visitor Access.

If your off-site employees, guests, and vendors need access on an occasional or "as-needed" basis, please enter their information in the HqO Visitor Management System. The information is transmitted to the Security console on a real-time basis. Upon arrival, the visitor will need to check in with Security and show a valid picture ID. They will be issued a temporary badge for the day.

After-hours, or if a visitor's name is not entered in the HqO system, Security will call the guest's contact or the Tenant for instructions. If the contact gives verbal approval for the guest to have access to the Tenant space, Security will create a badge and will direct the visitor to the proper elevator bank. If the contact advises that an escort is needed, Security will advise the guest accordingly, and issue the guest a badge once the escort has arrived in the lobby.

Note that there is no "on-going" guest list for employees/Tenants.

Direct questions regarding the HqO Management System to the Office of the Building.



# Tenant Handbook

## Building Access (Continued)

### TENANT PRECAUTIONS

Upon leaving the complex, ensure that all entrances and exits to your suite are locked. During the day, offices, desks, and entrance areas should never be left unattended. Valuables, such as purses and briefcases should be locked up or taken with an employee when they leave their workstation.

Solicitation is not permitted within The Old Post Office. If you notice a suspicious person within the building, please call Security at (312) 548-7545 and provide as much detailed information as possible. The Old Post Office personnel will escort the individual off the premises.

### THEFT AND INSURANCE

Any suspected theft should be reported to Security immediately. The Chicago Police should also be notified immediately by calling 911 and filing a report. The insurance policy for The Old Post Office does not cover the personal belongings of tenants. Personal property insurance is the responsibility of each tenant.

### INCIDENT REPORT

To provide an accurate record of every incident, the Old Post Office staff is required to write an incident report for any accident, theft, or incident occurring on the property. We would appreciate your cooperation in answering any questions the building staff may have.

### SPECIAL KEYING

All keys at The Old Post Office are keyed to a building Master Key system. This key system is necessary so that the building staff has access to all areas in the event of an emergency. *For this reason, changing locks or adding deadbolts to any door within your suite is strictly prohibited.*

If additional lock work for your suite is necessary, notify the Office of the Building and the Engineering staff will attend to your request.

### EMERGENCY TELEPHONE NUMBER

In case of any emergency, such as theft, fire, or other incidents after normal business hours, we will notify a designated emergency contact from your company. This procedure allows us to alert you as soon as possible in case of any unforeseen circumstances.



# Tenant Handbook

## Building Security

### SECURITY HOURS

*24 hours, 7 days a week, 365 days a year*

Our exceptional security and life-safety program includes a state-of-the-art camera system, silent alarms, smoke/fire alarms, 24-hour, seven-day-a-week fire command control panel, keycard access system, intercom stations, and stairwell detectors. These systems allow the Security Command Center staff to monitor activity in the building 24 hours a day.

We encourage everyone to view the building's Security & Life Safety presentation by going to the Life Safety tab at this link:

<https://post433.com/tenants/>

The Security & Life Safety Manual offers more information on The Old Post Office's safety systems, crime prevention tips and easy step-by-step procedures for different types of crises.

Fire drills are held twice per year. All building occupants are required to participate.

### SECURITY NUMBERS

|                                  |                |
|----------------------------------|----------------|
| Police/Fire/Ambulance:           | 911            |
| 24 Hour Security Command Center: | (312) 548-7545 |

To maintain the most comprehensive, 24-hour-a-day security for The Old Post Office, tenants are urged to adhere to the building's after-hours access policy.



# Tenant Handbook

## Building Security (Continued)

### AFTER-HOURS SECURITY POLICY

#### TENANTS

Tenants must present their building identification badges at the security desk and use the electronic card reader on the elevator panel to access tenant floors on weekends, legal holidays, or weekdays between 6:00 pm and 7:00 am. Visitors are not allowed after-hours access unless accompanied by an authorized tenant. Although building personnel conduct routine patrols of the common areas at regular intervals, security of a tenant's space is the responsibility of the tenant.

#### VISITORS

Anyone with a valid security card may bring a guest into the building. The guest will be asked to sign in at the security desk. If the visitors are allowed to enter through a written memo, it must be validated by an authorized signature and approved by the Office of the Building. Valid ID must be presented when signing in and out.

#### MESSENGERS

The Building has contracted Arrow Messenger for deliveries and pick-ups of incoming and outgoing parcels. Outside Delivery Messengers are not permitted to go up in the building. Please be sure to direct any Messenger pick-ups or deliveries to the Loading Dock at 404 West Harrison Street.

The Tenant Portal and the HqO Visitor Management System contain a link to the messenger center to request messenger pick-ups. Incoming parcels will be delivered to your designated area by the messenger center.

#### FOOD DELIVERIES

Large catered deliveries are permitted to the Loading Dock at 404 W. Harrison street with a valid COI. For small, individual orders please arrange for delivery at the North Lobby on Van Buren Street.



# Tenant Handbook

## Building Security (Continued)

### LOST AND FOUND

Security keeps "Lost and Found" items in the Security Command Center located on the 1st Floor behind the escalators. Tenants who have either lost or found an item should contact Security.

### GENERAL SAFETY GUIDELINES

For your safety, your cooperation is asked in observing the following building safety guidelines:

- ◇ Notify the Office of the Building of loiterers or suspicious persons in corridors, restrooms, or in the parking areas.
- ◇ Report and turn away all solicitors to the Office of the Building.
- ◇ Always lock your suite when there is no one in the office - even if you have just stepped out for a quick moment.
- ◇ Employees should always remember to take their keys and building access card with them when leaving the suite or building.
- ◇ Building staff and security will not grant access into your suite without appropriate authorization from the Tenant, regardless of who the individual is.
- ◇ Keep corridor doors closed at all times.
- ◇ Do not leave personal valuables unguarded in reception areas, on desk tops or in unlocked drawers.
- ◇ Notify the police and the Office of the Building of any crimes.
- ◇ Collect keys and building access cards from employees who have resigned or have been terminated from your organization.

*Copy and distribute these general guidelines to your entire office staff.*



# Tenant Handbook

## Conceal & Carry

The Old Post Office does not prohibit the carrying and concealment of firearms in the building. Therefore, signage is not required to be posted at any of its entrances. If a tenant chooses to prohibit the concealment and carrying of firearms within their space, they must post the approved signage at all entrances of their suite.

To view the signage requirements, please visit the Illinois State Police website at:

<https://isp.illinois.gov/>



# Tenant Handbook

## Building Maintenance

The Building Engineering Staff is on site 24/7, 365 days a year. They are here to maintain building operations and to provide standard building maintenance. A designated office contact should be the person to place all maintenance requests.

### URGENT REQUESTS

Please have your Contact person notify the Office of the Building of any urgent maintenance or repair requests, or requests requiring immediate attention (i.e., unusual odors, temperature control, etc.). We will have a building engineer assist you as soon as possible. During non-business hours, the phones will be forwarded to the Security Command Center. The Officer will contact the proper building personnel and we will respond to your inquiry as quickly as possible.

### GENERAL MAINTENANCE REQUESTS

For general maintenance requests, please enter a ticket through the HqO Work Order tab and someone will respond to your request as soon as possible.

Maintenance Requests can be entered via the main Tenant Portal or via the HqO website.

Tenant Portal Link: <https://oldpost433.hqo.co/login>

### TOOLS & EQUIPMENT POLICY

Building tools and equipment are strictly prohibited from being loaned or rented to Tenants, Vendors or Contractors. Please do not ask the Staff to borrow tools or equipment.



# Tenant Handbook

## Janitorial Service

Janitorial service is provided Monday - Friday evenings after normal business hours. Routine office cleaning includes vacuuming, dusting, and emptying wastebaskets. Service to your suite will commence on the first regular service day after your move-in unless you have requested otherwise.

As a reminder, please do not place any objects near or against trash receptacles if the material is not to be thrown away. For your convenience, orange throw-away stickers are available in the Office of the Building to designate boxes or other items for disposal.

Please note that the Janitorial Crew will **not** clean the following:

- Any computer equipment, including terminals, hard drives or keyboards
- Vacuum or dust near computer cables or wires
- Personal items on the desk or in personal office (frames, paperweights, statues, etc.)

This is for your protection to avoid disrupting any sensitive computer equipment or damaging any personal belongings.

Special cleaning services, such as dish washing, refrigerator cleaning and carpet cleaning can be requested through Building Engines on a chargeable basis. For more information about special cleaning services, please contact the Office of the Building.

*Please Note: The janitorial staff will not discard electronics unless a Building Engines ticket is completed for the recycling of these items.*



# Tenant Handbook

## Night Cleaning

### STANDARD SERVICES

We provide extensive daily cleaning as part of our standard building services. To provide you with thorough and comprehensive cleaning, we have developed schedules for different services on daily, weekly, and monthly rotations.

