



JLL

TENANT HANDBOOK



55 West Monroe Street | 312.443.1950

WELCOME

JLL, the building's management team, has designed the 55 West Monroe Tenant Handbook to provide you with pertinent building information.

This guidebook will likely be utilized by the person who is responsible for coordinating your office needs and who is the primary contact for communicating with the Office of the Building. The information in this handbook is meant to give you a better understanding of 55 West Monroe and facilitate your business operations.

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 we can.

Should you have any questions on the information please call us at 312.443.1950.

EMERGENCY CONTACT INFORMATION

IN CASE OF EMERGENCY – CALL 911

Non-Emergency Phone Numbers

Directory Assistance	411
Poison Control Center - Emergency	1-800-222-1222
Post Office	1-800-275-8777
Chicago Fire Department (non-emergency)	1-312-744-6666
Chicago Police Department (non-emergency)	1-312-744-5501
Time & Temperature	1-800-555-TELL
Illinois State Patrol	1-312-433-8000
Better Business Bureau	1-312-832-0500
Illinois Chamber of Commerce	1-800-322-4722
Chicago Convention & Visitors Bureau	1-877-244-2246

BUILDING ADDRESS AND HOURS

**55 West Monroe
Chicago, Illinois 60603**

Normal building hours for 55 West Monroe are as follows:

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

8:00 a.m. – 1:00 p.m. Saturday

The 55 West Monroe building will be officially closed on the following holidays:

New Year's Day

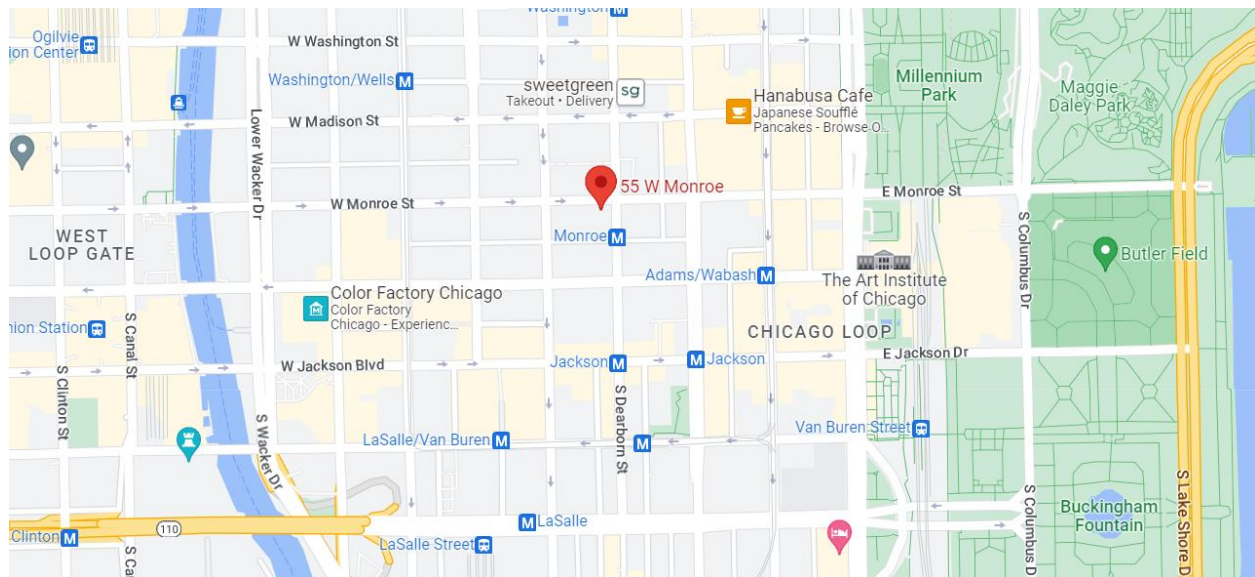
Labor Day

Memorial Day

Thanksgiving Day

Independence Day

Christmas Day



OFFICE OF THE BUILDING

The Office of the Building is located in Suite 950 and open Monday to Friday from 8:30a.m. to 5:00p.m.

