

THE OLD POST OFFICE



# Tenant Handbook



# Tenant Handbook

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# Tenant Handbook

## Section I

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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.

The tenant information provided in this handbook is meant to give you a better understanding of The Old Post Office and facilitate your company's operations. There is a great deal of information contained in this handbook. Take time to familiarize yourself with this handbook and it will become a valuable resource. Please note the Office of the Building is available to help in any way possible. Your first call for any problem or question should be directed to the Office of the Building.

The Office of the Building is located at 433 W. Van Buren, suite 280 (in the northwest corner of the 2nd floor). Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

*Please note that throughout this manual we typically reference two addresses:*

433 W. Van Buren Street, Chicago, IL 60607  
(24 Hour Entrance - North Side of Building)

404 W. Harrison Street, Chicago, IL 60607  
(Parking Garage Entrance, Bike Entrance, Loading Dock and South Side of Building)

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Office of the Building will promptly notify you of any such changes. Our building staff is committed to assisting you in any way that they can. 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

The Old Post Office, is the singularly most unique site in the nation, comprised of a 12.3-acre site consisting of the iconic former Main Chicago Post Office centrally located in the heart of Chicago's West Loop Central Business District. Situated along Chicago's iconic Chicago River to the east, The Old Post Office is an integral part of a world-class urban fabric with direct access to world-class amenities. There is no other site in the nation with a more strategically positioned asset that is more centrally located in the heart of a world-class city approaching the size and scale of the The Old Post Office site.

The historic art deco structure is 15 stories tall totaling 2,500,000 square feet of office-lead mixed-use development. The building boasts 280,000 square foot floor plates with efficient column spacing and soaring 19-foot ceiling heights, granting generous access to natural day light and providing users with a truly unique opportunity for enhanced collaboration and productivity across a single floor plate.

Currently undergoing a 900 million-dollar holistic transformation, the building is being completely renovated, restoring the building's limestone façade and replacing 2,200 windows. The structure has been completely stripped of its old mechanical system and is further enhanced through brand new state-of-the-art utilities that will usher in the next generation of business.

The Old Post Office occupies a more than two (2) full city blocks and spans over Ida B. Wells Drive and the Amtrack railroad tracks.

Pertinent facts about The Old Post Office are as follows:

### ITEM

Number of Office Floors:	5 North Building   12 South Building   6 East Building
Building Size:	2.5 Million Square Feet
Year Completed:	1932 expansion   2016 - 2020
Building Addresses:	The Old Post Office: 433 West Van Buren Street   404 West Harrison Street Chicago IL 60607
Architect:	Graham, Anderson Probst & White   Gensler



# Tenant Handbook

## Section II

### MOVING PROCEDURES

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# Tenant Handbook

## Move-In Procedures

To ensure there are minimal inconveniences to you during your move, Management requests certain information in advance. The information in this section will minimize disruptions in getting your business up-and-running once you are here.

The following list of items (included in Exhibit "B"), should be completed and returned to the Office of the Building two weeks prior to your scheduled move.

You are an important part of The Old Post Office, and we value you as a tenant. It is our goal to extend our cooperation and most cordial welcome.



# Tenant Handbook

## Forms Required Prior to Move-In

You will need to fill out a variety of forms relating to employee identification badges, tenant emergency contacts and other issues.

Please see the “For Your Mover” (Exhibit B1) which provides loading dock specifications and other information frequently requested by movers.

If there are any changes, please notify our office as soon as possible. We want to ensure that there will be no scheduling conflicts and that all the proper information has been received.

### **CERTIFICATE OF INSURANCE**

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

Note that your mover must also have a Certificate of Insurance on file with the Office of the building as well. Please see Exhibit A for specific requirements.

### **AUTHORIZED INDIVIDUALS & EMERGENCY CONTACT LIST (EXHIBIT B-2)**

This list notifies management and/or security of which employees have the authority to make the necessary decisions for the Tenant’s Company. Management is asking for day-to-day contacts, emergency contacts, managers, and safety coordinators. Each person’s authorization level is defined on the form.

### **COMED TENANT CHANGE FORM (EXHIBIT B-4)**

This form provides pertinent information to assist in transferring your ComEd account to The Old Post Office. Please complete Section II of this form and return it to the Office of the Building.





# Tenant Handbook

## Move-In Checklist

Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new offices.

- ◇ Select a move committee. This is often made up of representatives of IT, HR, Facilities and other decision makers.
- ◇ Obtain pricing for 3rd party movers.
- ◇ Contact your IT support and business machine partners to help determine move requirements and coordinate schedules.
- ◇ Contact telecommunications provider(s) to discuss ordering of circuits and/or transferring of service. Please note that telecommunications providers typically have long lead times for service transfers (please plan ahead).
- ◇ Work with building management to reserve freight elevators. (Moves require freight elevator reservations).
- ◇ Ensure that you have contacted building to set up master keying schedule and have ordered keys. The Old Post Office utilizes a high security keying schedule, so new key cores typically require 6-8 weeks lead time for delivery.
- ◇ Coordinate with the Office of the Building to order new security access cards for your staff.
- ◇ Contact signage vendor for any interior signage needs. Contact office of the building for requirements.



# Tenant Handbook

## Move-In Checklist (Continued)

- ◇ 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) see Exhibit A.
- ◇ 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 (1-800-EDISON-1)
- ◇ Complete required forms, keep a copy for yourself and return to the Office of the Building, 433 W. Van Buren, 2nd Floor, Chicago, IL 60607 or via email at [TSR@tpochicago.com](mailto:TSR@tpochicago.com)
- ◇ Provide your moving company with a copy of the Pertinent Information for your Move-In Pages (see pages 11-17).



# Tenant Handbook

## Pertinent Information for your Move-In

### **MOVING INSURANCE**

When moving into The Old Post Office, your moving company will be required to provide a Certificate of Insurance with coverage for General Liability, Worker's Compensation and Auto Liability as specified in Exhibit A, "Insurance Requirements."

*There are two separate required Certificates of Insurance and multiple entities to be named as additional insured's; all are listed in Exhibit A.*

An Additional Insured Endorsement must be provided as part of but separate from the Certificate in order for it to be acceptable.

Once completed, the insurance information may be emailed to [TSR@tpochicago.com](mailto:TSR@tpochicago.com). If mailing, please send the original to:

601W Companies Chicago LLC,  
c/o Jones Lang LaSalle Americas (Illinois), L.P.,  
433 W. Harrison, 2nd Floor  
Chicago, IL 60607  
Attn: Insurance

### **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.



# Tenant Handbook

## Driving Directions

### PARKING GARAGE DIRECTIONS

Please see Exhibit B6 for Parking Garage

### DOCK DIRECTIONS

Please see Exhibit B5 for Dock Directions

### 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.

#### **SOUTH/EAST BUILDING**

Service elevator #10  
Capacity = 10,000 lbs.  
Door opening = 5'0"W X 7'-0" H  
Depth of car front to back = 9'-0"  
Height of car = 8'0"  
East Facing Stops  
(1,2,3E,4E,5E,6E)  
West Facing Stops (1-9)

#### **SOUTH BUILDING**

Freight Elevator #39  
Capacity = 10,000 lbs.  
Door opening = 6'6" x 8'0"  
Depth of car front to back = 13'8"  
East Facing Stops (1-9)  
West Facing Stops (10) Roof Access

#### **SOUTH BUILDING**

Freight elevator #11  
Capacity = 10,000 lbs.  
Door opening = 6'6" W x 8'0" H  
Depth of car front to back = 13'8"  
Height of car = 8'6"  
East Facing Stops (1)  
West Facing Stops 1-9

#### **NORTH BUILDING**

Service Elevator #25  
Capacity = 6,000 lbs.  
Door opening = 4'0" W x 8'0" H  
Depth of Car Fron to Back 6'2"  
South Building (West) 1-10, 13 (pylon)  
North Building (East) 5N-12N

The Freight elevators are available between 8:00 am and 6:00 pm, Monday through Friday, on a first-come, first-served basis. After-hours usage can be arranged through the Office of the Building by calling *in advance* to schedule use of the freight elevators. These elevators are for freight only, and cannot be used as passenger elevators. Please use the freight elevators when bringing items that require delivery carts into the building, as carts are not allowed on the building's passenger elevators.



# Tenant Handbook

## Moving Procedures

In an effort to act in the best interests of our tenants and to protect the property, tenants must adhere to the following policies regarding movement of office furniture and equipment into and out of The Old Post Office. Before engaging a Moving or Delivery Company, please contact our office no later than two weeks prior to any move at (312) 481-7900 and discuss your arrangements with us. Direct all correspondence to:

Via email: [TSR@tpchicago.com](mailto:TSR@tpchicago.com)

Written Correspondence:

Jones Lang LaSalle Americas (Illinois), L.P.  
Attn: Property Manager  
433 W. Van Buren Street, 2nd Floor  
Chicago, IL 60607

### 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 working hours (i.e. 6:00 a.m. - 6:00 p.m.) require use of the elevator on a first come - first serve basis. The elevator cannot be reserved or used exclusively during this time.
- d. Larger moves must be scheduled on weekends or after 6:00 P.M. 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 elevator.



# Tenant Handbook

## Moving Procedures (Continued)

### 2. CLEAN UP

Moving or Delivery Companies and the Tenant are responsible for leaving the building and premises clean by removing all cartons, padding, packing material, and other trash generated in the move. No such materials shall be left in or around building dumpsters. If you desire help in the clean up, personnel can be provided on a time and material cost/plus basis. This service must be prearranged through the Office of the Building. If a tenant wishes to have waste material placed in the building dumpster, arrangements can be made through the Office of the Building and will be billed back to the Tenant.

### 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.





# Tenant Handbook

## 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 will be of Union Status.

Moves into and out of the building must be done on weekends or after 6:00 P.M., 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 in order to maintain the security of the premises and to provide easy identification by our company's personnel.

### INSPECTION OF PREMISES

The mover is responsible for inspecting the tenant's suite prior to the move so that he 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.

### SUPERVISION, LABOR, MATERIALS & EQUIPMENT

The mover must furnish all supervision, labor, materials, supplies, and equipment necessary to perform all the services contemplated. Such equipment shall include among other things dollies, trucks, etc. as may be required. All material handling vehicles used in the interior of the building must have rubber-tired wheels and must be maintained free from grease and dirt. It is required that Masonite floor covering material be provided by mover and laid down to protect the lobby and corridor flooring proceeding from the entry of the building to the freight elevator and from the freight elevator into the suite. Where necessary, outer wall corners will be protected.