### SPECIAL SERVICES

Your offices represent a significant investment of corporate dollars. Even with the extensive cleaning program that we offer you, there are many items that must be considered to protect that investment.

#### CARPETS

The thorough carpet care includes deep shampooing in combination with power pile lifting as well as ongoing spot cleaning. Carpeting is the most expensive and most used component per square foot of your space. Having an ongoing maintenance program to keep carpet free from grit will maintain the carpet in peak condition for many years.

#### FLOORS

To prolong the life of any floor it requires a combination of proper maintenance techniques, including sealing, waxing and buffing, using specialized equipment. Wooden and tile floors often require special care on a regular basis to preserve their natural appeal and prolong their life span.

#### UPHOLSTERY

Upholstery should be vacuumed and cleaned on a regular basis with spot-cleaning done as necessary. Dirt in furniture retains odors and mutes the colors of the fabric. Stains make the furniture unsightly. This can be critical when considering the professional, first-class image of your office and the building.

#### WALLS

We recommend that the walls be washed once a year and painted every three years. This will help to keep marks on the walls to a minimum and will also add to the fresh, clean look.



# Tenant Handbook

## Night Cleaning (Continued)

### **KITCHEN**

As an added convenience, it is possible to set up a program to clean kitchen areas in the space on a daily or weekly basis.

### **MISCELLANEOUS**

Other services provided are special porter/matron service and acoustical ceiling cleaning; putting a program into place to provide this specialized care will maintain your investment without involving your time and energy.

Please contact the Office of the Building to discuss setting up a cleaning program specifically tailored to your business needs.

## Day Cleaning

Day cleaning staff is on site Monday through Friday from 8:00 am - 5:00 pm to keep the lobbies, corridors, restrooms and building perimeter clean during working hours. If you observe a janitorial problem in any of these areas or otherwise, please enter a ticket in the Building Engines Work Order System or call our office so that we may immediately dispatch a day porter.

Should you require any routine cleaning, heating, ventilation, air conditioning or other special services on any of the Building holidays, please contact the Office of the Building. Given that the building staff and contractors also observe these holidays, you will be charged for any building services. We will be glad to provide you with an estimate for any of the above services.

### **SPECIAL REQUESTS**

If you have any special requests or require emergency janitorial assistance, please direct your request to the Office of the Building.



# Tenant Handbook

## Building Leasing

The Leasing Group remains at your service to help facilitate your space needs. The leasing agency for The Old Post Office is The Telos Group, LLC.

### LEASING CONTACTS

Matthew Whipple  
[mwhipple@telosgroupllc.com](mailto:mwhipple@telosgroupllc.com)  
(312) 477-2939

Jamai Brown  
[jbrown@telosgroupllc.com](mailto:jbrown@telosgroupllc.com)  
(424) 867-1207



# Tenant Handbook

## Riser Management

### **RISER MANAGER**

The Old Post Office has multiple stacked low voltage telecommunications closets equipped with fiber that connect to two interconnected Meeting Rooms on the 1st and 2nd floor. In an effort to maintain the integrity of the telecommunications infrastructure, we utilize Extenet Systems as the exclusive riser manager for the property.

We encourage you to ensure that you place your telecommunications service with enough lead time to ensure delivery of your telecommunications circuits in advance of your move.

Costs for Low Voltage Connections and Work within the Base Building Riser System must be performed by Extenet and/or Extenet's Authorized Agents.

*Costs for Riser Management Services is the responsibility of the Tenant.*

### **RISER MANAGER CONTRACTOR INFORMATION**

Please contact and copy the building team contact on any orders:

#### **Property Manager**

Ryan Repp

[Ryan.Repp@jll.com](mailto:Ryan.Repp@jll.com)

(630) 605-7563



# Tenant Handbook

## Vendor Regulations

### **VENDOR/CONTRACTOR ACCESS**

There may be special instances when vendors or contractors need to perform work in your suite during non-business hours. In such instances, please provide written notification to the Office of the Building, which states the name(s) of the individual(s), the company, the date they will be coming, the approximate time, a Certificate of Insurance and Endorsement (Exhibit A). A brief description of the work to be done should also be included.

**Depending on the nature of the work being performed, building personnel may be required to be onsite. Charges for personnel will be charged back to the Tenant.**

*Please Note: This is a Union building and all contractors must be Union and approved by the Office of the Building.*

**When arranging for services provided by an outside vendor for work in individual office suites, tenants and their vendors are asked to comply with the following guidelines:**

- ◇ Inform the Office of the Building
- ◇ A vendor shall be permitted access to the building only pursuant to the request of the tenant and on for the purpose of direct deliveries to the specified suite.
- ◇ Vendors may not solicit work from other tenants in the building.
- ◇ Vendors must provide a Certificate of Insurance and Endorsement

There are multiple entities to be named as Additional Insured's, all are listed in Exhibit A. Please email the original COI copy to:

[TSR@tpochicago.com](mailto:TSR@tpochicago.com)

If you have questions regarding requirements, email the above personnel for information.



# Tenant Handbook

## Energy Conservation

### **HEATING, VENTILATION AND AIR CONDITIONING**

The Old Post Office's standard operating hours are Monday through Friday, per the terms of your lease. We provide heating and air conditioning, in season, during the hours of 8:00 am to 6:00 pm. The temperature of the building is maintained at a comfortable level and is centrally controlled. If the temperature level in your suite should change abruptly or exceed a reasonable level, please call the Office of the Building.

### **AFTER HOURS HEATING, VENTILATION AND AIR CONDITIONING**

Heating or air conditioning beyond the standard operating hours can be provided at an additional charge should you require it. Please contact the Office of the Building at least 48 hours in advance to schedule this service.

### **ADDITIONAL COOLING REQUIREMENTS**

Computer equipment, personnel, and conference rooms can require specialized cooling or ventilation. We can arrange the design and installation of additional equipment to meet any of your business needs.

### **MAINTENANCE OF TENANT SPECIFIC COOLING SYSTEMS**

Above standard equipment, like a computer room, requires special maintenance to ensure its continued problem-free functioning. We can provide you with outside contractor information.



# Tenant Handbook

## Recycling

The Office of the Building is eager to ensure that we do our part, along with our Tenants, to help extend the life of current landfill areas. Aluminum can containers and recycling bins are provided for each tenant's suite and workstations. Additional bins may be requested through the Office of the Building and will be provided at no charge.

## Smoking, Tobacco, Solicitors, & Miscellaneous

### SMOKING AND TABACCO

As a courtesy to building occupants and all guests to our building, we ask that you please adhere to the following guidelines:

- In compliance with the Illinois Legislature's Smoke-free Illinois Act (2008) smoking is prohibited in all the indoor public areas of The Old Post Office, including leased tenant spaces, common areas and other shared spaces on the premises.
- Additionally, The Old Post Office policy prohibits tobacco use in all forms both indoors and outdoors on the premises. This includes prohibition of all smoking tobacco (cigarettes, e-cigarettes, vaping, cigars, etc.) and smokeless tobacco (chew, snus, etc.).
- In alignment with our policy and LEED Certification, smoking within 25 feet of all entries, outdoor air intakes and operable windows is prohibited.

### SOLICITORS

The Old Post Office has adopted a "No Solicitors" policy. Please notify Security of any solicitors on the premises.

### MISCELLANEOUS

#### FLOOR COVERINGS

All floor coverings should be approved through the Office of the Building.



# Tenant Handbook

## Smoking, Solicitors, & Miscellaneous (Continued)

### MISCELLANEOUS (CONTINUED)

#### **FLOOR LOAD**

Code requirements restrict placing loads upon floor which exceed the load per square foot for which the floor was designed. The Old Post Office has a floor load of 70 pounds per square foot, live load. Should you find it necessary to utilize equipment which exceeds this rating, you must receive prior written approval from the Office of the Building.

#### **ELECTRICAL REQUIREMENTS**

To abide by the City of Chicago's electrical code, prior to any alterations of the wiring, please submit specifications to the Office of the Building for review. Note that all contractors doing work in the building must be approved by the Office of the Building prior to starting work.



# Tenant Handbook

## Section V

### REQUIRED BUILDING CONTRACTORS

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# Tenant Handbook

## Required Building Contractors

To ensure the reliability and integrity of building systems and that your space integrates properly with the building, we ask that you make sure that your facilities team and contractors are aware of the following:

### **BUILDING KEYS/ LOCKS**

All keys at The Old Post Office are keyed to a building Master Key system. For safety purposes, we require that no locks be changed, or additional locks/bolts be added to any door within your suite. If additional lock work for your suite is necessary, notify the Office of the Building and the Engineering staff will attend to your request.