Office of the Building.....312-443-1950

The following is a list of key office personnel who will be available to assist you:

General Manager Danica Munson
Assistant General Manager Emily Coates
Tenant Service Representative..... Cassandra Navarrete

The Office of the Building will be officially closed on the following holidays:

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

MANAGEMENT STAFF

Danica Munson

General Manager

312-443-1950

danica.munson@jll.com

Emily Coates

Assistant General Manager

312-443-1950

emily.coates@jll.com

Angelo Miceli

Chief Engineer

312-443-1950

angelo.miceli@jll.com

Ann Urbanski

Security Director

312-943-1950

ann.urbanski@jll.com

Cassandra Navarrete

Tenant Services Representative

312-443-1950

cassandra.navarrete@jll.com

Tenant Service Requests & Reservations

312-443-1950

55westmonroe@am.jll.com

MOVE-IN / MOVE OUT-PROCEDURES

To safeguard the smooth business operations of our tenants and our building as a whole, we require that all moves begin before 7:00a.m. or after 6:00p.m., Monday through Friday and/or all day on Saturday or Sunday.

We have compiled the following points and highlighted pertinent building rules and/or information to assist you in planning your move.

To simplify the moving process, please remember to call the Office of the Building at **312-443-1950** as soon as you begin planning for your move.

Please give at least 72 hours' notice.

We will be able to assist with:

- Scheduling an elevator
- Obtaining or returning the necessary access cards and keys
- Ensuring all vendors have submitted the appropriate Certificate of Insurance
- Obtaining or returning the Tenant Emergency Preparedness Handbook
- Establishing a Fire / Life Safety Team
- Submission of your ComEd Transfer Form
- Connecting you with our list of approved moving companies
- Providing after-hours services during your move
- Scheduling cleanup after the move

ALL MOVES MUST BE CONDUCTED BY UNION AFFILIATED MOVERS.

Prior to Move-In:

Provide the Office of the Building with a letter listing the following information:

- Date of move-in
- Dates and time periods the freight elevator will need to be reserved
- Names and contact information of employees within your firm authorized to make building-related decisions.

Forms required prior to move-in:**Exhibit A – Vendor Insurance Requirements.**

Note that your moving company (and all outside vendors) must also have a Certificate of Insurance on file with the Office of the Building.

Exhibit B-1 – Tenant Emergency Contact Information.

This form provides building management and security personnel quick access to information on whom to contact in the event of an emergency. This form also provides information on those persons within your organization requiring assistance in the event of an emergency.

Exhibit B-2 – Emergency Team Roster Form

This form highlights the designated tenant individuals participating on the emergency response teams.

Exhibit B-3 – Authorized Tenant Representatives

This form asks for employees and/or facilities representatives designated to request building related service and incur possible charges for your company.

Exhibit B-4 – ComEd Location Transfer Form

This form provides pertinent information to assist in transferring your ComEd account to 55 West Monroe. Please complete Section 2 of the transfer form and return it to the Office of the Building.

Exhibit B-5 – Union Movers

Please provide the Office of the Building with the name of the moving company and contact information of the supervisor for the moving company. All movers must be union approved vendors.

To accommodate the interests of the Tenant and to protect the Building, the following policies regarding movement of office furniture and equipment should be followed:

- * It is necessary that you notify the Office of the Building in writing and receive approval at least 72 hours in advance of your intended move.
- * Masonite must be placed on the floors and in hallways to protect walls, floor and carpet from damage.
- * All moving activity must be scheduled before 7:00a.m. or after 6:00p.m., Monday through Friday, or anytime on Saturday and Sunday. Additional fees for security services may be applied.
- * Any attempted moving activity without prior approval by the Office of the Building are strictly prohibited.
- * Two moves will not be scheduled to occur simultaneously; all freight reservations are on a first come, first serve basis.
- * All moving activity will be limited to the loading dock. No deliveries or moving activity is permitted in the Main Lobby.