# Tenant Handbook

## Moving Company Guidelines (Continued)

### **FLOOR & WALL PROTECTION**

The mover shall at all times 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 his 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 document 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 13-14, 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:

**Building Management at 312-481-7900.**



# Tenant Handbook

## Section III

### OFFICE OF THE BUILDING

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# Tenant Handbook

## 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 and reflects depth in management covering all functional operating areas. It is our objective to provide you with the highest quality service available to ensure your comfort and continued tenancy.

The Office of the Building is located in The Old Post Office, 433 W. Van Buren, 2nd Floor, Chicago, IL 60607. The office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday and closed on weekends and holidays. To contact the Office of the Building, please call (312) 481-7900. During non-business hours, this number will automatically transfer to the 24 Hour Security Communications Center. In the event of an emergency, the Security Guard will contact the proper building personnel, who will respond to your inquiry as quickly as possible.

### CONTACT NUMBERS

Office of the Building:	312-481-7900
24 Hour Security Communications Center:	312- 548-7545
Emergency (Police, Fire, Ambulance):	911

### OFFICE OF THE BUILDING STAFF:

#### Senior Vice President/Office Manager

Bryan L. Oyster

Bryan.Oyster@am.jll.com

(312) 796-6538

Responsible for management and operations.

#### Property Manager/Operations

John King

JohnR.King@am.jll.com

(312) 767-5293

Responsible for management and operations.



# Tenant Handbook

## Management Staff (Continued)

### Senior Property Associate

Kathy Cook

Kathy.Cook@am.jll.com

(312) 548-7477

Coordinates Office of the Building and administrative functions.

### Tenant Service Representative

TBD

TSR@tpochicago.com

(312) 796-6538

Handles all tenant work requests and dispatches appropriate personnel to respond to those requests. Maintains and monitors all tenant-related critical information, to include emergency contact information, moving information, and certificates of insurance information.

### Controller

Lisa Li

Lisa.Li@am.jll.com

(312) 583-7199

Responsible for Accounting and Financial Reporting.

### Staff Accountant

Miro Dominguez

Miro.Dominguez@am.jll.com

(312) 583-7109

Responsible for Accounting and Financial Reporting.

### A/R-A/P Specialist

Lisa McClelland

Lisa.McClelland@am.jll.com

(312) 548-7474

Responsible for Accounts Receivable and Accounts Payable.





# Tenant Handbook

## Management Staff (Continued)

### Chief Engineer

Ted Kerrigan

Ted.Kerrigan@am.jll.com

(312) 548-7569

Responsible for all building functions and mechanical systems.

### Assistant Chief Engineer

Jason Blessing

Jason.Blessing@am.jll.com

(312) 548-7555

Responsible for all building functions and mechanical systems.

### Director of Security & Life Safety

Jesus Mercado

jesus.mercado@am.jll.com

Cell: (773) 786-7353

Responsible for all security & life safety related to building operations.

### Security Account Manager

Rick Chaidez

ricardo.chaidez@tpochicago.com

(312) 428-0348

Responsible for all security related to building operations.

### Parking Operations

Date Assadji

Date.assadji@abm.com

312-608-7870

Parking Operator Regional Manager



# Tenant Handbook

## Community Manager, Events, & Fitness Staff

The Old Post Office has a dedicated on site Community Manager, Events and Fitness Center Team. We have hired Corporate Concierge Services as the professional concierge and LulaFit as the professional Fitness Center Manager. These groups work diligently to provide your team with a myriad of the options and activities to enhance your experience at The Old Post Office.

### EVENTS STAFF:

#### Marketing and Events Manager

Jamie Sowski

Direct: (312) 796-6562

[jsowski@corporateconcierge.com](mailto:jsowski@corporateconcierge.com)

Responsible Sales and Coordination Lead for Large Scale Internal Events

#### Event Specialist, The Old Post Office

Leah Stortz

Direct: (312) 622-5597

[lstortz@corporateconcierge.com](mailto:lstortz@corporateconcierge.com)

Support and Coordination for Large Scale Internal Events

### 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



# Tenant Handbook

## Community Manager, Events, & Fitness Staff

### **LULAFIT STAFF:**

#### **Director of Operations at LulaFit**

Josh McIntosh

Direct: (847) 276-6113

joel.mackintosh@lulafit.com

#### **General Manager**

Alex Rayburn

Fitness Center Desk: 312-872-4705

Boxcarpm@lulafit.com



# Tenant Handbook

## Important Numbers, Business Hours, & Holidays

### OFFICE OF THE BUILDING

Jones Lang LaSalle

433 W. Van Buren Street, 2nd Floor

Chicago, IL 60607

Office: (312) 481-7900

### 24 Hour Security Communication Center

(312) 548-7545

### 24 Hour Entrance (Staffed 24/7)

433 W. Van Buren Historic Lobby

### OFFICE HOURS

Monday - Friday

8:00 a.m. - 5:00 p.m.

### CURRENT BUILDING HVAC

#### OPERATING HOURS

Monday - Friday

8:00 a.m. - 6:00 p.m.

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 on 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 **BOLDED** 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. We will be glad to provide you with an estimate for any of the above services. For further information please refer to Section VI: Tenant Services.



# 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 on renovations and signage. Prior to making any Alterations or installing any signage, please contact the Office of the Building to see if there are any restrictions on the nature of the alterations.**

Any additional questions regarding the Building Directory & Signage can be directed to Kathy Cook at (312) 548-7477 or [kathy.cook@am.jll.com](mailto:kathy.cook@am.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 the temperature level change abruptly or exceed a reasonable level in your suite or in a particular office, please enter a service request in the Building Engines work order system or call the Office of the Building at (312) 481-7900.

Standard HVAC service is provided Monday through Friday, 8:00 am to 6:00 pm. Please contact the office of the Building 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.

To report Temperature issues within the premises or to request overtime HVAC please place a service request through Building Engines. The Building Engines service request system will be accessible through the main Tenant Portal or via a direct link:

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

Building Engines Link: <https://www.requestcom.com>



# Tenant Handbook

## Mail Services & Delivery

### DELIVERIES

All deliveries must be made through the loading dock area of the building. The loading dock is open for deliveries on a first-come, first-served basis for a 30 minute maximum delivery/pick-up time, Monday through Friday, 6:00 am to 6:00 pm.

Large deliveries requiring extended use of either the dock or freight elevator need to be scheduled with the Office of the Building for after hours or weekends. Building personnel must be present during such time and will be charged to the tenant.

The Old Post Office's loading dock is accessed at 404 W. Harrison Street, Chicago, IL 60607. All Vendors on-site, delivering and conducting work must have a current Certificate of Insurance on file with the Office of the Building. (See Exhibit A)

Under no circumstances are deliveries or pick-ups allowed to remain on the dock. They must be brought either from the delivery truck to the Tenant's suite or from the suite to a waiting truck. Building personnel cannot sign for deliveries. Any equipment/furniture being removed from the building must be accompanied by a Property Removal Pass, which documents your company's authorization. Passes are available through the Office of the Building.

In addition, the trucking company must be informed that hand trucks should be rubber wheeled and clean when transporting materials within the building AND that Masonite must be placed from the building entrance to the freight elevator and from the freight elevator to the Suite entrance to protect the lobby and corridor flooring.

*Messenger Service (Coming in 1st Quarter 2020)*

If you are requesting an incoming delivery, please **always reference the address at 404 W. Harrison Street, Chicago, IL 60607. (with the exception of Fed-Ex, UPS, DHL)**



# Tenant Handbook

## Mail Services & Delivery (Continued)

All inbound and outbound deliveries via messenger services must be routed through the building's messenger service, located on the 1st floor of the Building, next the West Lobby.

Inbound deliveries will be signed for at the Messenger Center and delivered to the Tenant's suites by Messenger Center personnel, within minutes.

Tenants must contact the Messenger Center for any outbound deliveries it contracts by either calling the Center directly at (312) 872-4701, or completing a **Building Engines** ticket.

A Messenger Center employee will come to pick up the package, and hold it in the Messenger Center until the item is picked up.

These regulations do not apply to FedEx or UPS deliveries.

### 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.

### MAIL SERVICE & OTHER DELIVERIES

*All incoming mail should be addressed as follows:*

**Employee Name**

**Company Name**

**Street Address, Suite Number**

**City, State and Zip**



# Tenant Handbook

## Mail Services & Delivery (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 and as follows: **Monday - Saturday, between the hours of 11:00 am - 3:00 pm.**

*Please note: No deliveries are made on Sunday and Holidays. There is a full service US Post Office directly south of the Building on Harrison Street.  
This can be easily accessed via the Harrison Street lobby.*

### EXPRESS MAIL & MESSENGER SERVICE

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

*Please note: The Office of the Building, as well as Building Security, is not allowed to accept packages for tenants.*



# Tenant Handbook

## Building 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:

By mail:

Please remit payments to:

By Wire / ACH:

Please remit payments to:

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 433 W. Van Buren Lobby. Tenants should note that this entrance will be staffed 24 hours per day.

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

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

Normal business hours at **The Old Post Office** are from 7:00 A.M. to 6:00 P.M. Monday through Friday. Outside of these hours, 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 service request must be entered prior to the employee having their picture taken at the access card office located in the Security Communication 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 (In 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 person's badge reissued (due to loss, damage, etc.), please enter the Building Engines request for said duplicate. In most cases, The Security Office will already have their picture and application on file and will deliver the pass to your suite.



# Tenant Handbook

## Building Access (Continued)

### ACCESS CONTROL SYSTEM

After business hours, access into the building can only be made via the 24 hour entrance on Van Buren Street. When an employee enters the building, they will be asked to swipe their access card at the Lobby Desk. Upon swiping their card, 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. **Please inform your employees not to lend their card to anyone.** If a card should be lost, report the loss immediately.

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

### VISITOR ACCESS

We will be utilizing the Rise App for Visitor Access.

If your off-site employees, guests and vendors need access on an occasional or “as-needed” basis, please enter the visitor information in the RISE 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 RISE system, Security will call the guest's contact or the main 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.

There is no “on-going” guest of employees list.

If you have any questions regarding the RISE Visitor Management System, please contact the Office of the Building at (312) 481-7900.



# Tenant Handbook

## Building Access (Continued)

### 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, and a Certificate of Insurance and Endorsement. A brief description of the work to be done should also be included.

*Please Note: All contractors must be approved by the Office of the Building.  
In addition, The Old Post Office is a union building; therefore, contractors  
working in the building are to be of union status.*

### TENANT PRECAUTIONS

In public buildings such as **The Old Post Office**, ultimate responsibility for security must rest with each tenant. Please insure, upon leaving the complex, 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 the Security at once 312-548-7545 and provide as much detailed information as possible regarding the person. **The Old Post Office** personnel will escort the individual off the premises. We also suggest that you require identification from repairmen who come to work in your office suite.