The Building utilizes a special High Security Keyway which cannot be duplicated. The cylinders, cores and their corresponding keys must be coordinated with the building.

*The costs for cylinders, cores and keys are the responsibility of the Tenant.*

### **BASE KEYED DOOR CYLINDERS / HOUSINGS**

- Architectural finish should be approved by building prior to ordering.
- Should accept small format interchangeable cores.
- NOT provided by building unless it is specifically requested.

### **CORES / KEYS**

- Architectural Finish should be approved by building prior to ordering.
- Building Utilizes small format, high security, 7 pin interchangeable cores.
- Orders for cores must be placed through Base Building Keying Contractor **(Contact information provided below).**
- Orders for keys must be placed through building or Base Building Keying Contractor **(Contact information provided below).**



# Tenant Handbook

## Required Building Contractors (Continued)

### BASE BUILDING KEYING CONTRACTOR INFORMATION

Glavin Security Specialists is the Base Building key contractor. Orders should be placed with Glavin and Tenant Teams should be mindful of lead times.

Please contact and copy the building team contacts on any orders:

#### **Glavin Security Specialists**

Kelvin Long  
1010 W. Jackson Blvd.  
Chicago, IL 60607  
(312) 850-6700 ext. 230  
[klong@glavinaccess.com](mailto:klong@glavinaccess.com)  
[404harrison@glavinaccess.com](mailto:404harrison@glavinaccess.com)

#### **Chief Engineer**

Jason Blessing  
[Jason.Blessing@jll.com](mailto:Jason.Blessing@jll.com)  
(312) 548-7555



# Tenant Handbook

## Distributed Antenna System (DAS System)

The Contractor and Subcontractors will coordinate with the Owner regarding any activities that will impact building wide DAS System. Conduit for these systems is blue and should NOT be demolished, modified, or disturbed without prior consent of the Owner. For the DAS system to operate effectively, all parties must work to ensure that the installation is not compromised.

The Base Building DAS Contractor is the only party that is allowed to demolish, modify, relocate, or install DAS or DAS related components. Tenant Contractors or Subcontractors are not allowed to make physical modifications to the system.

*Costs for Modifications to the DAS System are the responsibility of the Tenant.*

1. A DAS has been installed in the building for the benefit of all tenants, and the integrity of the entire system must be maintained.
2. The system includes antennas installed below, through and/or above the ceiling, connected by coaxial cable, splitters, and other components.
3. Prior to any demolition or construction project, notify the Building's Property Manager, Ryan Repp at [Ryan.Repp@jll.com](mailto:Ryan.Repp@jll.com) / (630) 605-7563.
4. Proposed floor plans should be submitted to Ryan Repp for radio frequency (RF) engineering review as soon as possible, before scheduling construction.
5. The tenant is responsible for any changes, additions, or repairs needed to maintain the integrity of the system because of the demolition or construction project.



# Tenant Handbook

## Distributed Antenna System (DAS System) (Continued)

### DAS CONTRACTOR INFORMATION

Requests for DAS modifications / relocations should be placed with the Office of the Building as soon as it is determined that modifications are needed and all should be mindful of lead times.

Please contact and copy the building team contacts on any orders:

#### **Property Manager**

Ryan Repp

[Ryan.Repp@jll.com](mailto:Ryan.Repp@jll.com)

(630) 605-7563

#### **Chief Engineer**

Jason Blessing

[Jason.Blessing@jll.com](mailto:Jason.Blessing@jll.com)

(312) 548-7555



# Tenant Handbook

## Life Safety Systems (Fireworks System)

The building is equipped with a highly advanced fire alarm system that covers all tenant and core areas with early sensing detection devices. If necessary, it will deliver up to 8 different messages simultaneously throughout the building to provide orderly evacuation directions.

To maintain the integrity of the Base Building Fire Alarm system, it is required that all additions and modifications to the Fire Alarm System be coordinated through the Office of the Building.

*Costs for Modifications to the Fire Alarm System are the responsibility of the Tenant.*

The Fire Alarm System Contractor will develop the proper engineering documents for the installation and can coordinate with Electrical/Fire Alarm Installation contractor.

### FIRE ALARM SYSTEM CONTRACTOR INFORMATION

Please contact and copy the building team contacts on any orders:

#### **Convergint Technologies**

Brian Iwinski

1 Commerce Drive,

Schaumburg, IL 60173

(630) 796-1228

[Brian.iwinski@convergint.com](mailto:Brian.iwinski@convergint.com)

#### **Chief Engineer**

Jason Blessing

[Jason.Blessing@jll.com](mailto:Jason.Blessing@jll.com)

(312) 548-7555



# Tenant Handbook

## Building Automation System (BAS System)

The Old Post Office is equipped with a BACnet protocol Building Automation System with WEB based remote access and integrated into a Tridium graphical user interface. This digital control system helps us efficiently manage the building mechanical operations and provide for the highest level of tenant experience.

In an effort to maintain the integrity of the Building Automation System (BAS), it is required that all additions and modifications to the HVAC systems be coordinated through the Office of the Building.

*Costs for Modifications to the HVAC operations are the responsibility of the Tenant.*

The Building Automation System Contractor will develop the proper engineering documents for the installation and must coordinate with HVAC contractor.

### **BUILDING AUTOMATION SYSTEM (BAS) CONTRACTOR INFORMATION:**

Please contact and copy the building team contacts on any orders:

**Schneider Electric**

Attn: Tom Goetz  
17475 Palmer Blvd  
Homewood, IL 60430  
(708) 271-4719  
[Tom.Goetz@se.com](mailto:Tom.Goetz@se.com)

**Chief Engineer**

Jason Blessing  
(312) 548-7555  
[Jason.Blessing@jll.com](mailto:Jason.Blessing@jll.com)



# Tenant Handbook

## Riser Manager

The Old Post Office has multiple stacked low voltage telecommunications closets equipped with fiber that connect to two interconnected Meet Me Rooms on the 1st and 2nd floor. To maintain the integrity of the telecommunications infrastructure, we utilize Extenet Systems as the exclusive riser manager for the property.

We encourage you to ensure that you place your telecommunications service with enough lead time to ensure delivery of your telecommunications circuits in advance of your move.

Costs for Low Voltage Connections and Work within the Base Building Riser System must be performed by Extenet and/or Extenet's Authorized Agents.

*Costs for Riser Management Services is the responsibility of the Tenant.*

### **RISER MANAGER CONTRACTOR INFORMATION:**

Please contact and copy the building team contacts on any orders:

#### **Property Manager**

Ryan Repp

[Ryan.Repp@jll.com](mailto:Ryan.Repp@jll.com)

(630) 605-7563



# Tenant Handbook

## Section VI

### BUILDING RULES & REGULATIONS

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# Tenant Handbook

## Tenant Rules & Regulations

1. On Saturdays, Sundays and Holidays, and on other days between the hours of 6:00 P.M. and 8:00 A.M. the following day, or such other hours as Landlord shall reasonably determine from time to time, access to the Project or to the passageways, entrances, exits, shipping areas, halls, corridors, elevators or stairways and other areas in the Project may be restricted and access gained by use of a key to the outside doors of the Project, or pursuant to such security procedures as Landlord may from time to time impose. All such areas, and all roofs not included in Amenities, are not for use of the general public and Landlord shall in all cases retain the right to control and prevent access thereto by all persons whose presence in the reasonable judgment of Landlord shall be prejudicial to the safety, character, reputation and interests of the Project and its tenants, provided, however, that nothing herein contained shall be construed to prevent such access to persons with whom Tenant deals in the normal course of Tenant's business unless such persons are engaged in activities which are illegal or violate these Rules. Neither Tenant nor any employee or invitee of Tenant shall enter into areas reserved for the exclusive use of Landlord, its employees or invitees. Tenant shall keep doors to corridors and lobbies closed except when persons are entering or leaving.
2. Tenant shall not paint, display, inscribe, maintain or affix any sign, placard, picture, advertisement, name, notice, lettering or direction (collectively "Sign") on any part of the outside or inside of the Project, or on any part of the inside of the Premises which can be seen from the outside of the Premises, without the prior consent of Landlord and the Historical Authorities, if applicable, and then only such name or names or matter and in such color, size, style, character and material as may be first approved by Landlord in writing, such approval not to be unreasonably withheld. Landlord shall prescribe the suite number and identification sign for the Premises (which shall be prepared and installed by Landlord at Tenant's reasonable expense). Landlord reserves the right to remove at Tenant's expense all Signs not so installed or approved without notice to Tenant.
3. Tenant shall not in any manner use the name of the Project for any purpose other than that of the business address of Tenant, or use any picture or likeness of the Project, in any letterheads, envelopes, circulars, notices, advertisements, containers or wrapping material without Landlord's express consent in writing. Tenant shall not place anything or allow anything to be placed in the Premises near the glass of any door, partition, wall or window which may be unsightly from outside the Premises, and Tenant shall not place or permit to be placed any article of any kind on any window ledge or on exterior walls.