Clean-Up

The moving company and the Tenant will be responsible for leaving the Building and surrounding premises clean by removing all cartons and other trash generated in the move. If assistance with trash removal is needed, please contact the Office of the Building to schedule additional janitorial services for an additional cost.

Property Damage

Any and all damage to the elevator areas, doors, corridors, tenant spaces, and/or grounds that the Tenant, moving company, or its employees and/or agents cause will be the sole responsibility of the Tenant. If necessary, the Landlord shall perform all required repairs and pass all expenses to the Tenant on the following months' rent statement.

Indemnity Insurance

The mover shall deliver to the Office of the Building, prior to confirmation of scheduling any move, an original Certificate of Insurance evidencing the coverage on the following page. All insurance shall be written through carriers acceptable to Agent and Owner and licensed in the state of Illinois.

Additional Precautions for Movers

The mover shall furnish all necessary equipment including among other things dollies, trucks, etc. as may be required. All mobile equipment in the interior of the building must have rubber-tired wheels and must be maintained free from grease and dirt.

The mover must remove all padding and packing materials from the property.

Tenant Responsibilities Prior to Move-Out

Tenants will benefit by completing the following tasks prior to moving out:

- ✓ Provide the Office of the Building with move-out dates and times
- ✓ Provide the Office of the Building with the name and person to contact at your firm's moving company
- ✓ Contact your telephone/cable company to discontinue service at the Building
- ✓ Turn in your office keys and building identification cards for the Office of the Building
- ✓ Provide post office with change of address
- ✓ Provide new billing address to the Office of the Building
- ✓ Take a final reading of your ComEd meter
- ✓ Follow the "Moving Procedures" described below in executing your move



55 West Monroe
Tenant Contact Information Form

Note: Tenant is required to update this information quarterly (or as data changes) and resubmit this form to the Property Management Office.

Company:	_____	Suite or Floor Number:	_____
Main Phone Number:	_____	Main Fax Number:	_____
Primary Contact:	_____	Email Address of Primary Contact:	_____
Nature of Business:	_____	Completed By:	_____
Date Completed:	_____	Number of Employees (day and night):	_____

Additional Company Contacts (provide name and email):

Local Decision Maker: _____

Accounting/Billing Contact: _____

Work Order Request Contact: _____

Work Order Request Contact 2: _____

The following individuals are to be contacted, in the order they appear, in the event of a **Day-Time Emergency**:

Name	Title	Home Phone	Cell Phone	Email Address

The following individuals are to be contacted in the event of an **After-Hours Emergency**:

Name	Title	Home Phone	Cell Phone	Email Address

VENDOR REGULATIONS

There may be special instances when vendors or contractors need to perform work in your suite after hours. In such instances, please provide written notification to the Office of the Building that states the name(s) of the individual(s) and/or company, the date and approximate time they will be coming and confirmation of insurance certificate on file with the building if required. A brief description of the work to be done should also be included.

Depending on the nature of the work being performed, Security personnel may be required to be onsite. Charges for additional security coverage will be billed back to the Tenant.

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

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

- Inform the Office of the Building of any upcoming vendor activity at 312-443-1950.
- Vendors shall be permitted access to the building only pursuant to the request of the tenant and only to the specified suite.
- Vendors may not solicit work from other tenants in the building.
- Vendor must provide a Certificate of Insurance compliant with 55 West Monroe requirements.
 - A copy of the Certificate of Insurance should be provided to the Office of the Building at 55westmonroe@jll.com

If you have any questions regarding the above requirements, please feel free to call the Office of the Building at 312-443-1950.