### THEFT AND INSURANCE

Any suspected theft, no matter how small, should be reported to Security (312) 548-7545 immediately. The Chicago Police should also be notified immediately by calling 911 and filing a report. Police need to be kept informed of any thefts in the building to establish a pattern to the thefts and to effectively complete the investigation. 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.



# Tenant Handbook

## Building Access (Continued)

### INCIDENT REPORT

To provide an accurate record of every incident, the 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. Please provide this information to the Office of the Building.



# Tenant Handbook

## Building Security

### SECURITY HOURS

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

The Old Post Office boasts a superior security team. 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, card-key access system, intercom stations, and stairwell detectors. These systems enable the Security Communications Center staff to monitor activity in the building 24 hours a day.

The building currently contracts with AK Productions who has produced a Life Safety Video for Tenants to view.

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

<https://clients.aksafetynet.com/oldpostoffice>

Password: Please check with the Office Manager for the password

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 Communications Center:	(312) 548-7545
Office of the Building:	(312) 481-7900

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 week-ends, 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 signing out.

#### MESSENGERS

(Coming in the 1st Quarter 2020)- The Building has contracted with a 3rd party messenger service 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 Entrance at 404 W. Harrison Street.

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

#### FOOD DELIVERIES

Food deliveries are permitted only to the Loading Dock at 404 W. Harrison. Kindly make arrangements to pick up food deliveries in the lobby.

# Tenant Handbook

## Building Security (Continued)

### LOST AND FOUND

Security keeps “Lost and Found” items in the Security Communications Center located on the 1st Floor of The Old Post Office. Tenants who have either lost or found an item should contact Security at (312) 548-7545.

### 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.
- Turn away all solicitors and report 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 suite keys and building access card with them when leaving the premises or suite
- Building staff and security will not grant access into your suite without appropriate authorization from 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 firm.

*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 spaces, they must post the approved signage at all entrances of their space.

To view the approved signage requirements, please visit the Illinois State Police website at: [www.isp.state.il.us](http://www.isp.state.il.us)



# 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. To contact the Office of the Building please call **(312) 481-7900**. During non-business hours, the phones will be forwarded to the Security Officer at the Security Communications 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 Building Engines Work Request System and someone will respond to your request as soon as possible.

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

Tenant Portal Link: <https://>

The Building Engines website can be accessed via the following link:

<https://www.requestcom.com>

### TOOLS & EQUIPMENT POLICY

*Please Note: 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:

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

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

The cleanliness and upkeep of your offices not only indicate the desirability of your services, but they also contribute strongly to the pride and productivity of your work force. Your employees spend more time in your offices and business than at home. The overall work environment reflects your interest in your employee enthusiasm and well being.

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 at (312) 481-7900 or [TSR@tpochicago.com](mailto:TSR@tpochicago.com).

*Please Note: The janitorial staff will not discard electronics, unless a Building Engines ticket is completed for 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

Thorough carpet care requires a professionally organized program that includes deep shampooing in combination with power pile lifting as well as ongoing spot cleaning. Carpeting is the most expensive and most used appointment per square foot of your space. Instituting an ongoing maintenance program to keep carpeting free from grit will maintain the carpet in peak condition for many years. This type of program has the added advantage of enhancing the fresh, clean look in your space and contributes to employee satisfaction and productivity.

#### FLOORS

To prolong the life and beauty of any floor 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 offices and the buildings.

#### WALLS

We also recommend that you have your walls 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. This frees up the time of any employee that might have been delegated this chore and helps to increase productivity by allowing everyone to concentrate on business rather than housekeeping.

### 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 at **(312) 481-7900** to discuss setting up a cleaning program specifically tailored to your business needs. You will be surprised at how quickly and easily your investment can be maintained in peak condition and you will appreciate the benefits for years to come.

## Day Cleaning

Day cleaning staff is on site Monday through Friday from 8:00 a.m. - 5:00 p.m. 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. Office of the Building: **(312) 481-7900**.

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: Office of the Building: **(312) 481-7900**.



# Tenant Handbook

## Building Leasing

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

### LEASING CONTACTS

Steve Smith  
ssmith@telosgroupllc.com  
(312) 477-2949

Daniel Heckman  
dheckman@telosgroupllc.com  
(312) 477-2963



# 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 Meet Me 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 contacts on any orders:

Extenet Systems  
Attn: Eric Isherwood  
3030 Warrenville Road  
Lisle, IL 60532  
(312) 961-8788

eisherwood@extenetsystems.com  
johnr.king@am.jll.com



# 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 that 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 please comply with the following guidelines:**

- Inform the Office of the Building (312) 481-7900
- 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.
- Vendor must provide a Certificate of Insurance and Endorsement (Exhibit A) covering General Liability, Worker's Compensation and Auto Liability.



# Tenant Handbook

## Vendor Regulations (Continued)

There are multiple entities to be named as additional insured's; all are listed in Exhibit A. Jones Lang LaSalle Americas (Illinois), L.P., is to be stated as the Certificate holder. An Additional Insured Endorsement Form must be included as part of, but separate from, the Certificate of Insurance in order for it to be acceptable. Please mail the original copy to:

601W Companies Chicago LLC  
c/o Bryan Oyster  
404 West Harrison Street  
Chicago, Illinois 60607

JPMorgan Chase Bank, National Association, ISAOA ATIMA  
c/o C-III Asset Management LLC  
5221 N. O'Connor Blvd., Suite 600  
Irving, Texas 75039

If you have any questions regarding the above requirements,  
please feel free to call the Office of the Building (312) 481-7900.



# 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. The temperature of the building is maintained at a comfortable level. We provide heating and air conditioning, in season, during the hours of 8:00am to 6:00pm. 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 and we will correct the situation as quickly as possible.

### **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 special 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 needs your business might have.

### **MAINTENANCE OF TENANT SPECIFIC COOLING SYSTEM**

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

### **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 needs your business might have.

### **MAINTENANCE OF TENANT SPECIFIC COOLING SYSTEM**

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



# Tenant Handbook

## Recycling

Recycling is one of the most pressing issues in today's environment. 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 workstation. Additional bins may be requested through the Office of the Building and will be provided at no charge.

Please follow the list of acceptable and unacceptable materials as listed below when disposing of or recycling various items.

### **Acceptable and should be placed in the blue bin:**

- Adhesive notes
- All envelopes
- Cardboard
- Catalogs
- Colored paper
- Computer paper
- Corrugated boxes
- Fax paper
- Letterhead
- Magazines
- Manila folders
- Newspapers
- Paper clips
- Phone books
- Staples
- White paper

### **The following materials should be put in the kitchen/pantry recycle bins:**

- Aluminum cans
- Steel cans
- Bi-metal cans
- Plastic water bottles

### **The following can contaminate recyclable materials; please do NOT place in the recycle bin:**

- Food wrap
- Glass
- Plastic
- Tissue products
- Stickers/labels
- Wet Paper
- Rubber bands
- Stickers/labels
- Non-paper packing material



# Tenant Handbook

## Recycling (Continued)

### **E-WASTE**

The Old Post Office is actively recycling light bulbs and ballasts. We also make it easy to recycle electronic waste:

- Florescent bulbs
- High-intensity discharge lamps
- Ballasts
- Batteries
- Electronic waste

The Old Post Office's recycling vendors will separate and make all materials reusable, redirecting them from Illinois landfills.

### **LIGHT BULBS AND BALLASTS**

Lights are now automatically recycled. A recycling fee will be added to the Building Engines request charge, and this will be incorporated into the cost of a replacement light bulb.



# Tenant Handbook

## Recycling (Continued)

### ELECTRONIC WASTE

You can submit a Building Engines request for disposal of electronic waste by selecting ELECTRONIC WASTE. Maintenance staff will then collect the electronic waste from your office. A Building Engines charge for recycling will be added to your rent statement.

- Desktop Computers
- Laptops
- LCD Monitors\*
- Plasma Monitors
- Computer Peripherals
- Cell Phones
- Printers
- Fax Machines
- Networking Equipment
- Circuit Boards
- Battery Backup Units/UPS
- Medical Equipment w/no Bio or Radiation Elements
- DVD Players
- A/V Equipment
- Copy Machines
- Office Electronics
- Telephones and Telecom Equipment
- Systems
- Stereo Equipment
- Flat Panel Televisions\*
- Servers and Racks
- Rechargeable Batteries

\*CRT Monitors are accepted for \$10 per monitor

\*Tube Televisions are not accepted.

For more information about recycling, please call:  
the Office of the Building at (312) 481-7900.



# Tenant Handbook

## Smoking, Solicitors, & Miscellaneous

### SMOKING

In compliance with the Illinois Legislature's Clean Indoor Air Act of 1992, smoking is prohibited in all of the indoor public areas of The Old Post Office. Also in accordance with the Chicago Clean Air Ordinance of 2005, smoking is prohibited within 15 feet of any entrance to an enclosed area in which smoking is prohibited.

As a courtesy to non-smokers and all guests to our buildings, we ask that you please adhere to the following guidelines:

- Smoking **must** be confined to designated smoking areas 15 feet from building entrances and where signs are posted on the Roof Deck.
- Please use the smoking urns provided for disposal of ashes and cigarette butts.
- Do not discard cigarette waste on walkways, planters or building landscaping.

### SOLICITORS

The Old Post Office has adopted a "No Solicitors" policy.

Please notify Security at (312) 548-7545 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

The City of Chicago's electric code is very strict concerning electrical wiring. Prior to any alterations of the electrical wiring, please submit specifications to the Office of the Building for review. Also, please 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

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# Tenant Handbook

## Required Building Contractors

In an effort to ensure the reliability and integrity of building systems and to ensure that your space integrates properly with the building, we ask that you make sure that your facilities teams and contractors are aware of the following building required contractors.

### **BUILDING KEYS/ LOCKS**

**All keys at The Old Post Office at 433 W. Van Buren 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, **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. Keyed doors should include a cylinder (or housing) that accepts a small format interchangeable core. The building uses a High Security, Small Format, – 7 pin Interchangeable Core. These cores and their corresponding keys must be coordinated with the building.

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

The following items should be considered as it relates to base building keys and locks:

### **DESIGN INTENT**

Tenant should work with their architect or facilities team to identify the hierarchy of keying for their office suite. Considerations could include limitations on who has access to particular spaces.



# Tenant Handbook

## Required Building Contractors (Continued)

### LEAD TIMES

Lead Times on key cores are typically approximately 6 weeks.

### BASE BUILDING MASTER KEY SYSTEM

Tenants shall not install locks or keyed spaces that are not on the building master key schedule.