# Tenant Handbook

## Tenant Rules & Regulations (Continued)

Blinds, shades, awnings or other forms of inside or outside window ventilators or similar devices shall not be placed in or about the outside windows in the Premises except to the extent, if any, that the character, shape, color, material and make thereof is first approved by Landlord.

4. Furniture, freight and other large or heavy articles, and all other deliveries, may be brought into the Project only at reasonable times and in the manner reasonably designated by Landlord, and always at Tenant's sole responsibility and risk. Landlord may impose reasonable charges for use of freight elevators after or before normal business hours. All damage done to the Project by moving or maintaining such furniture, freight or articles shall be repaired by Landlord at Tenant's expense. Landlord may inspect items brought into the Project or Premises with respect to weight or dangerous nature. Landlord may require that all furniture, equipment, cartons and similar articles removed from the Premises or the Project be listed and a removal permit therefor first be obtained from Landlord. Tenant shall not take or permit to be taken in or out of other entrances or elevators of the Project any item normally taken, or which Landlord otherwise reasonably requires to be taken, in or out through service doors or on freight elevators. Tenant shall not allow anything to remain in or obstruct in any way any lobby, corridor, sidewalk, passageway, entrance, exit, hall, stairway, shipping area, or other such area. Tenant shall move all supplies, furniture and equipment as soon as received directly to the Premises, and shall move all such items and waste (other than waste customarily removed by Project employees) that are at any time being taken from the Premises directly to the areas designated for disposal. Any hand-carts used at the Project shall have rubber wheels.
5. Tenant shall not overload any floor or part thereof in the Premises or the Project, including any public corridors or elevators therein, bringing in or removing any large or heavy articles, and Landlord may direct and control the location of safes and all other heavy articles and require supplementary supports at Tenant's expense of such material and dimensions as Landlord may reasonably deem necessary to properly distribute the weight.
6. Tenant shall not attach or permit to be attached additional locks or similar devices to any door or window, change existing locks or the mechanism thereof, or make or permit to be made any keys for any door other than those provided by Landlord. If more than two keys for one lock are desired, Landlord will provide them upon payment therefore by Tenant. Tenant, upon termination of its tenancy, shall deliver to Landlord all keys of offices, rooms and toilet rooms which have been furnished to Tenant or which Tenant



# Tenant Handbook

## Tenant Rules & Regulations (Continued)

shall have had made, and in the event of loss of any keys so furnished shall pay Landlord. Therefore, Tenant shall not install in the Premises any equipment which requires more electric current than Landlord is required to provide under the Lease, without Landlord's prior approval (provided, however, that the foregoing shall not apply with respect to installation and operation of the Test Kitchen, which is covered by Section 6.2 of the Lease), and Tenant shall ascertain from Landlord the maximum amount of load or demand for or use of electrical current which can safely be permitted in the Premises, taking into account the capacity of electric wiring in the Project and the Premises and the needs of tenants of the Project, and shall not in any event connect a greater load than such safe capacity.

7. Tenant shall not obtain for use upon the Premises janitor and other similar services except from persons reasonably approved by the Landlord. Any person engaged by Tenant to provide janitor or other services shall be subject to direction by the manager or security personnel of the Project.
8. The toilet rooms, urinals, wash bowls and other such apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever shall be thrown therein and the expense of any breakage, stoppage or damage resulting from the violation of this Rule shall be borne by the tenant who, or whose employees or invitees, shall have caused it.
9. The janitorial closets, utility closets, telephone closets, broom closets, electrical closets, storage closets, and other such closets, rooms and areas not within the Premises shall be used only for the purposes and in the manner designated by Landlord, and may not be used by tenants, or their contractors, agents, employees, or other parties without Landlord's prior written consent.
10. Landlord reserves the right to exclude or expel from the Project any person who, in the reasonable judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules. Tenant shall not at any time manufacture, sell, use or give away any spirituous, fermented, intoxicating or alcoholic liquors on the Premises, nor permit any of the same to occur (except in connection with occasional social or business events conducted in the Premises which do not violate any applicable Requirements or bother or annoy any other tenant).



# Tenant Handbook

## Tenant Rules & Regulations (Continued)

Tenant shall not at any time sell, purchase or give away food in any form by or to any of Tenant's agents or employees or any other parties other than within the Premises, nor permit any of the same to occur (other than in lunch rooms or kitchens for employees as may be permitted or installed by Landlord, which does not violate any Requirements or bother or annoy any other tenant).

11. Tenant shall not make any room-to-room canvass to solicit business or information or to distribute any article or material to or from other tenants or occupants of the Project and shall not exhibit, sell or offer to sell, use, rent or exchange any products or services in or from the Premises unless ordinarily embraced within Tenant's Permitted Use of the Premises specified in the Lease.
12. Tenant shall not waste electricity, water, heat or air conditioning or other utilities or services, and agrees to cooperate fully with Landlord to assure the most effective and energy efficient operation of the Project and shall not allow the adjustment (except by Landlord's authorized Project personnel) of any controls for Building Systems. Tenant shall keep corridor doors closed and shall not open any windows, except that if the air circulation shall not be in operation, windows which are openable may be opened with Landlord's consent. As a condition to claiming any deficiency in the air conditioning or ventilation services provided by Landlord, Tenant shall close any blinds or drapes in the Premises to prevent or minimize direct sunlight.
13. Tenant shall conduct no auction, fire or "going out of business" sale or bankruptcy sale in or from the Premises, and such prohibition shall apply to Tenant's creditors.
14. Tenant shall cooperate and comply with any reasonable safety or security programs, including fire drills and air raid drills, and the appointment of "fire wardens" developed by Landlord for the Project, or required by applicable Requirements. Before leaving the Premises unattended, Tenant shall close and securely lock all doors or other means of entry to the Premises and shut off all lights and water faucets in the Premises (except heat to the extent necessary to prevent the freezing or bursting of pipes).
15. Tenant shall not carry on any business, activity or service except those ordinarily embraced within the Permitted Use of the Premises specified in the Lease. Without limiting the generality of the foregoing, Tenant shall not (i) install or operate any internal combustion engine, boiler, machinery, heating or air conditioning equipment in or about the Premises, (ii) use the Premises for housing, lodging or sleeping purposes



# Tenant Handbook

## Tenant Rules & Regulations (Continued)

or for the washing of clothes, (iii) place any radio or television antennae other than inside the Premises, (iv) operate or permit to be operated any musical or sound producing instrument or device which may be heard outside the Premises, (v) use any source of power other than electricity, (vi) operate any electrical or other device from which may emanate electrical or other waves which may interfere with or impair radio, television, microwave, or other broadcasting or reception from or in the project or elsewhere, (vii) bring or permit any bicycle or other vehicle, or dog (except for service animals in the company of a disabled person or except where specifically permitted) or other animal or bird in the Project, (viii) make or permit any objectionable noise or odor to emanate from the Premises, (ix) do anything in or about the Premises tending to create or maintain a nuisance or do any act tending to injure the reputation of the Project, do any act tending to injure the reputation of the Project, (x) throw or permit to be thrown or dropped any article from any window or other opening in the Project, (xi) use or permit upon the Premises anything that will invalidate or increase the rate of insurance on any policies of insurance now or hereafter carried on the Project or violate the certificates of occupancy issued for the Premises or the Project, (xii) use the Premises for any purpose, or permit upon the Premises anything, that may be dangerous to persons or property (including flammable oils, fluids, paints, chemicals, firearms or any explosive articles or materials) or (xiii) do or permit anything to be done upon the Premises in any way tending to disturb any other tenant at the Project or the occupants of neighboring property.

*The following Rules shall apply to the Building's parking facilities:*

16. Parking shall be available in areas designated generally for tenant parking, for such daily or monthly charges as Landlord may establish from time to time. In all cases, parking for Tenant and its employees and visitors shall be on a "first come, first served" basis with Landlord and other tenants at the Project, and their employees and visitors, and other persons to whom Landlord shall grant the right or who shall otherwise have the right to use the same, all subject to these Rules, as the same may be amended or supplemented, and applied on a non-discriminatory basis. Notwithstanding the foregoing to the contrary, Landlord reserves the right to assign specific spaces, and to reserve spaces for visitors, small cars, handicapped individuals, tenants, visitors of tenants or other persons, and Tenant and its employees and visitors shall not park in any such assigned or reserved spaces except as authorized. Landlord may restrict or prohibit full size vans and other large vehicles.