Floor Load

Code requirements restrict placing loads upon floors that exceed the load per square foot for which the floor was designed. 55 West Monroe has a floor load of 80 pounds per square foot in office areas. Should you find it necessary to utilize equipment that exceeds this rating, you must receive prior written approval from the Management Office. We do require adequate documentation from a licensed structural engineer, verifying that such an installation at a specific location is safe. The building architect will review your request and accompanying documentation. When we receive confirmation from the architect that the installation is safe, we will send you written approval.

Tenant Precautions

In public buildings such as 55 West Monroe, tenant security is a coordinated effort between the building occupants and the Office of the Building. During the day, be sure that the entrance to your suite is never left unattended or unlocked. Valuables such as purses, laptop computers, cellular phones, and any item that could be easily taken, should be locked up at any time the workstation is unattended. When leaving at night, please ensure that the entrances and exits to your suite are secure.

Solicitation

Solicitation is not permitted at 55 West Monroe. If you notice a suspicious person within the building, please call the Office of the Building at 312-443-1950 immediately and provide as much information as possible regarding the person and their location. Building security will attempt to locate the individual and escort them from the premises. We also strongly suggest that you require identification from any non-employee who may work inside your suite.

Theft and Insurance

Any suspected theft, no matter how small, should be reported to the Office of the Building immediately. If the tenant deems it appropriate, the Chicago Police Department should be informed, as well. Personal property insurance is the responsibility of each Tenant.

Incident Report

To provide an accurate record of building incidents, the Office of the Building is required to document the incident for any accident, theft or other incident occurring on the property. We would appreciate your cooperation in answering questions in this regard when asked by Security or another member of our building staff.

BILLING PROCEDURE

Tenant Billing Address

The tenant 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 capability to send copies of billings to another address, if desired. Please notify the Office of the Building if you desire your annual statement or monthly invoices sent to another address.

Tenant billings are also sent electronically.

Tenant Payments to the Landlord

Rent and tenant charges are due and payable on the first day of each month. Annual rent statements are sent to each Tenant at the start of each calendar year. Monthly invoices are sent to each Tenant for any additional, billable service requests.

Payment of additional charges, including but not limited to tenant service requests, must be included with the rent payment.

All payments can be made one of the following ways:

Instructions to Pay by Check

Make check payable to: John Hancock Life Insurance Company USA

Lockbox Address

John Hancock Life Ins. Co
PO Box 7410522
Chicago, IL 60674-0522

Instructions to Pay by ACH/Wire

Bank Name: Bank of America
Routing # for Wire: 026009593
Routing # for ACH: 071000039
Account Name: Jones Lang LaSalle Americas Inc AAF John Hancock Life Insurance Co USA
Account #: 8670906462

TENANT SERVICE REQUESTS

In order to facilitate communications, we ask that you appoint one or two tenant service representatives within your organization who are authorized to schedule services and incur possible charges. Please provide the name and contact information for each representative to the Office of the Building in order to gain access to the request portal.

All requests for services should be made through [Building Engines](#).

If you are new to Building Engines, check out the [quick online training video](#).

The Building Engines Support Team can be reached at 1-866-301-5300 or by sending an email to support@buildingengines.com.

While response times will vary, a service 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** – next available day staff or same evening by night staff
- **Special Service** (hang pictures, handle deliveries, clean broken glass, etc.) – variable time, depending upon availability of day porter and/or building engineer

All work performed outside of what is covered under your lease will be billed to the Tenant by the Office of the Building on the next rent statement. An administrative fee may be included on any additional service.

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

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

BUILDING SERVICES

ENGINEERING SERVICES AND MAINTENANCE

The engineering staff is onsite to maintain building operations and to provide standard building maintenance. The designated tenant representative should be the person to place all maintenance requests. For general maintenance requests, please enter a service ticket in Building Engines and the assigned staff member will respond as soon as possible.

ENGINEERING STAFF SCHEDULE

Monday – Friday

6:00 a.m. – 11:00 p.m.

Saturday

8:00 a.m. – 4:00 p.m.