### 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  
Attn: Kelvin Long  
1010 W. Jackson Blvd.  
Chicago, IL 60607  
(312) 850-6700 Ext. 230  
klong@glavinaccess.com  
404harrison@glavinaccess.com  
jblessing@am.jll.com



# Tenant Handbook

## Distributed Antenna System (DAS System)

The Contractor and Subcontractors shall coordinate with 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 Owner. In order 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 Wireless Information Networks (WIN) at least one month before work is scheduled. WIN may be reached at 630-325-6254.
4. Proposed floor plans should be submitted to WIN for radio frequency (RF) engineering review as soon as possible, before scheduling construction.
5. Tenant is responsible for any changes, additions, or repairs needed to maintain the integrity of the system as a result of the demolition or construction project.



# Tenant Handbook

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

### DAS CONTRACTOR INFORMATION

Wireless Information Networks (WIN) is the Base Building DAS contractor. Requests for DAS modifications / relocations should be placed with WIN 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:

John Wyskiel  
Wireless Information Networks  
T 630.325.6254 x631  
745 McClintock Drive, Suite 300  
Burr Ridge, IL 60527  
[jwyskiel@winconnectivity.com](mailto:jwyskiel@winconnectivity.com)  
[johnr.king@am.jll.com](mailto:johnr.king@am.jll.com)  
[tkerrigan@am.jll.com](mailto:tkerrigan@am.jll.com)



# Tenant Handbook

## Life Safety Systems (Fireworks System)

The Old Post Office is equipped with a State-of-the-art addressable fire alarm system manufactured by EST. The EST 3 system is fully approved by the Chicago Fire prevention bureau for use in a high-rise building. The system covers all tenant and core areas with early sensing detection devices. This ensures your safety in the event of a building emergency. The EST3 multiplexed audio will deliver up to 8 individual messages simultaneously throughout the building. These messages can also be directed to appropriate specific areas to ensure an orderly evacuation of a building in the event of an emergency.

In an effort 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  
Attn: Brian Iwinski  
1 Commerce Drive,  
Schaumburg, IL 60173  
(630) 796-1228  
Brian.iwinski@convergint.com  
ted.kerrigan@am.jll.com



# 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  
ted.kerrigan@am.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. 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 contacts on any orders:

Extenet Systems  
Attn: Eric Isherwood  
3030 Warrenville Road  
Lisle, IL 60532  
(312) 961-8788  
eisherwood@extenetsystems.com  
johnr.king@am.jll.com



# 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



# Tenant Handbook

## Tenant Rules & Regulations (Continued)

or permit to be placed any article of any kind on any window ledge or on exterior walls. 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 therefor

# Tenant Handbook

## Tenant Rules & Regulations (Continued)

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 shall have had made, and in the event of loss of any keys so furnished shall pay Landlord therefor. 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 (ex-

# Tenant Handbook

## Tenant Rules & Regulations (Continued)

cept 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 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 em-

# Tenant Handbook

## Tenant Rules & Regulations (Continued)

braced 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 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

# Tenant Handbook

## Tenant Rules & Regulations (Continued)

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.

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.

# Tenant Handbook

## Tenant Rules & Regulations (Continued)

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.
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 manage-



# Tenant Handbook

## Tenant Rules & Regulations (Continued)

ment, 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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# Tenant Handbook

## Introduction

The Old Post Office is a well-designed building, in a location that offers quality tenant services. As your business associates and visitors enter the building, the well-kept and distinctive appearance enhances both your company's image and reputation.

Jones Lang LaSalle employs a highly trained, professional staff to ensure that your expectations of quality in operations and services are met. On a nationwide basis, we have access to an extensive and specialized support staff consisting of experts in management, engineering and construction. Our organization and attention to detail, in combination with the support staff, maintain the highest level of efficiency possible and keep The Old Post Office running smoothly.

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 not limited to:

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

Jones Lang LaSalle also coordinates requests for many other special services. In many cases, your requests can be handled the same day by someone familiar to you. When we can do the work with our on-site personnel, the advantages are many. These advantages include:

- Convenience
- Quick response
- Accountability
- Follow-up
- Quality work



# Tenant Handbook

## Introduction (Continued)

When more extensive services are needed, such as remodeling or redecorating, Jones Lang LaSalle has the capability and stands ready to coordinate the work from beginning to end. During the process we thoroughly review your objectives with you and develop a set of guidelines that fulfill those objectives. After that, 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 for your business needs and supervise the work to its satisfactory completion. This procedure allows you and your employees to concentrate on your business with the assurance of:

- Quality contractors
- Reasonable cost
- Close supervision
- Thorough follow up

*We make sure that you receive the best value!*



# Tenant Handbook

## Tenant Service Requests

In order to facilitate communications, we ask that you appoint one or two tenant service representatives (and an alternate), who are authorized to incur expense for your company. Only your “Authorized Tenant Representative” 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 also call the Office of the Building. Do not make requests with the maintenance crew directly. You will need to enter the type of service request, a description of the service needed, the exact location and a contact person. Once entered into Building Engines, the Office of the Building receives this information and dispatches the service request to the appropriate maintenance staff. When a job is finished, the service request is summarized and closed out or charged back to the tenant.

Response times will vary according to the number and complexity of service requests received. We will inform you as soon as possible 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 Services Representative at (312) 481-7900 or [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 Old Post Office 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 furniture
- Adding outlets

*Please Note: For liability and safety reasons, we are unable to lend out any building equipment. After normal business hours, calls to this number will be forwarded to the Security Desk. All service request must be entreed by employees that have been authorized by their company to request billable services.*

Response time to the request will vary, but the request 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
- Special service (hang pictures, handle deliveries, clean up broken glass, etc.), variable time, depending upon availability of day porter or building engineer

### **RATES SCHEDULE**

Prices to be quoted on as-needed basis.

# 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

Jones Lang LaSalle has the capability to organize the work through every phase of construction with minimum involvement on your part. 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.

The following paragraphs outline some Guidelines:

### REHABILITATION GUIDELINES

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

The following guidelines have been created to assist tenants of 433 West Van Buren Street ("433 West Van Buren") 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.

The following information will be broken down by building.

# Tenant Handbook

## Alterations / Construction (Continued)

### NORTH BUILDING

The North Building historically housed various department and management offices. The plan and finishes in the North Building are typical of a 1930's office building. Each floor has a central double-loaded historic corridor connecting the two elevator lobbies at the east and west ends. The corridor and lobbies shall be retained to recall the circulation path of prior use.

Corridor walls shall be retained as shown in the attached plan with the reuse of existing doors and frames where found in place\*\*. New doorway openings may be incorporated where feasible to allow for planning purposes subject to SHPO and NPS approval.

The original finishes were a combination of flat-finished plaster ceilings, beams, and walls, with wood parquet flooring and metal base trim in the office spaces, green/black mosaic tile flooring and stone base in circulation areas, and marble wainscoting in the elevator lobbies. The following provides guidance on what is acceptable for application for future use on floors 3 and above of the North Building.

The corridor's green and black mosaic tile floors and stone base must be retained or replaced in-kind when tile is too damaged to salvage. To allow for flexibility the mosaic tile floor can be changed to another mosaic tile color only where historic tile is no longer extant. The ceiling above the corridor and elevator lobbies should be held at maximum height 10'0" with suspended or recessed lighting. The corridor and elevator lobbies cannot house any mechanical runs.

The areas outside of the corridors and elevator lobbies can be carpet, wood parquet, or luxury vinyl tile or porcelain tile in a wood grain pattern. The baseboard in these areas should replicate the metal profile of the original build-out but may be fabricated out of wood or other material suitable for use. See attached finish sample document showing specific examples of the types of flooring finishes that could be installed. Minimum requirement for baseboards would be along the perimeter walls where it is extant.

*\* Contact the Office of the Building for further details on the North Building requirements.*

*\*\* 7N is designated as a "flex floor" in the NPS-approved North Building document, so existing corridor walls along the central corridor can be removed, with 4" of wall remaining on each side of the columns on the north side and a mirrored 2'8" pier on the south side of the corridor, to retain the original sense / volume of the corridor. Doors openings can be shifted if needed to work with Tenant's plan. See attached Schedule 1.*

# Tenant Handbook

## Alterations / Construction (Continued)

All walls and ceilings must be finished drywall or repaired plaster\* . Acoustical tile can only be used in areas under significant runs of overhead HVAC equipment. Branch ductwork to distribute air must be held tight to the ceiling and painted out to match. Any conduit, sprinkler pipe or any other equipment that is overhead must be painted out to match. No equipment can be suspended below the height of the windows within 4'0" from the face of the wall.

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. New partitions/entrances between the elevator lobby and tenant spaces will be consistent with the historic configuration of metal and glass door and partition assemblies (see historic drawings). Wherever possible, salvaged historic metal and glass doors will be utilized for openings in the main corridor.

Historic elements must be retained in the two elevator lobbies, including marble wainscoting and trim, historic mail chutes and drinking fountains. Light fixtures in these areas must be commensurate to the design of fixtures in the 1920's and 1930's. See samples for reference.

*\* No exposed/unfinished walls or ceilings are permitted in the North Building. NPS wants a clear delineation between the office and workroom finishes.*





# Tenant Handbook

## Alterations / Construction (Continued)

### **EAST AND SOUTH BUILDINGS**

The East Building was the original 433 West Van Buren structure completed in 1921. The primary function of this facility at the site was to support mail processing. The South Building was completed in 1932 and supported the need for further processing and handling at that time.

The primary finishes in both buildings were historically of an industrial nature and this industrial feeling should be expressed and retained. Select mail processing equipment, conveyors, mail chutes, scales and suspended security walkways have been designated for retention throughout the East and South Buildings to reflect the original function of these spaces. See plans for designated areas for retention.

Special care must be taken along the perimeter of the East and South Buildings to maintain the primacy of the industrial feeling of the space with appropriate finishes. Wherever openings are introduced between the North and South Buildings allowing visibility through both, care must be taken to maintain the separate and distinct industrial feeling of the South Building from the North Building office spaces through the use of appropriate and distinctively different finishes\*\*.

*\*\* Openings between North and South Building can be made per the previously approved document – see Schedule 2.*



# 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. See attached finish sample document showing specific examples of the types of flooring finishes that could be installed. 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 (uncovered by drywall) in the East and South Buildings.
4. Exposed concrete ceiling/structure must remain exposed. Dropped clouds 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. See attached finish sample document showing specific examples of the types of flooring finishes that could be installed.

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. Within these clearly defined areas, finishes including flooring, wall coverings, finished ceilings, decorative lighting, etc. would be acceptable. Finishes and details for these areas must be submitted to SHPO and NPS for review and approval as part of the larger tenant fit-out plans to show the balance of industrial and more highly finished spaces within the tenant space. Landlord shall provide guidelines outlining the specific areas where Tenant may elect to propose more refined finishes.

