



Tenant Alteration Project

Contractor Edition

Introduction

The following policies have been developed by Building Management of 65 Oak Street LLC to provide information regarding procedures in the Building. We reserve the right to change, modify or update any of our policies and procedures within this packet at any time.

HIGH LEVEL INFORMATION

- All Certificates of Insurance (COI's) need to be submitted into building management prior to scheduling the contractor's work. All COI's can be sent to 65oakstreet@am.jll.com and cc the AGM-Operations.
 - If sub-contractors are used, please make sure to provide a list and their COI's as well.
- All permits and/or licenses must be obtained prior to beginning work. Please send a copy to the 65oakstreet@am.jll.com and cc the AGM-Operations.
- All contractors, drawings, and plans must be submitted to Building Management prior to the beginning of construction for approval and sign offs. (Please see Rules and Regulations below).
- Quiet hours in the building are from 8A – 6P. Any excessive noise that brings on complaints from tenants will be stopped and will need to be rescheduled as after hour work.
 - Excessive noise includes the following: shooting into the deck, drilling into the floor and etc.
- All work that involves base building must be reviewed by building engineers and building managers prior to the work being completed.
- Any coring that needs to be done needs to be presented to the Management team (AGM - Operations) 1 week prior to scheduling. Our Chief/Asst. Chief need to be present during the scanning and need to approve the core, prior to scheduling date for cores to be completed. Building Management can assist in providing engineering review, should one be needed for any cores that the Chief/Asst. Chief asked to be reviewed. Please be sure to budget security costs for this work to be completed.

Property Management Contact Information

Building Management	(312) 252-6300	65oakstreet@am.jll.com
Diana Ciepiela <i>AGM (Operations)</i>	(312) 252-6304	diana.ciepiela@am.jll.com
Patrick Dore <i>Chief Engineer</i>	(312) 252-6361	patrick.dore@am.jll.com
Marty Hynes <i>Asst. Chief Engineer</i>	(312) 252-6362	Martin.hynes@am.jll.com
Brandon Chanthavy <i>Security Director</i>	(312) 252-6305	Brandon.chanthavy@am.jll.com

SUBCONTRACTOR LIST:

	Company Name	Contact Information
Fire/Life/Safety (MUST)	Beta	(847) 997-8098
Building Waste Hauler (MUST)	Waste Management	(844) 843-8864

CERTIFICATE OF INSURANCE

All Certificates of Insurance (COI's) need to be submitted into building management prior to scheduling the contractor's work. All COI's can be sent to 65oakstreet@am.ill.com and cc'ing the AGM-Operations.

- If sub-contractors are used, please make sure to provide a list and their COI's as well.

Certificate of Insurance

I. Contractor shall provide the following minimum insurance coverage:

A. Commercial General Liability

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000

Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.

B. Commercial Automobile Liability

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

C. Umbrella/Excess Liability

General Aggregate	\$5,000,000
Each Occurrence	\$5,000,000

D. Employer's Liability

With minimum liability limits of	
E.L. Each Accident	\$1,000,000
E.L. Disease – EA Employee	\$1,000,000
E.L. Disease – Policy Limit	\$1,000,000

E. Workers Compensation – Statutory limits

F. Property Insurance

All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tolls brought onto and/or used on any portion of the Property by Contractor.

- II. Policies described in Sections I.A. and I.B. above shall include the following as additional insured, including their officers, directors and employees. Additional Insured endorsements CG 20 10 10 01 and CG 20 37 10 01A or their equivalent shall be utilized for the policy(ies) described in Section I.A. above. Please note that the spelling of these parties must be exactly correct of the Services will not be allowed to commence.
- 1) Union Investment Real Estate GmbH
 - 2) Metzler Realty Advisors, Inc.
 - 3) Jones Lang LaSalle Americas (Illinois), L.P.
 - 4) 65 Oak Street LLC
- III. Contractor waives any and all rights of subrogation with respect to its commercial property and workers' compensation liability insurance policies against the parties identified above in Paragraph II.
- IV. All policies will be written by companies licensed to do business in the State of Illinois and which have a rating by Best 's Key rating Guide not less than "A-/VIII".
- V. Contractor shall furnish Certificate(s) of Insurance evidencing the above coverage, except property insurance under Section I.F. Original Certificate(s) of Insurance must be provided before Contractor commences Contract Duties or Contract Duties will not be allowed to commence.
- VI. Certificate(s) of Insurance relating to policies required under this Master Agreement shall contain one of the following two provisions:
- 1) "Should any of the above described policies be cancelled before the expiration date, thereof, the issuing insurer will endeavor to mail thirty (30) days' written notice to the Certificate Holder."
 - 2) "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."
- VII. The following should be named as the Certificate Holder:
- Jones Lang LaSalle Americas (Illinois), L.P.
111 South Wacker Drive
Suite 1125
Chicago IL 60606
Attn: Property Manager – Insurance

DUMPSTERS

At 65 Oak Street LLC, any open-top dumpsters must be ordered through our Waste Hauler (contact information below).

Waste Management	(844) 843-8864
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An account for the job needs to be set up and payment must go through the job, and not on the Building's account.