# Tenant Handbook

## Tenant Rules & Regulations (Continued)

17. In case of any violation of these provisions, Landlord may refuse to permit the violator to park, and may remove the vehicle owned or driven by the violator from the Project without liability whatsoever, at such violator's risk and expense. Landlord reserves the right to close all or a portion of the parking areas or facilities in order to make repairs or perform maintenance services, or to alter, modify, re-stripe or renovate the same, or if required by casualty, strike, condemnation, act of God, applicable Requirements, or any other reason beyond Landlord's reasonable control. If access is denied for any reason, any monthly parking charges shall be abated to the extent access is denied, as Tenant's sole recourse. Tenant acknowledges that such parking areas or facilities may be operated by an independent contractor not affiliated with Landlord, and Tenant acknowledges that in such event Landlord shall have no liability for claims arising through acts or omissions of such independent contractor.
18. Parking hours shall be 8 A.M. to 6 P.M., Monday through Friday, and 8:00 A.M. to 1:00 P.M. on Saturdays, or such other hours as may be reasonably established by Landlord or its parking operator from time to time; cars must be parked entirely within the stall lines, and only small cars may be parked in areas reserved for small cars; all directional signs and arrows must be observed; the speed limit shall be 5 miles per hour; spaces reserved for handicapped parking must be used only by vehicles properly designated; every parker is required to park and lock his or her own car; washing, waxing, cleaning or servicing of any vehicle is prohibited; parking spaces may be used only for parking automobiles; parking is prohibited in: (a) areas not striped or designated for parking, (b) aisles, (c) areas where "no parking" signs are posted, (d) on ramps, and (e) loading areas and other specially designated areas. Delivery trucks and vehicles shall use only those areas designated therefor.
19. Tenant shall not use any draperies or other window coverings instead of or in addition to the Building standard window coverings designated and approved by Landlord for exclusive use throughout the Project.
20. Landlord may require that all persons who enter or leave the Property identify themselves to watchmen, by registration or otherwise. Landlord, however, shall have no responsibility or liability for any theft, robbery or other crime in the Project. Tenant assumes full responsibility for securing the Premises, including keeping all doors to the Premises locked after the close of business.



# Tenant Handbook

## Tenant Rules & Regulations (Continued)

21. Tenant shall not use the freight or passenger elevators, loading docks or receiving areas of the Project except in accordance with reasonable regulations for their use established by Landlord.
22. No smoking (including smoking of tobacco, marijuana and e-cigarettes) is allowed at the Project except in designated locations specified by Landlord.
23. Tenant shall not harass, discriminate against, or retaliate against any employee or other occupant of the Building because of his or her race, national origin, age, sex, religion, disability, marital status, or other category protected by law. In the event of any complaint made to Landlord or property management with respect thereto the parties agree to cooperate in the prompt investigation and resolution of such complaint. If any such person is a threat to another person, the Building manager has a right to refuse the offending person access to the Building.
24. Tenant assumes all responsibility for injury to persons and damage to property from the use of amenities in the Project by any Tenant Parties while under Tenant's control including any such injury or damage resulting from the use of alcohol in such areas. Tenant shall comply with all posted signs and other rules for the use of the amenity areas.
25. All references to Tenant in the above Rules shall also mean any Tenant Party; provided, that with respect to any Tenant Parties that are only invitees it is understood that Tenant's obligations under these Rules extends only to using reasonable efforts to cause such invitees to comply. In the event of any conflict between these Rules and any provision of the Lease, the Lease shall govern.
26. Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the management, safety, care and cleanliness of the premises, Building, the Common Areas and the Project, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants therein. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other tenant, nor prevent Landlord from thereafter enforcing any such Rules or Regulations against any or all tenants of the Project. Tenant shall be deemed to have read these Rules and Regulations and to have agreed to abide by them as a condition of its occupancy of the Premises.



# Tenant Handbook

## Section VII

### TENANT SERVICES

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Remodeling / Redecorating .....64

Alterations / Construction .....65



# Tenant Handbook

## Overview

As part of our management responsibility, our standard services promote the first-class image of your company and of The Old Post Office. These include but are not limited to:

- Premier office cleaning
- Public area maintenance
- Building maintenance
- Elevators and site identification

When more extensive services are needed, such as remodeling or redecorating, we coordinate the work from beginning to end. To start the process, we thoroughly review your objectives with you and develop guidelines. After, we obtain bids from several outside contractors, choose the best bid and submit a proposal for completing the work. Upon your approval of the proposal, we coordinate with the contractor and supervise the work to satisfactory completion. This procedure allows you and your employees to concentrate on your business with the assurance of quality contractors, a reasonable cost, close supervision, and thorough follow-ups.



# Tenant Handbook

## Tenant Service Requests

In order to facilitate communications, we recommend that you appoint 1-2 employees that can inquire regarding expenses for your company. Only these individuals or those designated can make requests for repairs or services through the Building Engines Service Request System.

*All requests for services should be made through the Web-based application  
Building Engines <https://www.requestcom.com>.*

If there is a maintenance or janitorial request that needs immediate attention, please call the Office of the Building. All requests must go through Building Engines in the Work Order section. Enter the type of service request, a description of the service needed, the exact location and a contact person if necessary. Once entered, the Office of the Building receives the notice and dispatches the service request to the appropriate staff. When a job is finished, the service request is summarized, closed out and/or charged back to the tenant.

We will inform you of any delays in responding to your request. All work performed will be billed to the tenant by the Office of the Building. An administrative fee will be included on any invoiced service.

*For any additional questions regarding Tenant Service Requests, please contact our  
Tenant Service Representative at [tsr@tpochicago.com](mailto:tsr@tpochicago.com)*



# Tenant Handbook

## Tenant Service Requests (Continued)

The following items are considered services not covered under the lease, but commonly serviced by the staff or outside vendors for an additional charge:

- Light bulb replacement
- Re-keying or repair of tenant doors, locks and additional keys
- Hanging pictures, bulletin boards, etc. in tenant spaces
- Emergency clean-up of spills/accidents
- Unclogging/repair of kitchen sinks and disposals
- Installation or changing of water filters
- Removal/disposal of excessive trash
- Extra painting, touch-ups, or carpentry work
- Paper towels for kitchens
- Decorating walls
- Refinishing of furniture
- Adding/removing outlets

*Please Note: We do not lend out any building equipment. All service requests must be entered by employees that have been authorized by their company to request billable services.*

Response time to the request will vary, but the requests can usually be categorized in the following manner:

- Emergency (water leak, chemical spill etc.) - immediate response
- Comfort call (suite temperature) - next available engineer
- Cleaning request - will be taken care of by available day staff or that evening by the cleaning crew
- Specialservice (hang pictures, carpet cleaning, etc.) - variable time, depending upon availability of day porter or building engineer



# Tenant Handbook

## Tenant Service Requests (Continued)

### RATES SCHEDULE

#### HVAC COSTS

**Monday – Friday** (before or after standard hours of operation)

7:00am – 6:00pm – Standard Hours of Operation

\$200.00 per hour, per system

**Saturday and Sunday**

Any time

\$200.00 per hour, per system

#### ENGINEERING SERVICES

Engineering Labor

\$88.68 per hour plus materials

\$133.02 per overtime hour plus materials

#### JANITORIAL SERVICES

Janitorial Labor

\$41.20 per hour

\$57.59 per overtime hour

*\*Pricing is subject to change and updates will be made in a timely manner\**

*To confirm pricing for services please contact the Office of the Building.*



# Tenant Handbook

## Remodeling / Redecorating

Remodeling/redecorating work can be either minor or major and includes but not limited to the following:

- Installing electrical or phone outlets
- Installing or relocating light fixtures
- Relocating doors
- Repairing carpets
- Installing new carpet
- Adding or removing walls
- Painting or wall covering

During the beginning phases we meet with you and find out exactly what your requirements are. Depending on how extensive the work is, we either have drawings prepared or we make a written specification of the scope of work.

When this process is completed, bids are obtained from several outside contractors. The best bid is chosen and a formal proposal is prepared for completing the project.

Upon approval of the proposal, contractors are brought on site and the work is coordinated through its completion. All contractors must be approved by the Office of the Building.



# Tenant Handbook

## Alterations / Construction

The Old Post Office is a Historical Building subject to restrictions on renovations. Prior to making any alterations or performing any construction, please contact the Office of the Building to see if there are any restrictions on the nature of the alterations.