# Tenant Handbook

## Alterations / Construction (Continued)

Before making any alterations or additions to your suite, a written request detailing the work must be submitted to the Office of the Building. Once the concept is reviewed and approved, Management will arrange, when necessary, to have architectural, mechanical, electrical, plumbing plans and specifications of the changes drawn. 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.

When permitted by Lease, to secure your own architect and general contractor the following procedure is to be followed: A written request detailing the work must be submitted to the Office of the Building. After the plan is reviewed and approved, construction drawings and specifications are to be submitted to Management for review. Upon approval, the construction plans must be submitted to the City of Chicago for building permits. These permits and a construction schedule will be submitted to the Office of the Building.

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 sub-contractors with appropriate Certificates of Insurance be submitted to the Office of the Building prior to the commencement of any construction 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 totally 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 under construction, 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 of construction and all return air ducts.

Tenants and contractors are required to safeguard the floors, walls and/or elevators from any damage, which may 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 a.m. to 4:00 p.m. Light duty hauling is considered to be any tools or equipment that can be moved without holding the elevator. All other hauling on the freight elevator must be done after hours (Monday through Friday 6:00 p.m. through 6:00 a.m.) 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, the contractor, and or tenant will bear any additional cost to remove the rubbish on an overtime basis.

Tenant moves will take precedence over the contractor's use of the elevators.

Perusable trash must be taken to the loading dock at the end of each day 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 also 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 blue print, and approved by the Building Engineer. 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 normally supplied by the Building Monday through Friday 8:00 a.m. to 6:00 p.m. 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 useable 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 building attic stock, provided they are 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 - Saturday:	5:00 p.m. to 7:00 a.m.
Saturday:	After 1:00 p.m.
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 Community Manager, Marina Riviere Petersen, is stationed in the Great Hall from 8:30 am to 5:00 pm 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, The Community Manager can find that 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. The Community Manager can handle every aspect of the event planning process down to the smallest detail.

#### 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 that special client, the Community Manager can arrange it all!

#### LIMOUSINE AND SHUTTLE SERVICE

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

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 on her mobile at (312) 259-6700.





# Tenant Handbook

## Building Services & Amenities (Continued)

### MESSENGER CENTER

*Coming Q1 in 2020*

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 am to 6 pm Monday through Friday.

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

### RETAIL

*Coming Soon*

Historic Lobby Food Hall Operator

Walgreens Store



# Tenant Handbook

## Parking

The Old Post Office features an on-site, indoor parking garage that allows you to park at your convenience. Located conveniently off of Harrison Street, tenants enjoy direct access to our parking garage.

### ON-SITE PARKING

404 W. Harrison is The Old Post Office Indoor Lot  
Rates for the parking Garage are posted as follows:

Less than 30 minutes	\$12
30 minutes to an hour	\$16
1 hour to 2 hours	\$24
2 hours to 12 hours	\$33
12 hours to 24 hours	\$36

### EARLY MORNING SPECIAL

*In between 4:30 am and 6:30 am, out by 7:00 pm (Monday through Friday)*

Ultra Early Bird	\$18
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*In between 6:30 am and 8 am, out by 7:00 pm (Monday through Friday)*

Early Bird	\$24
------------	------

### EVENING SPECIAL

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

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

### WEEKEND SPECIAL (12 HOURS)

Sat.-Sun. & Holidays	\$15
----------------------	------

### MONTHLY PARKING RATE

Tenant	\$525
Non-tenant	\$550



# Tenant Handbook

## Parking (Continued)

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

For more information regarding the Parking Garage,  
please contact our Parking Garage Manager:

Date Assadji  
312-608-7870  
Date.assadji@abm.com



# Tenant Handbook

## Parking (Continued)

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

*Please Note: There are no left turns allowed from Eastbound Harrison St. into the Parking Garage or Loading Dock.*

#### **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) 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. Please note that interior garage entrance (inside the main building) is west of loading area (uncovered drive east of building).

#### **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. Please note that interior garage entrance (inside the main building) is west of loading area (uncovered drive east of building).

#### **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. Please note that interior garage entrance (inside the main building) is west of loading area (uncovered drive east of building).



# Tenant Handbook

## Parking (Off-Site) (Continued)

### **SUGAR HOUSE PARKING GARAGE**

350 W. Harrison Street  
Chicago, IL 606185

Rates for the parking Garage are posted as follows:

Up to 4 hours	\$24
4 hours to 12 hours	\$33

### **EARLY MORNING SPECIAL**

*In by 8 am, out by 7:00 pm (Monday through Friday)*

Early Bird	\$18
------------	------

### **EVENING SPECIAL**

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

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

### **WEEKEND SPECIAL**

Sat.-Sun. & Holidays	\$15
----------------------	------

### **MONTHLY PARKING**

Monthly Pass	\$525
--------------	-------

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

For more information regarding the Parking Garage,  
please contact our Parking Garage Manager:

Date Assadji  
312-608-7870  
Date.assadji@abm.com



# Tenant Handbook

## Conference Facilities

The Old Post Office offers flexible accommodations to meet your conference requirements in our 2nd Floor Amenities Area. *(Room Layout Options Forthcoming)*

### RATE\*\*

#### **THE MARQUEE ROOM\*** (East and West)

*138 classroom; 256 banquet; 334 theatre seating*

M-F 7a-6p	Cost: \$2,200 Full day; \$1300 Half Day
M-F (after 6p)	Cost: \$2,700
Sat/Sun	Cost: \$3,600

#### **THE MARQUEE ROOM\*** (East or West Only)

*70 Classroom, 120 Banquet, 180 Theatre*

M-F 7a-6p	Cost: \$1350 Full Day; \$900 Half Day
M-F (after 6p)	Cost: \$2,250
Sat/Sun	Cost: \$2,250

#### **THE STAGE COACH\***

*24 Classroom; 20 Hollow Square; 56 Theatre*

M-F 7a-6p	Cost: \$450 Full Day, \$350 Half Day
Sat/Sun	Cost: \$1,400 Full Day only

#### **PONY EXPRESS\* (North and South)**

*54 Classroom, 36 Hollow Square, 120 Theatre*

M-F 7a-6p	Cost: \$600 Full Day, \$450 Half Day
Sat/Sun	Cost: \$1,500 Full Day only

#### **PONY EXPRESS\* (North or South)**

*24 Classroom, 20 Hollow Square, 54 Theatre*

M-F 7a-6p	Cost: \$450 Full Day, \$350 Half Day
Sat/Sun	Cost: \$1,400 Full Day only

#### **THE TELEGRAM BOARDROOM**

*12 Boardroom*

M-F 7a-6p	Cost: \$250 Full Day, \$150 Half Day
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*The price includes staffing, set-up, clean-up, internet and phone usage, OT HVAC, and other equipment usage.*

# Tenant Handbook

## Conference Facilities (Continued)

### RATE\*\* (CONTINUED)

#### **THE TELEGRAM BOARDROOM\***

12 Boardroom

M-F 7a-6p

Cost: \$250 Full Day, \$150 Half Day

The price includes staffing, set-up, clean-up, internet and phone usage, OT HVAC, and other equipment usage.

*\*To view pictures, layouts, and a reservation form, please see Exhibit C1.*

*\*\*Events planned in the middle of the day, are considered Full Day.*

*For more information or to book any of our Conference Facilities, please contact our Community Manager, at [communitymanager@tpochicago.com](mailto:communitymanager@tpochicago.com), or 312-872-4710*

### **CATERING**

You can also contract with our Community Manager to obtain pricing for outside catering for your events.



# Tenant Handbook

## The 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 programming includes group fitness classes, personal training, nutrition counseling, health coaching, and massage therapy.

An application and waiver must be completed and submitted with payment. Additionally, you can rent a permanent locker. There are daily lockers inside each locker room.

For additional details, please refer to the Fitness Center Rules and Regulations attached to the application form, in Exhibit C2.





# Tenant Handbook

## Green Operations

*Information Forthcoming*



# Tenant Handbook

## Bike to Work

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

- Bicycle Parking Directions
- Bicycle Storage Registration Form (Exhibit C3): please fill out and return to the Office of the Building. Security will then provide you access to the secured parking area.
- Bike Maps: Chicago Bikes website allows you to view or request a bike map from the City of Chicago Department of Transportation.
- Bike Networking, Resources and Other Information: Explore Chicago or get involved. The City of Chicago has a large bike community, browse through this site and see what our City has to offer.
- Ride the City: An interactive site—all you have to do is enter your start point and end point and Ride the City will find a safe bike route.
- Bike Laws: This website was developed by the Bicycle Program of Chicago to inform Chicagoans of their rights and responsibilities as cyclists in the City.

Other Informational Links on our website are:

- Pharmaceutical Disposal Program
- Prescription Drop off sites
- City of Chicago Recycling Drop off Centers
- Green Biz: an environmental daily news source about green business.
- Grist: Environmental news and green living tips
- Farmer’s Markets



# Tenant Handbook

## Section IX

### EXHIBITS

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# Tenant Handbook

## Exhibit A – Insurance

<b>CERTIFICATE HOLDERS</b> <i>(Please provide one certificate for each)</i>	<b>ADDITIONAL INSURED</b>
601W Companies Chicago MT, LLC c/o Bryan Oyster 433 West Van Buren, 2nd Floor Chicago, Illinois 60607	601W Companies Chicago MT, LLC
JPMorgan Chase Bank, National Association, ISAOA ATIMA c/o C-III Asset Management LLC 5221 N. O'Connor Blvd., Suite 600 Irving, Texas 75039	Jones Lang LaSalle Americas (Illinois), L.P.  Jones Lang LaSalle Americas, Inc.  Chicago Union Station Company, a wholly owned subsidiary of National Railroad Passenger Corporation d/b/a Amtrak  JP Morgan Chase Bank, N.A.  J.P. Morgan Securities LLC  Owner's lender if not otherwise identified herein

## INSURANCE REQUIREMENTS

### INSURANCE

Contractor shall, at its sole cost and expense, procure and maintain in effect during the term of this Agreement the following insurance coverages, which insurance shall be acceptable to Owner and placed with insurance companies rated A X or better by Best's Key Rating Guide and a claims ability rating of A or A2 or better from S&P and either Moody's or Fitch. Such insurance companies shall be authorized to do business in the jurisdiction in which the Project is located. Insurance Required.