Urgent Requests

In addition to entering a request in Building Engines, an urgent maintenance or repair request should also be communicated to the Office of the Building at 312-443-1950 or by email at 55westmonroe@jll.com.

Tools & Equipment Policy

Please note that building tools and equipment are strictly prohibited from being loaned or rented to Tenants, Vendors or Contractors. Please do not ask staff to borrow tools or equipment for any reason.

LIGHTING SERVICES

If you experience any lighting outages or bulb flickering, please put in the request into Building Engines. You will be billed for light bulb changes through your monthly rent statement. If you require any additional information or have any other lighting questions, please contact the Management Office.

HVAC SERVICE

Regular HVAC service is provided Monday - Friday from 8:00 a.m. - 6:00 p.m. and on Saturday from 8:00 a.m. - 1:00 p.m. unless special provisions are included in your lease. After-hours HVAC service may be scheduled for an additional charge by contacting the Office of the Building at 312-443-1950.

JANITORIAL SERVICES

Day Cleaning

Day cleaning staff is onsite Monday – Friday from 8:00 a.m.-5:00 p.m. to keep the lobbies, corridors, restrooms and building perimeter clean during working hours. Any cleaning concerns should be communicated to the Office of the Building at 312-443-1950 or by email at 55westmonroe@jll.com.

All cleaning procedures are carried out in accordance with USGBC LEED Certification guidelines unless approved by the Office of the Building or in immediate response to a hazardous / pandemic situation.

Night Cleaning

Standard Services

Routine office cleaning includes restroom service, vacuuming, dusting, and emptying of waste receptacles. For your convenience, orange throw-away stickers are available upon request in the Office of the Building to designate boxes and/or other items in your tenant suite for disposal.

Please be aware the janitorial crew will NOT:

- Clean or dust computer or other electronic equipment including terminals, hard drives, keyboards, TVs.
- Vacuum or dust near computer wires or cables.
- Dust personal items on the desk or in the office such as, but not limited to, picture frames, paperweights, statues, etc.

Special Cleaning Services

Your offices represent a significant investment. Even with the extensive cleaning program provided at 55 West Monroe, there are many items that should be considered as an additional service:

- Carpet Cleaning / Spot Extraction / Shampooing
- Hard Floors – Sealing / Waxing / Buffing / Use of specialized equipment
- Upholstery Cleaning
- Walls – Washing services
- Kitchen Maintenance – dishes / refrigerator or microwave cleaning



Tenant Service Rates

Rates effective June 1, 2023 and are subject to change without notice.
All service requests must be submitted through Building Engines.



Management Team

Danica Munson
General Manager

Emily Coates
Assistant General Manager

Cassandra Navarrete
Tenant Service Coordinator

Angelo Miceli
Chief Engineer

Mick McGowan
Assistant Chief Engineer

Reinhard Dietz
Engineer

David Freel
Engineer

Dan Schenfeld
Engineer

Justin Palmer
Engineer

Nick Diaz
Day Maintenance Supervisor

Biljana Tomovic
Maintenance Supervisor

Ann Urbanski
Director of Security

Engineering and Security Services

Team Member

Security Officer (*required for all after hours moves*)\$63/hour (4 hour minimum)
Engineer\$90/hour (½ hour minimum); After Hours \$135/hour

Access (Suite or Interior Door)

Key\$5
Access Card\$8
Change Locks/Re-Pin \$75 per lock (*performed in-house*)
Re-Key Call for pricing (*performed by locksmith*)
Access Locked Suite FREE (M-F, 8am-6pm & Sat, 8am-1pm)
Access Locked Suite (*After Hours*) \$350 per call

Freight Elevator Reservations

After Hours\$30/hour (4 hour minimum)
Reservations must be submitted to the Management Office at least 24 hours in advance.