### REHABILITATION GUIDELINES

*Tenant Fit-Out Guidelines  
for the rehabilitation of the North, South and East Buildings at  
433 West Van Buren Street, Chicago, Illinois*

“The following guidelines have been created to assist tenants of 433 West Van Buren Street in developing an appropriate interior fit-out program for rehabilitation as required by the Illinois State Historic Preservation Office (the “SHPO”) and the National Park Service (the “NPS”). 433 West Van Buren is listed on the National Register of Historic Places and is undergoing a rehabilitation using federal historic tax credits. Consequently, all exterior and interior rehabilitation work must meet the Secretary of the Interior’s Standards for Rehabilitation (the “Standards”) and is subject to review and approval by SHPO and NPS.

The overall intent of these guidelines is to retain and preserve significant spatial and architectural features that are characteristic of the history and character of the three distinct structures that make up 433 West Van Buren - the North Building, the South Building, and the East Building.

To ensure that the interior build-outs meet the Standards, tenants are required to submit build-out proposals and plans to Landlord as early as possible in the planning process to allow adequate time for NPS review and approval before work begins.”



# Tenant Handbook

## Alterations / Construction (Continued)

1. The existing flooring is concrete and should be maintained as concrete. Carpeting/area rugs can be utilized but not in wall-to-wall applications and must not be secured to the floor with any type of adhesive. Stairs and ramps to support the connectivity to other levels that are added may be of other materials.
2. The exterior walls are brick and will be insulated with spray foam by owner to sufficiently condition the space. The tenant will be responsible for the installation of drywall over the spray foam in these areas. The masonry must remain exposed around the window openings.
3. Interior brick walls and concrete structural columns must be retained and left exposed. Selective removal of portions of the masonry walls is acceptable for tenant connectivity to other levels or to allow for natural light, pending SHPO and NPS approval. Brick should remain exposed in the East and South Buildings.
4. Exposed concrete ceiling/structure must remain exposed. Dropped cloths within areas are acceptable pending SHPO and NPS approval. Any mechanical ducts, conduit, and plumbing/sprinkler pipes should be held above the window head wherever possible. Any of these elements that drop below the window head must be set back at least 4'0" from the wall surface.
5. Design and installation of window shades (no draperies) shall be consistent with specified roller shades to avoid visual impacts to the curtain wall from the exterior and to retain the industrial nature of the East and South Buildings.
6. Lighting fixtures in the East and South Buildings will be compatible with the industrial nature of the space.

Because of the size of the South and East Building mail processing spaces, tenants may propose areas with more refined finishes inside of the perimeter bays. These areas must be designed to be contained and separated visually from the primary industrial space through glazed or solid walls or soffits. Finishes and details for these areas must be submitted to SHPO and NPS for review and approval. Landlord shall provide guidelines outlining the specific areas where Tenant may elect to propose more refined finishes.



# Tenant Handbook

## **Alterations / Construction (Continued)**

Prior to making any alterations/additions to your suite, a written request detailing the work must be submitted to the Office of the Building. Once reviewed and approved, Management can arrange to have the plans and specifications of the changes drawn in detail. We will retain contractors through the competitive bidding process, apply for permits, and supervise the renovation of your suite. A supervision fee will be charged as provided for in your Lease.

Lease permitting, in order to secure your own architect and general contractor please reach out to the Office of the Building for the accurate procedure.

1. Once the construction plans are approved, the name(s) of the contractor(s) hired to do the work must be submitted to the Landlord for approval. Addresses, copies of bids or contracts, and Certificates of Insurance showing proof of coverage for general liability must also be submitted.
2. The Office of the Building will make inspections during and at the completion of the work.
3. Upon completing alterations or additions, the Office of the Building will require (2) complete sets of as-built drawings, (1) paper set and (1) electronic in a DWG format. Contractor's affidavits, full waivers of lien, and receipted bills, covering the cost of all labor and materials expended and used on the alterations are also required.

## **CONTRACTORS**

It is required that a complete list of all subcontractors with appropriate Certificates of Insurance be submitted to the Office of the Building prior to the commencement of any work. Compliance with all OSHA Safety and Health regulations is the responsibility of the general contractor. Notification of the City Inspection, required by code during and after construction, is the responsibility of the general contractor. The Building Engineer is to be present during all inspections.



# Tenant Handbook

## **Alterations / Construction (Continued)**

The general contractor is fully responsible for their tools and materials. Building ownership accepts no responsibility for theft or damage. Storage of construction materials and supplies on the premises will be in the tenant's space unless special arrangements have been made with the Office of the Building.

Contractors are required to erect and maintain dust barriers and proper dust covers on the floors at exit areas and all return air ducts.

Tenants and contractors are required to safeguard the floors, walls and/or elevators from any damage that can be caused by the movement of materials or debris. Any costs incurred for cleaning or repair will be charged back to the tenant and/or contractor.

Light duty hauling and employee egress on the freight elevator is permitted between the hours of 6:00 am to 4:00 pm. 'Light duty hauling' is when any tools or equipment can be moved without holding the elevator. All other hauling on the freight elevator must be done after hours (Monday through Friday 6:00 pm through 6:00 am). A written request must be submitted to the Office of the Building 24 hours prior to its use. An elevator operator will be provided and billed at the current rates.

The use of passenger elevators for the transportation of materials, supplies, or construction personnel is strictly prohibited.

If the use of the freight elevator delays removal of rubbish by the cleaning people and/or the contractor, the tenant will bear any additional cost to remove the rubbish on an overtime basis.

Tenant move ins/move outs will take priority over a contractor's use of the elevators.

Perishable trash must be taken out daily and placed in the dumpster. All demolition rubbish and construction rubbish must be removed from the building. Contractors may have a roll-off container placed on the loading dock which must be coordinated with the Office of the Building.



# Tenant Handbook

## Alterations / Construction (Continued)

Tie-ins to existing mechanical, electrical, and plumbing systems are strictly prohibited without advance notice and approval from the Office of the Building. Such systems include HVAC ducts and piping, hot and cold-water lines, waste lines, vent lines, telephone risers, and electrical distribution systems. Location of floor and wall penetrations must be shown on a blueprint and approved by the Chief Engineers. The contractor, at his expense, will repair any conduit, rebar, or plumbing pipe accidentally damaged during construction.

Pursuant to your Lease, the Landlord reserves the right to charge an administration fee for the supervision of alterations to your Premises. Services required for construction, such as electric power and water, are to be supplied by the tenant contracting the work. Heat and air conditioning are supplied by the Building, Monday through Friday 6:00 am to 6:00 pm and Saturday 7:00 am to 1:00 pm. When requested, after-hours heating and air-conditioning can be provided at the current per hour rates.

Doors, frames, hardware, locksets, light fixtures, diffusers, cabinets, pass-through windows, etc. removed during construction or demolition shall revert to building ownership in good, usable condition. Arrangements should be made at least 48 hours in advance for these materials to be inspected by Building Management. Materials deemed usable should be stocked in the vicinity of the freight elevator for pickup by building personnel. If additional building standard doors and frames, and light fixtures are required for construction, they may be purchased from the building's stock, if available.

Any additional cleaning, due to construction, will be charged to the contractor/tenant.

Final construction cleaning of newly remodeled areas will be the responsibility of the contractor. This cleaning will include, but not limited to, windows, mullions, blinds, induction units, and main return air dampers. Nightly janitorial cleaning is not considered as construction cleaning.

Core drilling, and other loud noises which interfere with the normal operation of tenants, may be conducted:

|                  |                    |
|------------------|--------------------|
| Monday - Friday: | 6:00 pm to 6:00 am |
| Saturday:        | All day            |
| Sunday:          | All day            |



# Tenant Handbook

## Alterations / Construction (Continued)

*Please Note: When construction work requires admittance to another tenant's space, a request must be submitted to the Office of the Building at least 48 hours in advance.*

***The full list of Contractor Rules and Regulations is available by contacting the Office of the Building.***



# Tenant Handbook

**Section VIII**

**BUILDING AMENITIES & SERVICES**

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# Tenant Handbook

## Building Amenities & Services

### COMMUNITY MANAGER

The Old Post Office's Community Manager, Marina Riviere Petersen, is stationed in the Great Hall daily. Below are just a few of the services that Marina can provide.

- **CORPORATE GIFTS**

From cigars, lobsters, champagne and steaks to Tiffany or Waterford, she can find the perfect gift to thank someone for a referral, closing the deal, or for saving the day.

- **CORPORATE EVENTS AND CATERING**

Let the Community Manager plan your next event, from company outings large or small to weekly breakfast or lunch meetings.

- **TICKETS**

Movies and Museums: Discounted tickets to AMC, Shedd Aquarium, The Art Institute, Willis Tower Sky Deck and more!

Concerts, Sports, and Theater: The Community Manager is your resource to schedules and finding the best seats available.