### COMMERCIAL GENERAL LIABILITY

Commercial General Liability insurance on a form at least as broad as Insurance Services Office ("ISO") commercial general liability coverage "occurrence" form CG 00 01 04 13 or another "occurrence" form providing equivalent coverage, including but not



# Tenant Handbook

## Exhibit A – Insurance (Continued)

limited to contractual liability coverage, independent contractor's liability, coverage for bodily injury (including death), property damage (including loss of use thereof), ongoing and completed operations, products liability, personal and advertising injury and coverage for liability resulting from contractor's waiver of rights under workers compensation laws, in the following amounts:

**\$1,000,000 Per Occurrence Limit**  
**\$2,000,000 General Aggregate Limit**

The Commercial General Liability policy shall provide that Contractor's policy shall be primary to and not contributory to any other valid and collectible insurance that may be available on behalf of Additional Insureds (hereinafter defined). Coverage may not be written on a claims-made basis or contain deductibles or self-insured retentions/self-insurance without prior approval of Owner, and shall include a cross-liability endorsement and "severability of interests" clause. No exclusions for explosion, collapse, underground, terrorism or 50' railroad will be allowed. An endorsement for work within 50' of a railroad right of way will be obtained if necessary for coverage to apply to Services. Completed operations coverage shall continue to be maintained for at least ten (10) years following the completion of work performed by Contractor.

### EXCESS / UMBRELLA

Contractor shall provide Excess or Umbrella Liability insurance on a follow-form basis with respect to the Commercial General Liability, Employers' Liability, and Commercial Automobile Liability insurance, and to be primary and non-contributory, with minimum annual aggregate per project limits equal to \$2,000,000 each occurrence and \$2,000,000 annual aggregate for the following trades:

*consulting, engineering, fencing, fiber, landscaping, paving, saw cutting/coring, top soil, trucking/hauling, delivery, locksmith, metal toilet partitions & accessories, resilient flooring, signs and graphics, acoustical ceiling, carpentry and millwork, carpet, ceramic tile, drywall, exterminator, lath & plaster, movers, painting and finishing, spray fireproofing, security*

\$5,000,000 each occurrence and \$5,000,000 annual aggregate for the following trades:

# Tenant Handbook

## Exhibit A – Insurance (Continued)

*excavation, concrete, demolition, steel, all exterior envelope trades except as otherwise specifically noted, all mechanical, electrical and plumbing trades, windows, glass/glazing, masonry/stone, miscellaneous metals, tree removal, riggers, roofing/sheet metals, structural steel, waterproofing, telecommunications, directional boring, traffic control, caulking and sealing, fire protection, HVAC*

\$10,000,000 each occurrence and \$10,000,000 annual aggregate for the following trades:

*general contractors, high voltage work, underground exploration, contractor using crane, asbestos abatement, façade cleaning, façade repairs, scaffolding*

\$10,000,000 each occurrence and \$10,000,000 annual aggregate for the following trades:

*general contractors, high voltage work, underground exploration, contractor using crane, asbestos abatement, façade cleaning, façade repairs, scaffolding*

### **BUSINESS AUTO**

Commercial Automobile liability coverage with Combined Single Limit of \$1,000,000 per accident. Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

### **WORKERS' COMPENSATION**

Workers' Compensation Insurance providing statutory benefits and limits that shall fully comply with all state and federal requirements applying to this insurance in the state where the Project is located.

### **EMPLOYER'S LIABILITY**

Employer's Liability Insurance with minimum liability limits of \$ 1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit, and \$1,000,000 bodily injury each employee.

# Tenant Handbook

## Exhibit A – Insurance (Continued)

### **CONTRACTOR’S POLLUTION LIABILITY**

Contractor’s Pollution Liability insurance providing coverage for third party bodily injury, property damage and clean-up cost arising from pollution conditions caused by Contractor’s operations. Such insurance shall provide not less than \$1,000,000 limit per occurrence and shall include coverage for bodily injury, property damage, clean-up costs and completed operations. Such insurance must be maintained for three years after final acceptance of the Project.

### **PROFESSIONAL LIABILITY**

If Contractor’s Work includes any design-build services, Contractor shall maintain Professional Liability insurance with limits of at least \$5,000,000 per claim and \$5,000,000 in the aggregate. The retroactive insurance date of such insurance shall be no later than the commencement date of the contract. Such insurance shall be maintained for two years beyond the completion of the services.

### **RAILROAD PROTECTIVE LIABILITY**

If Contractor will be performing work near/on Amtrak tracks, Contractor shall carry Railroad Protective Liability Insurance with such limits and in such form as required by Amtrak or any authority having jurisdiction over the railroad tracks over which the Work is to be performed.

### **ADDITIONAL INSURED**

The Commercial General Liability, Commercial Automobile Liability and Excess/Umbrella policies shall include the following as additional insureds (“Additional Insureds”), including their officers, directors and employees. Additional Insured endorsement CG 20 10 11 85 or BOTH CG 20 10 10 01 and CG 20 37 10 01, or forms approved by Owner in writing, shall be utilized for the Commercial General Liability policy. Please note that the spelling of these parties must be exactly correct or the contract duties will not be allowed to commence:

601Wcompanies Chicago, LLC  
601W Companies Chicago MT, LLC  
Jones Lang LaSalle Americas (Illinois), L.P.  
Jones Lang LaSalle Americas, Inc.  
Chicago Union Station Company, a wholly owned subsidiary of National Railroad Passenger Corporation d/b/a Amtrak  
JP Morgan Chase Bank, N.A.  
J.P. Morgan Securities LLC  
Owner’s lender if not otherwise identified herein



# Tenant Handbook

## Exhibit A – Insurance (Continued)

### **WAIVER OF SUBROGATION**

Contractor and its insurance carriers for each coverage set forth in Sections 1.1.1 through 1.6 shall waive any and all rights of subrogation against the Additional Insureds and any other entities identified by Owner or Agent.

### **TERMS AND CONDITIONS OF INSURANCE**

Each insurance policy shall provide that it shall not be canceled or materially changed without at least thirty (30) days' prior written notice to Owner and Owner's Lender, JPMorgan Chase Bank, N.A., or such other entity identified by Owner.

### **SUBCONTRACTORS' INSURANCE**

In the event that Contractor elects to perform a portion of the Work through the use of Subcontractors, unless approved by Owner in writing, Contractor shall require Subcontractors to comply with all insurance requirements contained in this Section, including the limits thereof and waivers of subrogation required by Section 1.3. Contractor shall monitor Subcontractors' insurance certificates for compliance with the insurance provisions of this Agreement. No matter what amounts of insurance are carried by Subcontractors, Contractor's insurance shall cover all of the Work performed by Contractor and its Subcontractors.

### **BUILDER'S RISK**

Owner, at its option, may choose to purchase and maintain builder's risk insurance, or direct Contractor (at Owner's expense) to purchase and maintain builder's risk insurance for the duration of the construction. Such insurance will include the perils of fire, extended coverage, vandalism, malicious mischief, accidental collapse, water damage, flood, and earthquake, and will include the interests of Owner, Agent, Contractor, and Subcontractors. Owner and Agent will not assume responsibility for loss of materials or equipment due to theft, burglary, or mysterious disappearance. Coverage shall not extend to Contractor's or Subcontractors' tools, equipment, scaffolding, or any other property of Contractor or Subcontractors not destined to become part of the Work, and any loss of or damage to such property shall be the Contractor's sole responsibility. Contractor shall maintain all-risk property insurance on Contractor's tools or equipment for full replacement value, whether owned or leased, and brought onto the Site or used in connection with the Work. Any deductible elected shall be Contractor's sole responsibility. Contractor shall be responsible for the payment of any deductible required in connection with any builder's risk claim.



# Tenant Handbook

## Exhibit A – Insurance (Continued)

### PROOF OF INSURANCE

Contractor shall furnish to Owner and Owner's Lender concurrently with the execution of this Agreement, and upon each renewal thereafter, all certificates of insurance and additional insured endorsements, including those of Subcontractors and any materialmen or vendors, in form reasonably acceptable to Owner or Owner's Lender; or, upon the request of Owner or Owner's Lender, copies of the insurance policies required to be maintained hereunder evidencing that such coverage is in full force and effect. Contractor shall coordinate all insurance certificates prior to mobilization and before any Work will be allowed to commence on Site. Certificates of insurance shall be on an ACORD form and shall (1) include policy numbers; (2) identify all deductible and self-insured retentions; and (3) shall identify the following property locations:

401-439 W. Van Buren Street, Chicago, IL 60607  
324-430 W. Harrison Street, Chicago, IL 60607  
404 W. Harrison Street, Chicago, IL 60607  
527 S. Clinton Street, Chicago, IL 60607.

### CERTIFICATES SHALL BE ADDRESSED AS FOLLOWS *(2 Separate Certificates):*

601W Companies Chicago MT, LLC  
c/o Bryan Oyster  
404 West Harrison Street  
Chicago, Illinois 60607

JPMorgan Chase Bank, National Association, ISAOA ATIMA  
c/o C-III Asset Management LLC  
5221 N. O'Connor Blvd., Suite 600  
Irving, Texas 75039

### NO LIMITATION OF LIABILITY

Failure to obtain and maintain required insurance shall not relieve Contractor of any obligation contained in this Agreement. Additionally, any approval by Owner of any of Contractor's insurance policies shall not relieve Contractor of any obligation contained in this Agreement, including liability for claims in excess of described limits.

# Tenant Handbook

## Exhibit B – Move-In Checklist

### MOVE-IN CHECKLIST

Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new offices.

- ◇ Select a move committee. This is often made up of representatives of IT, HR, Facilities and other decision makers.
- ◇ Obtain pricing for 3rd party movers.
- ◇ Contact your IT support and business machine partners to help determine move requirements and coordinate schedules.
- ◇ Contact telecommunications provider(s) to discuss ordering of circuits and/or transferring of service. Please note that telecommunications providers typically have long lead times for service transfers (please plan ahead).
- ◇ Work with building management to reserve freight elevators. (Moves require freight elevator reservations).
- ◇ Ensure that you have contacted building to set up master keying schedule and have ordered keys. The Old Post Office utilizes a high security keying schedule, so new key cores typically require 6-8 weeks lead time for delivery.
- ◇ Coordinate with the Office of the Building to order new security access cards for your staff.
- ◇ Contact signage vendor for any interior signage needs. Contact office of the building for requirements.
- ◇ 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.



# Tenant Handbook

## Exhibit A – Move-In Checklist (Continued)

### MOVE-IN CHECKLIST

- ◇ 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) see Exhibit A.
- ◇ 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 (1-800-EDISON-1)
- ◇ Complete required forms, keep a copy for yourself and return to the Office of the Building, 433 W. Van Buren, 2nd Floor, Chicago, IL 60607 or via email at [TSR@tpochicago.com](mailto:TSR@tpochicago.com)
- ◇ Provide your moving company with a copy of the Pertinent Information for your Move on Pages (see pages 10-16).