HVAC

After Hours HVAC\$160/hour (4 hour minimum)
(Regular HVAC hours are M-F, 8 am-6 pm & Sat, 8am-1pm)
After Hours Ventilation\$90

Janitorial Services

Team Member

Day Porter \$42/hour (½ hour minimum)

Refuse Containers and Disposal

Desk Side Paper Recycling Bins FREE
Gondola Rental \$20 per day/per unit. \$10 for each additional pick up

Notice: Items for disposal, including boxes and trash, are prohibited in the building's common areas and freight elevator area. Tenants will be charged a clean-up fee of \$50 per item.

Electronics Recycling

Free pickup includes computers, printers, printer cartridges, TVs, cell phones and batteries.

Cleaning Services (per unit)

Carpet Cleaning \$50.54/hour (*Subject to April 1st union labor increase*)
Grease Trap\$250

Additional Services

Suite Signage (updates and modifications) Contact Management Office for a proposal.
Dumpster Rental (10 yd./20 yd./30 yd.) Contact Management Office for rates.

Moving

Large moves into and out of the building must be performed by a **Union-affiliated** moving company.
Contact the Management Office for a list of approved vendors and scheduling.



Tenant Service Rates

Rates effective June 1, 2023 and are subject to change without notice.
All service requests must be submitted through Building Engines.



Management Team

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General Manager

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Engineer

Justin Palmer

Engineer

Nick Diaz

Day Maintenance Supervisor

Biljana Tomovic

Maintenance Supervisor

Ann Urbanski

Director of Security

Building Amenities

Fitness Center Membership

\$25 **non-refundable** deposit
(check or money order only).

Forms are available at
[55westmonroe.com](https://www.55westmonroe.com).

Conference Center Rental Rates

(Hours: 7am – 5pm, Monday – Friday)

Half Room Reservation

(North or South)

\$75/hour (2-hour minimum)

\$600/full day • \$300/half-day

Full Room Reservation

\$150/hour (4-hour minimum)

\$1,000/full day • \$500/half-day

After-hours HVAC (upon request)

\$160/hour.

**Note: Rentals that occur after hours
(before 7am or after 5pm) will be
charged at a rate of \$225/hour (full
room) or \$112.50/hour (half rooms).**

Tenant Lounge Rental Rates

(Hours: 4pm – 9pm, Monday – Friday)

\$300/hour (2-hour minimum)

After hours HVAC must be requested at
time of rental. Conference Center use
not included.

Cancellation Policy

(Conference Center & Tenant Lounge)

Tenants must provide 24 hours' notice
of cancellation or half the rental
charge will be applied.



MAIL SERVICE AND DELIVERIES

U.S. Mail

Outgoing mail may be deposited in the mailboxes located in the Main Room on the south side of the First Floor Lobby Level. Outgoing mail is picked up Monday – Friday at approximately 9:00 a.m., 11:45 a.m., and 3:00 p.m.

Express Mail & Messenger Services

Packages and/or envelopes for messengers, Federal Express, UPS, etc. are not to be placed in the hallway or in any of the U.S. Mail drop boxes.

For your convenience, there are drop boxes for Federal Express and United Parcel Services – located in the Mail Room on the south side of the First Floor Lobby Level.

UPS	1-800-742-5877	Pick-Up Times: Monday – Friday, 7:00 p.m.
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Federal Express	1-800-463-3339	Pick-Up Times: Monday – Friday, 7:45 p.m.
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Please note: the Office of the Building, as well as the Security staff, are not permitted to sign for, or accept, any delivery or package for any Tenant.

Deliveries

All large package, cart, and bulk deliveries to 55 West Monroe must be made through the loading dock and to the tenant suite via the freight elevator. Large deliveries are typically not permitted through the Main Lobby and should always be scheduled in advance with the Office of the Building.

Floor protection (Masonite, etc.) is required from the elevator to the delivery point on any tenant floor.

- All deliveries must be communicated to the Office of the Building at least 24 hours in advance.
- **Day deliveries can be no more than three freight elevator trips.**
- Deliveries requiring more than three elevator trips must be scheduled with the Office of the Building for after-hours.
- Staging in the Main Lobby will not be allowed.
- Weekend or evening reservations are on a first come first serve basis.