- **FLOWERS, BALLOONS AND GIFT BASKETS**

Celebrate a birthday, anniversary, or send a special thank you with an arrangement of fresh flowers, balloon bouquet or customized gift baskets.

- **ENTERTAINMENT**

Whether you need a reservation to that booked restaurant, or an evening event planned for a special client, the Community Manager can arrange it all.

- **LIMOUSINE AND SHUTTLE SERVICE**

If it's a ride to the airport or an all-day shuttle for a company outing, the Community Manager can arrange your transportation needs.

### TENANT EVENTS

All Tenant Event related news can be found on the HqO App. In addition to the above, Marina can assist with fitness center applications, conference center reservations and other amenity reservations. You can contact Marina Riviere Petersen via email at [communitymanager@tpochicago.com](mailto:communitymanager@tpochicago.com) or at (312) 259-6700.



# Tenant Handbook

## Building Services & Amenities (Continued)

### MESSENGER CENTER

The Messenger Center staff will accept and deliver all in-bound packages to your suite that have been delivered to the building by Messenger. The Messenger Center staff will also pick up packages from your suite, and then hold them in the Messenger Center until picked up by your vendor of choice.

- All messenger vendors will be directed to the Messenger Center location near the West Lobby that is accessed via Canal Street.
- Packages will be accepted at the Messenger Center and delivered to your office within minutes of receipt.
- No delivery personnel delays due to signing in at security; No delivery personnel on tenant floors; Faster Service.
- FedEx and UPS pick-ups and deliveries operate normally.
- All food vendor deliveries will operate normally.
- Floral vendor deliveries will be directed to the Messenger Center.

**Hours of Operation:** 7:00 am to 6:00 pm Monday through Friday

**Messenger Center Phone number:** (312) 872-4701

### RETAIL

From Here On Food Hall and Market

Walgreens Store



# Tenant Handbook

## Parking

The Old Post Office features an on-site, indoor parking garage located off Harrison Street. The height capacity of the parking garage is 6 feet 8 inches.

### ON-SITE PARKING

Located at 404 West Harrison Street

Rates for the parking Garage are posted as follows:

|                       |      |
|-----------------------|------|
| Less than 30 minutes  | \$14 |
| 30-minutes to an hour | \$20 |
| 1 hour to 2 hours     | \$28 |
| 2 hours to 12 hours   | \$40 |
| 12 hours to 24 hours  | \$45 |

### EVENING SPECIAL

*In after 4:00 pm, out by 7:00 am, Monday through Friday*

|         |      |
|---------|------|
| Evening | \$15 |
|---------|------|

### WEEKEND SPECIAL (12 HOURS)

|                             |      |
|-----------------------------|------|
| Saturday, Sunday & Holidays | \$15 |
|-----------------------------|------|

### MONTHLY PARKING RATE

|            |       |
|------------|-------|
| Tenant     | \$525 |
| Non-tenant | \$550 |

*Please Note: Rates are subject to change from time to time and subject to availability.*



# Tenant Handbook

## **Parking (Continued)**

A variety of car cleaning services (hand washing, waxing, interior detailing, etc.) are offered on site within the parking garage. For a full list of services with current pricing, please contact our Garage Manager:

Date Assadji  
Direct: (312) 608-7870  
[Date.Assadji@abm.com](mailto:Date.Assadji@abm.com)



# Tenant Handbook

## Parking (Continued)

### **DIRECTIONS TO THE OLD POST OFFICE PARKING GARAGE**

**Address: 404 W Harrison Street, Chicago ,IL 60607**

#### **433 W. VAN BUREN – IN FRONT OF THE OLD POST OFFICE**

Go west on Van Buren Street to Canal Street. Turn right (north on Canal). Turn right (east on Jackson Blvd to Wells Street. Turn right (south on Wells Street) to Harrison Street. Turn right (west on Harrison Street until you arrive at 404 West Harrison Street (west of Chicago River).

#### **LAKE SHORE DRIVE – NORTH OR SOUTHBOUND**

Exit at Balbo, head west to State Street. Turn right (north) on State Street to Harrison Street. Turn left (west) on Harrison until you arrive at 404 West Harrison (west of Chicago River).

#### **KENNEDY EXPRESSWAY – SOUTHBOUND**

Exit at Jackson Street, and go east to Wells Street. Turn right (south) on Wells to Harrison Street. Turn right (west) on Harrison and travel Parking Garage Entrance at 404 West Harrison Street.

#### **DAN RYAN EXPRESSWAY – NORTHBOUND**

Exit at Ida B. Wells Drive and go eastbound to Wells Street. Turn right (south) on Wells to Harrison Street. Turn right (west) on Harrison and travel Parking Garage Entrance at 404 West Harrison Street.

#### **EISENHOWER EXPRESSWAY – EASTBOUND**

Follow expressway east through Ida B. Wells expressway to Wells. Turn right (south) on Wells to Harrison Street. Turn right (west) on Harrison and travel Parking Garage Entrance at 404 West Harrison Street.



# Tenant Handbook

## Boxcar – Fitness Center

### THE BOXCAR EXPERIENCE

Boxcar is a luxury wellness center located on the second floor of The Old Post Office. At Boxcar, top-of-the-line equipment meets timeless architecture to create a space where you can channel your inner champion.

Boxcar was designed specifically for the tenants of The Old Post Office as an exceptional amenity that allows members to take time out of their work day to focus on their wellbeing. Wellness programs include group fitness classes, personal training, nutrition counseling, and health coaching. Onsite there is full time management, fruit infused water, fully equipped locker rooms, eucalyptus towels, Dyson hair dryers and more. Personal, permanent lockers with laundry services are available at an additional cost.

A registration form and waiver must be submitted with payment prior to using the facilities.

#### Key Information:

Annual Membership – \$250

Group Classes – Unlimited

Permanent lockers with laundry services – \$50 per month

For additional details, you can visit the website [here](#) or email the Kinema Fitness team at [boxcar@kinemafitness.com](mailto:boxcar@kinemafitness.com)



# Tenant Handbook

## Bike to Work

The Old Post Office supports and encourages our Tenants to “Bike to Work”.

- Bicycle Storage Registration Form: Fill out then pick up device sticker from the Office of the Building. Security will provide access to the parking area after the sticker is picked up.
- E-bikes/E-mobility devices: Please review the policy for storage options.



# Tenant Handbook

**Section IX**

**EXHIBITS**

**Exhibit A – Amenity Use Information**

Conference Center .....80

Fitness Center Registration .....80

Bike & Scooter Registration .....81



# Tenant Handbook

## Exhibit A – Amenity Forms

### Conference Center

Please contact any member of our Events Team for layouts and reservations.

#### Director of Sales

Leah (Stortz) Cristobal  
[Leah.Stortz@jll.com](mailto:Leah.Stortz@jll.com)  
(312) 402-0992

#### Senior Event Sales Manager

Taylor Matthews  
[Taylor.Matthews@jll.com](mailto:Taylor.Matthews@jll.com)  
(312) 623-7110

#### Event Manager

Alyssa Smith  
[Alyssa.Smith@jll.com](mailto:Alyssa.Smith@jll.com)  
(312) 366-9699

### Fitness Center Registration

Please contact the General Manager to receive more information about registering or with questions.

#### General Manager

Max Malec  
[boxcar@kinemafitness.com](mailto:boxcar@kinemafitness.com)  
(312) 872-4705



# Tenant Handbook

## Exhibit A – Amenity Forms Continued

### Bike and Scooter Registration Form

#### WAIVER AND RELEASE

To get registered for our bike/scooter storage units please fill out the waiver and release form at the below link. The form can also be viewed and downloaded from the Post433 website.

<https://form.jotform.com/231656851781060>

Once the waiver and release has been submitted, you must pick up your designated sticker from the Building Management Office for access card activation. The registration sticker must be placed on the device that matches the provided description.

#### RULES AND REGULATIONS

1. Bicycles and scooters of any kind are not permitted in the Building for any reason and must be stored in the appropriate storage area.
2. Charging of any electric mobility device is not allowed within the building or either Bicycle Storage Areas.
3. Overnight storage of any type of bicycles, scooters and/or other personal property is not allowed in the storage area.
4. All bicycles and scooters must be stored secured to a rack with a lock.
5. The indoor storage area shall be used only for the storage of tradition, non-electric bicycles and for no other purpose.
6. The outdoor storage area shall be used for only the storage of electric mobility devices, such as electric bicycles and electric scooters, and for no other purpose.
7. Motorcycles, mopeds, motor scooters or any other device that utilizes oil or gas are not permitted in the Bicycle Storage Areas and will be removed immediately.
8. All devices must be registered with the building and given the registration sticker placed in view. Failure to place the registration sticker on the bicycle may result in revocation of the right to use the storage areas.
9. Failure to comply with these rules and regulations may result in revocation of the right to use the storage area.