# Tenant Handbook

## Exhibit B – Moving Guide

### **MOVING GUIDE**

All major moves must take place before 6:00 a.m. or after 6:00 p.m. weekdays or anytime on weekends. The moves must be scheduled at least 72 hours in advance by contacting the Office of the Building at (312) 481-7900.

### **INSURANCE**

A current Certificate of Insurance must be on file with the building office prior to any move. The additional insureds and dollar amounts must match exactly with the specified requirements. For a copy of the current insurance requirements, please call (312) 481-7900.

### **LABOR GUIDELINES**

Moving companies must be signatory to a current Labor Agreement and only Union members of those companies will perform the work. For a current list of approved movers, please call (312) 481-7900.

### **FURNITURE MOVING GUIDELINES**

Freight Elevators: Corner boards must be provided on all door jambs, including elevators.

Damaged Elevators: Broken safety edges, broken doors, damaged controls to be repaired by the building designated contractor at the tenant's expense.

Loading Dock: Corner boards to be provided in corridor areas as required. Suitable protection must be provided to protect walls, doors and elevators.

Tenant Floors: Carpet protection from elevator to tenant space must be provided either with plywood or masonite. Walls and doors must be covered as needed.

Clean-Up: Removal of plywood, masonite, tape, pads, corner boards, empty containers, boxes and carts from public areas (corridors, elevators, lobby, etc.) must be accomplished prior to the following business day.

# Tenant Handbook

## Exhibit B – Moving Guide (Continued)

### FREIGHT ELEVATOR INFORMATION

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.

#### SOUTH/EAST BUILDING

##### *Service elevator, #10*

Capacity = 10,000 lbs.  
Door opening = 5'0" W X 7'-0" H  
Depth of car front to back = 9'-0"  
Height of car = 8'0"  
East Facing Stops (1,2,3E,4E,5E,6E)  
West Facing Stops (1-9)

#### SOUTH BUILDING

##### *Freight elevator #11*

Capacity = 10,000 lbs.  
Door opening = 6'6" W x 8'0" H  
Depth of car front to back = 13'8"  
Height of car = 8'6"  
East Facing Stops (1)  
West Facing Stops 1-9

#### SOUTH BUILDING

##### *Freight Elevator #39*

Capacity = 10,000 lbs.  
Door opening = 6'6" x 8'0"  
Depth of car front to back = 13'8"  
East Facing Stops (1-9)  
West Facing Stops (10) Roof Access

#### NORTH BUILDING

##### *Service Elevator #25*

Capacity = 6,000 lbs.  
Door opening = 4'0" W x 8'0" H  
Depth of Car Front to Back 6'2"  
South Building (West) 1-10, 13 (pylon)  
North Building (East) 5N-12N

### FREIGHT HANDLING

The truck dock entrance is an uncovered drive located at 404 W. Harrison between the Main Building and the Sugar House (red Brick building located at 358 W. Harrison Street. There are a total of eight loading spaces. There are five truck docks with leveler plates. The dock height is 50".



# Tenant Handbook

## Exhibit B – Emergency Contact Information

### Emergency Plan - Tenant Information Form

**Building:** The Old Post Office - 404 W. Harrison St.      **Floor #:**

**\*\*PLEASE FILL OUT ALL FIELDS\*\***

**Suite #:**      **Suite Tel. #:**

**Tenant Name:**

**Typical Number of Daytime Employees:**

**Typical Number of Nighttime Employees:**

**Comments:**

**Designated Relocation Point:**

#### Occupants Needing Assistance:

NAME:

SPECIFIC LOCATION:

TYPE OF ASSISTANCE NEEDED:

#### Additional Occupants Needing Assistance: (attach additional pages as needed)

NAME:

SPECIFIC LOCATION:

TYPE OF ASSISTANCE NEEDED:



# Tenant Handbook

## Exhibit B – Emergency Contact Information (Continued)

### Emergency Plan - Tenant Information Form

#### Floor Warden and Evacuation Team Members

<u>Life Safety Title</u>	<u>Name</u>	<u>Office Tel.</u>	<u>Secondary Tel.</u>
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<u>Email Address</u>
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Comments:
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<u>Life Safety Title</u>	<u>Name</u>	<u>Office Tel.</u>	<u>Secondary Tel.</u>
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<u>Email Address</u>
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Comments:
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<u>Life Safety Title</u>	<u>Name</u>	<u>Office Tel.</u>	<u>Secondary Tel.</u>
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<u>Email Address</u>
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Comments:
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# Tenant Handbook

## Exhibit B – ComEd Tenant Change Form



Commercial Tenancy Change Form Rev 01/02/01

### Property Manager's Request for Tenancy Change In Electric Service

\*Completed forms are to be faxed to ComEd, Customer Service. Fax # 630-684-2611

#### Section I

Form Completed by: \_\_\_\_\_

JLL Property Management  
Phone:(312) 481-7900

#### Section II

Tenant Moving In: Previous ComEd Acct#: \_\_\_\_\_

Meter(s) #:

Service Address: \_\_\_\_\_ Unit/Suite #: \_\_\_\_\_ City: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone #: (\_\_\_\_) \_\_\_\_\_

Service to begin billing effective date? \_\_\_\_/\_\_\_\_/\_\_\_\_ (Date must be Monday thru Friday --excluding Holidays)

Tenant request a special mailing address? \_\_\_\_\_Yes \_\_\_\_\_ No

If yes, please fill in: Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_





# Tenant Handbook

## Exhibit B – ComEd Tenant Change Form (Continued)



Commercial Tenancy Change Form Rev 01/02/01

### Property Manager's Request for Tenancy Change In Electric Service

\*Completed forms are to be faxed to ComEd, Customer Service. Fax # 630-684-2611

#### **Section III**

Tenant Moving Out:

ComEd Account Number: \_\_\_\_\_

Meter Number(s) \_\_\_\_\_

Service Address: \_\_\_\_\_ Unit/Suite #: \_\_\_\_\_ City: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Service to end billing effective date? \_\_\_\_/\_\_\_\_/\_\_\_\_ (Date must be Monday thru Friday --excluding Holidays)

Fill in tenant's forwarding address: In care of: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_



# Tenant Handbook

## Exhibit B – Loading Dock Directions

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

Dock Hours: 6 a.m. – 6 p.m. Monday thru Friday; other hours by arrangement

*Please Note: There are no left turns allowed from Eastbound Harrison Street into the Parking Garage or Loading Dock. Only straight trucks are allowed.  
No semis or full-size trailers are allowed into the loading dock.*

### **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) 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. Please note that interior garage entrance (inside the main building) is west of loading area (uncovered drive east of building).

### **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. Please note that interior garage entrance (inside the main building) is west of loading area (uncovered drive east of building).

### **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. Please note that interior garage entrance (inside the main building) is west of loading area (uncovered drive east of building).



# Tenant Handbook

## Exhibit B – Parking Garage Directions

*Please Note: There are no left turns allowed from Eastbound Harrison Street into the Parking Garage or Loading Dock.*

### **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) 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. Please note that interior garage entrance (inside the main building) is west of loading area (uncovered drive east of building).

### **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. Please note that interior garage entrance (inside the main building) is west of loading area (uncovered drive east of building).

### **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. Please note that interior garage entrance (inside the main building) is west of loading area (uncovered drive east of building).

# Tenant Handbook

## Exhibit B – Parking Garage Application



### MONTHLY PARKING AGREEMENT OLD POST OFFICE (BU: 25630002)

**Submit Form**

Name:	<input type="text"/>	Vehicle (1)	Make:	<input type="text"/>	
Company Name:	<input type="text"/>	Model:	<input type="text"/>		
Billing Address:	<input type="text"/>	Color:	<input type="text"/>	Year:	<input type="text"/>
	<input type="text"/>	License Plate Number:	<input type="text"/>		
Email Address:	<input type="text"/>	Vehicle (2)	Make:	<input type="text"/>	
<input type="checkbox"/> Please check box if you would like to opt out of receiving future parking updates or promotional emails.		Model:	<input type="text"/>		
Work: ( <input type="text"/> ) <input type="text"/>	Fax: ( <input type="text"/> ) <input type="text"/>	Color:	<input type="text"/>	Year:	<input type="text"/>
Cell: ( <input type="text"/> ) <input type="text"/>	Home: ( <input type="text"/> ) <input type="text"/>	License Plate Number:	<input type="text"/>		

In consideration of parking space furnished me at the parking facility checked off above, I agree as follows:

- 1) To pay ABM Parking Services \$  each calendar month, in advance or by the first (1<sup>st</sup>) of each month. Payments can be mailed to **ABM Parking Services, Attn: (Date Assadji), 180 North LaSalle St. Suite 1700, Chicago, IL 60601**. All such payments must be made by check or money order to ensure a valid receipt; online payments go to <https://payments.abm.com>. No cash shall be accepted. All payments received after the (5<sup>th</sup>) of the month are subject to the transponder being deactivated and paying the daily posted rates at the facility. The non-refundable rates will be charged daily until the monthly payment is paid in full.
- 2) Transponder Fee: All parkers are required to pay a \$ N/A non-refundable processing fee for each AVI TAG / KEY CARD / DECAL issued. Replacement cost for lost or stolen AVI TAG / KEYCARD is \$ 25.00.
- 3) This agreement shall continue from month to month hereafter, unless and until termination by either party by providing a 30 day written notice to the garage manager. ABM Parking Services Inc. may change the monthly parking rate referred to in section 1, at its sole discretion without notice. There shall be NO credits for vacation, partial months or other missed time. AVI TAG / KEY CARDS are not transferable.
- 4) ABM Parking Services Inc. and their interests shall not be liable for damages to or destruction of the vehicle due to: theft, fire, collision or any other cause. All damage(s) to vehicle must be reported to ABM Parking Services manager or supervisor, and an incident report completed before leaving parking facility or said claim is waived. Inspect your vehicle before leaving parking facility.
- 5) ABM Parking Services is not responsible for items left in the vehicle; nor are the employees authorized to accept responsibility for, or to store any items for you; ABM Parking Services is not responsible for wire wheel covers, cell phones or portable devices, CB radios, antennas, stereos, speakers, GPS devices; nor are we responsible for nicks, dings, dents, scratches, mechanical damage or failure resulting from garage services provided at no cost to you such as battery jump start, or tire inflation, etc. ABM Parking Services will not be held liable for damage(s) to vehicle parked or retrieved by anyone other than ABM Parking Services employees.
- 6) Violation of the operating procedures for monthly parking may result in immediate termination of parking privileges.
- 7) All returned checks (for whatever reason) are subject to a \$30.00 service charge.
- 8) ABM Parking Services sends email communications, offers and announcements to our customers. You can unsubscribe from these email communications at any time using the unsubscribe link at the bottom of the email.