SAFETY AND SECURITY

Security Staff Hours: 24 Hours, 7 Days a Week, 365 Days a Year

55 West Monroe has a full-time, dedicated security team. Our exceptional security and life-safety program includes a state-of-the-art camera system, silent alarms, smoke/fire alarms, 24/7 fire command control panel, card-key access system, intercom stations, and stairwell detectors. These systems enable the Security staff to monitor activity in the building 24-hours a day.

Building Entry

Normal business hours are Monday – Friday from 7:00 a.m. to 6:00 p.m. The revolving doors are locked at 7:00 p.m. At all other hours, tenants may enter using key card access at the 55 West Monroe lobby entrance.

Property Removal Pass – Exhibit C

If you are removing an item and/or packages from the tenant suite, you are required to provide a property removal pass form to the security officer on duty. The property removal pass also requires a signature from a designated person(s) from your suite.

The authorized signatures are provided on the Tenant Security Contact form, information under the Authorized Property Pass Signature Section. If you require additional Property Removal Pass booklets, please contact the Office of the Building at 312-443-1950.

Special Keying

All locks in 55 West Monroe are keyed to a building master key system. This 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 is necessary, services will be provided by, or coordinated with, the engineering staff by contacting the Office of the Building at 312-443-1950.

SUSTAINABILITY

55 West Monroe is very proud of its LEED GOLD CERTIFICATION.



LEED Certification for existing buildings is a designation that demonstrates that a building operates as efficiently as designed and maintains a sustainable plan for ongoing operations. Developed by the US Green Building Council (USGBC), the Leadership in Energy and Environmental Design (LEED) Certification rates buildings for compliance in the following categories:

- ✓ Sustainable Sites
- ✓ Water Efficiency
- ✓ Energy and Atmosphere
- ✓ Materials and Resources
- ✓ Indoor Environmental Quality

The Management Team has received training and certification in Leadership in Energy and Environmental Design (LEED), and are responsible for monitoring and tracking energy use (among other metrics).

BIKE ROOMS

55 West Monroe offers limited indoor bicycle parking at one of the two bike rooms. Bicycles are not allowed in any area of the Building other than the designated areas. Bicycle parking is available during regular building hours Monday – Friday from 7:00 a.m. to 6:00 p.m. on a first come, first serve basis.

General Information:

- **Please complete and return a Bike Waiver Form to the Office of the Building. See Exhibit C.**
- Overnight parking is not allowed. In the event of an emergency situation, arrangements must be made in advance by calling the Office of the Building at 312-443-1950.
- Any bicycles left overnight without advance notice will be subject to removal.
- The bike room is key card entry access. Please contact the Office of the Building to have bike room access added to your key card.

Upon Arriving:

- Bicyclists should enter the dock area via Dearborn.
- The bike rooms are located on the first floor near the loading dock and on the fifth floor near the amenity center.
- Use your building key card to enter one of the two bike rooms to park your bicycle.
- If you are unable to find the bike room or unsure of the correct procedure, please contact the Office of the Building at 312-443-1950.

55 West Monroe is not responsible for theft or damage to bicycles.

TRASH REMOVAL & RECYCLING

Paper and Equipment Recycling

Ensuring waste items are disposed of properly is one of the best ways to reduce waste sent to landfills. 55 West Monroe has an active dual-stream recycling program in place. Dual-stream recycling means that paper is collected separate from bottle and can materials.