With questions, please contact the Office of the Building.



# Tenant Handbook

## Exhibit A – Directions to the Traditional Bike Room

*Address: 404 West Harrison Street, Chicago, IL 60607*

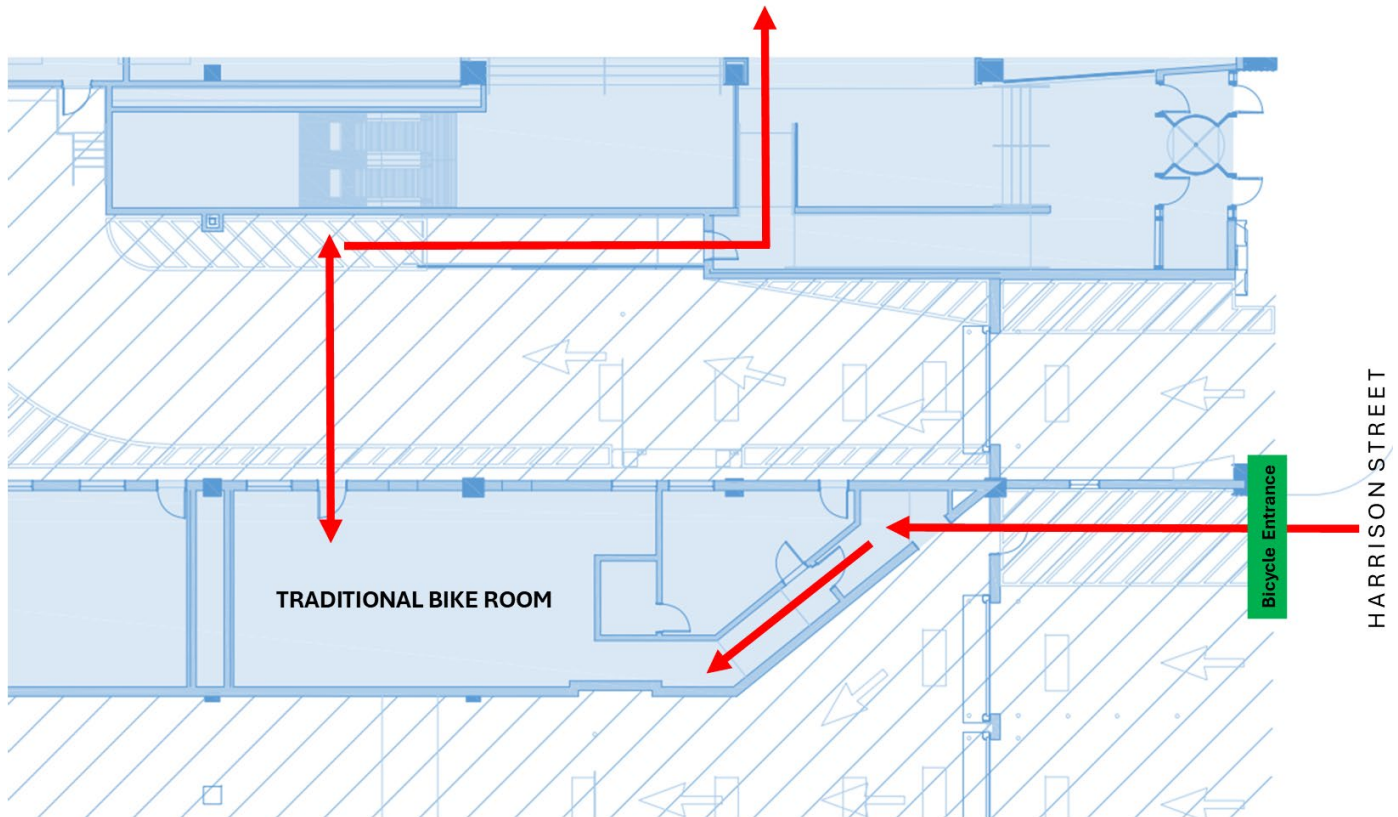
The Bicycle Room can be accessed on Harrison Street, between the Harrison Lobby and Canal Street, next to the Parking Garage entrance. (See below)



Entrance to Upper  
Level from  
Harrison  
ONE LANE  
ONLY

Bicycle  
Entrance  
ONE  
LANE  
ONLY

Entrance to Lower  
Level from  
Harrison  
ONE LANE  
ONLY

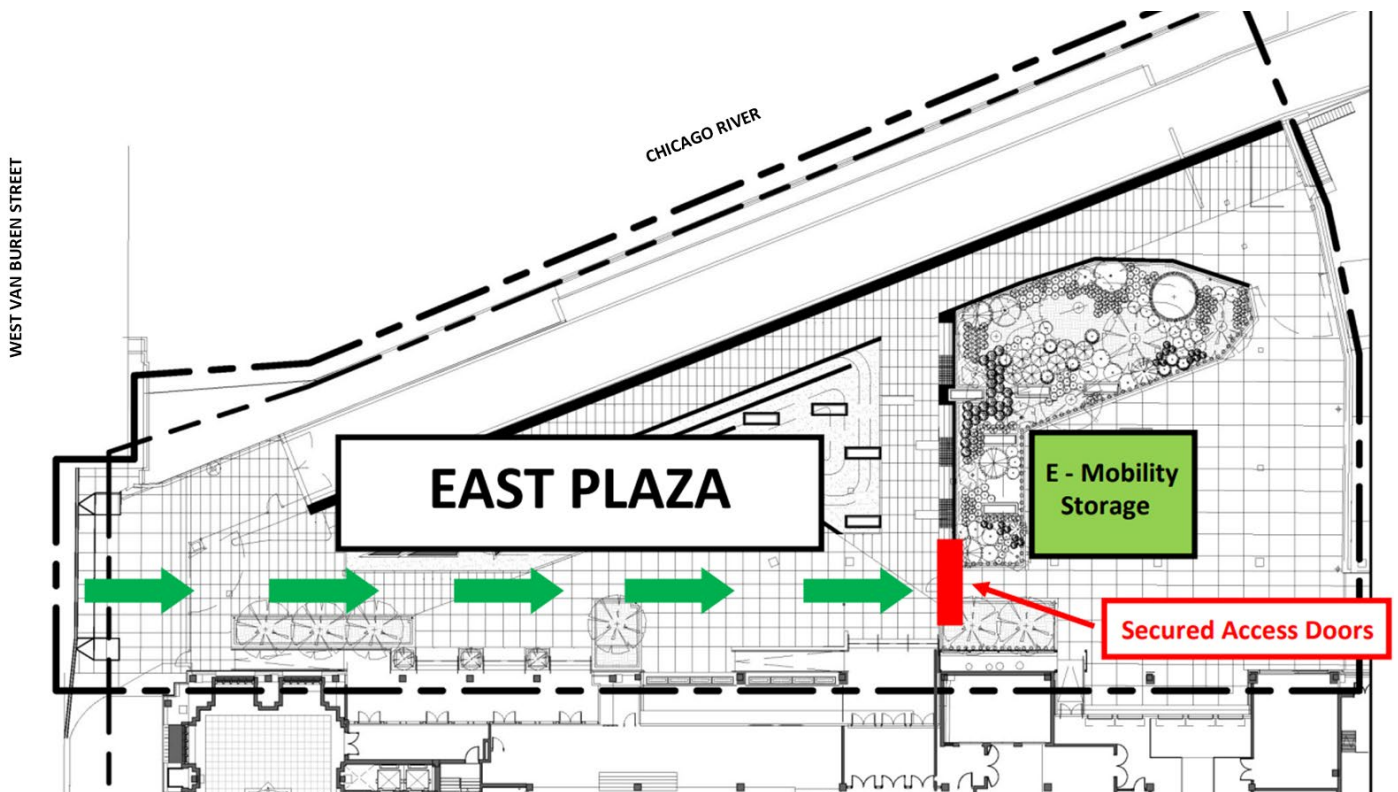


# Tenant Handbook

## Exhibit A – Directions to the Traditional Bike Room (Continued)

After entering through the first doorway there is immediately another entryway leading down a short hallway to the Traditional Bike Room. Use your keycard for access into the room. For building access into the South Lobby, walk through the door that leads into the parking garage. Directly across there is a ramp that will lead into the lobby. You will need your building badge to get through the turnstiles.

## Exhibit A – Directions to the E-Mobility Storage Unit



To access the E-Mobility Storage Unit, you will need to enter the East Plaza off West Van Buren Street. Follow the length of the building where there is a gate that will lead to the storage unit. You will need your keycard to open the gate. The storage unit is to the left after walking through the gate.