Signature of Responsible Party

Date Completed

Start Date

#### OFFICE USE ONLY

CUSTOMER ACCT #	PARKER #	KEY CARD #	LOT #	TOTAL PAID:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# Tenant Handbook

## Exhibit C – Conference Center Forms

### PLEASE CALL OR EMAIL

*The Office of the Building for Layout and Reservation Forms*  
(312) 481-7900 | [TSR@tpochicago.com](mailto:TSR@tpochicago.com)

### OR

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



# Tenant Handbook

## Exhibit C – Fitness Center Application Forms

### PLEASE CALL OR EMAIL

*BoxCar Manager*  
(312) 872-4705

**OR**

*The Office of the Building*  
(312) 481-7900 | [TSR@tpochicago.com](mailto:TSR@tpochicago.com),

**OR**

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



# Tenant Handbook

## Exhibit C – Bike Registration Forms

### WAIVER AND RELEASE

Commencement Date:

Building Name and Location: The Old Post Office 404 W. Harrison

User Name:

KeyCard #:

Home Address: Email Address:

Home Telephone: (    )

Company:

Work Address:

Work Telephone: (    )

Make/Type of Bicycle:

In consideration for the use of the bicycle storage area located at the 404 W. Harrison Bicycle Storage Area (the “Bicycle Storage Area”), the undersigned acknowledges to and agrees for the benefit of 601W COMPANIES CHICAGO MT, LLC (the “Owner”) and its managing agent, Jones Lang LaSalle Americas (Illinois) LP (the “Agent”) as follows:

1. The undersigned is an owner, employee or agent of the Company listed above.
2. The undersigned may use the Bicycle Storage Area, commencing on the Commencement Date, only in accordance with the rules and regulations promulgated by Owner from time to time, a copy of which are attached hereto as Exhibit A, and made a part hereof. It is the responsibility of the undersigned to read and understand the provisions of Exhibit A. By his/her signature below, the undersigned acknowledges that he/she has read and understands the provisions of this Waiver and Release and Exhibit A.
3. The operations and use of the Bicycle Storage Area will be unsupervised by Owner or its agents or employees and User agrees that neither Owner nor any of the other Owner Parties listed in Paragraph 4 below will be responsible for any personal injury or loss of personal property. *User leaves the bicycle at user's own risk and the owner parties are not responsible for fire, theft, damage, or loss to the bicycle or to any article left with the bicycle. This contract provides the right only to temporarily store such item and no bailment is created.*



# Tenant Handbook

## Exhibit C – Bike Registration Forms (Continued)

4. All use of the Bicycle Storage Area by the undersigned is at the sole risk of such party and no Owner Parties shall have any liability therefore. The undersigned hereby irrevocably and unconditionally releases Owner, Owner's manager and each of their directors, partners, agents, employees and representatives (collectively, "Owner Parties") from all claims, demands, causes of actions, damages, liabilities, losses, costs and expenses caused by or incurred as a result of or arising indirectly or directly from the undersigned's use of the Bicycle Storage Area.
5. The undersigned shall indemnify, defend and hold Owner and the other Owner Parties harmless from any loss or liability incurred by them as a result of the undersigned's acts or omissions within or about the Bicycle Room Storage Area, including any loss or liability resulting from materials or property maintained or stored in the Bicycle Storage Area.

This instrument was executed by the undersigned with full knowledge of its contents.

By: \_\_\_\_\_  
(Signature)

Print Name:  
Company:  
Date:

### **RULES AND REGULATIONS**

1. No overnight storage of bicycles and/or other personal property.
2. No storage of bicycle except in bike racks.
3. All bicycles must be locked.
4. Bicycle Storage Area shall be used only for the storage of bicycles and for no other purpose.
5. Failure to comply with these rules and regulations may result in revocation of the right to use the Bicycle Storage Area.

*Please Note: These forms can also be viewed and  
downloaded from our website: [www.post433.com](http://www.post433.com)*



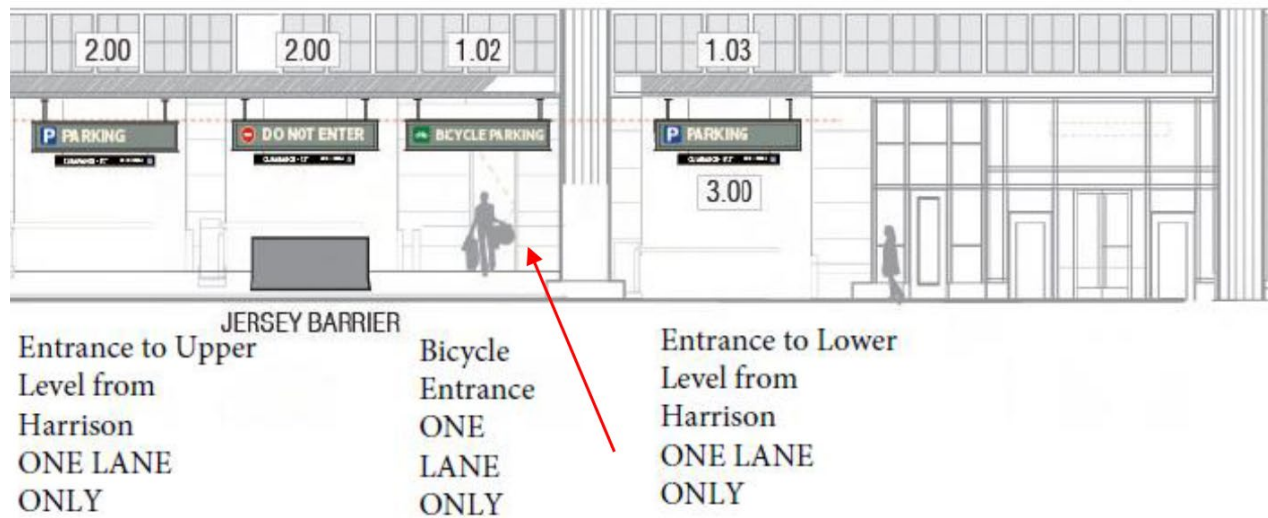


# Tenant Handbook

## Exhibit C – Directions to the Bicycle Entrance

Address: 404 W. Harrison Street, Chicago, IL 60607  
24/7 Access

The Bicycle Room can be accessed on Harrison Street, between the 404 Harrison Lobby and Clinton Street, next to the Parking Garage entrance. (see below sketch)

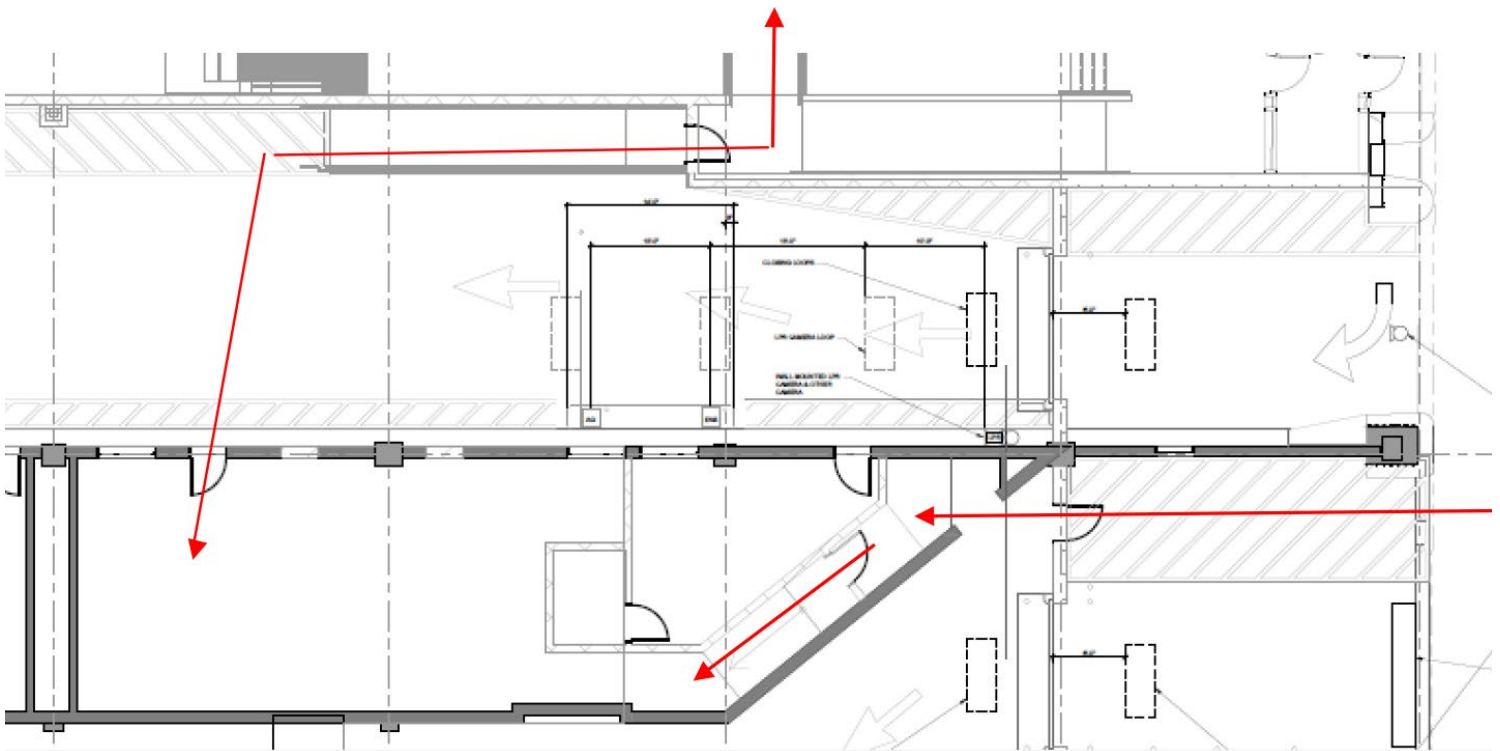


Once you enter the bicycle door, you'll go through the entrance to another door. Once you pass through the 2nd door, you will see the entrance to the Bicycle Storage on your right. You will need to use your keycard to access this space. Once inside lock your bike to one of the SpaceSaver racks. To exit the bike room and enter the Old Post Office go out the door on the west wall of the space. You will need to cross the parking garage entry to the building entrance. **Please be mindful of the incoming traffic!** When you enter the building you will be in the 404 West Harrison Lobby.



# Tenant Handbook

## Exhibit C – Directions to the Bicycle Entrance (Continued)



*To re-enter the bike room, to retrieve your bike, reverse your path out of the 404 West Harrison Lobby, and you'll need to again use your keycard to access the room from the parking garage side.*