Desk Side Bins

Acceptable Paper Materials	NO! This is Trash
Blue prints	Food / Beverage Waste
Books	Glass
Brochures	Tissue Products
Cardboard	Rubber Bands
Colored paper / white paper	Stickers
Envelopes	Labels
Magazines & glossy paper	Non-paper packing materials
Hanging file	Wet Paper
Newspaper	Toner Cartridges
Fax paper/ letterhead	Floor sweepings
Manilla folders	Photographs
Staples & paperclips	
White pages	



Remember These Two Simple Rules:
 "When in Doubt, Throw it Out!"
 "If You Can Tear It, You Can Recycle It"

Kitchen Pantry



Acceptable Kitchen Recycling Materials	NO! This is Trash
Aluminum	Wax coated paper/bags
Glass bottles	Plastic coated paper/bags
Juice boxes	Bubble wrap / packing peanuts
Steel cans	Broken glass
Plastic bottles	Paper towels / napkins
	Styrofoam
	Waxed paper
	CD/DVDs
	3-Ring Binders with metal
	Coffee Cups

Box Disposal

As office supplies and equipment come into your office, please be sure to adhere to the following box disposal procedure.

- All boxes **must** be broken down to a flat form and removed by the delivery company if possible.
- Do not leave any boxes in the common areas of the building (this is a fire code violation).
- Mark the boxes with a "Throw Away" sticker (the janitorial staff will not take anything that is not marked).
- Leave boxes for the nightly janitorial staff.
- Tenants may not fill or partially fill any dumpster without scheduling an extra trash pick-up with the management office.
- E-Waste

Electronic Recycling

E-waste recycling is available in the dock area. The cleaning staff can assist with e-waste removal for an additional service charge by entering a tenant service request in Building Engines.

Devices eligible for electronic recycling include:

Desktop Computers	Laptops
LCD Monitors	Plasma Monitors
Computer Peripherals	Cell Phones
Printers	Fax Machines
Key Boards	Mice
Networking Equipment	Servers
Circuit Boards	Hard Drives
DVD Players	Copy Machines
Office Electronics	Telephones and Telecom Equipment
Gaming Systems	Stereo Equipment
Televisions	Monitors
Battery Backup Units	

55 West Monroe Miscellaneous

Pest Control

The building refers to the Integrated Pest Management Plan to effectively prevent and control pests inside and immediately outside of the building. This includes performing monthly preventative maintenance on-site and having the pest control vendor on call in case of emergencies.

Smoking Restrictions

The 55 West Monroe Building comply with the Illinois Indoor Clean Air Act.

- No smoking is allowed inside the building at any time.
- No smoking is allowed within **25 feet** of any entrance, public or private to the building.

Tenants are responsible for compliance to the Illinois Indoor Clean Air Act.



55 West Monroe Amenities

Fitness Center

The Fitness Center, located within the 5th floor Amenity Center, is offered to all tenants at 55 West Monroe. In order to activate a fitness center membership, **a \$25.00 non-refundable deposit is required and completion of the Fitness Center Disclaimer Form – See Exhibit D.**

Payment must be made in the form of a check or money order. Upon receipt of the deposit and the executed Fitness Center Disclaimer Form, to the Office of the Building, access will be activated to the 5th floor Fitness Center within 24 hours. Please note that only the Office of the Building may assign access to the Fitness Center.

Fitness Center is open Monday - Friday from 6:00 a.m. - 9:00 p.m., closed Saturday and Sunday.

Conference Center

55 West Monroe proudly offers a Conference Center featuring white board, two (2) retractable projector screens with state-of-the-art A/V technology, an adjacent kitchen and pantry area, and seating for up to 115 people theater style.

Reservations are made on a first come, first serve basis. The Conference Room can be reserved Monday – Friday from 7:00am – 5:00pm. A Conference Center Equipment Waiver must be completed and returned to the Office of the Building prior to your scheduled meeting time. See Exhibit F.

For reservations, please contact the Management Office at (312) 443-1950 or 55westmonroe@jll.com.

Costs for reserving the room are as follows:

Half of Conference Room

\$300/half-day

\$600/full day

Full Conference Room

\$500/half-day

\$1,000/full day

After-Hours Reservation

Half Room - \$112.50/hour

Full Room - \$225.00/hour

Cancellation Policy: Tenants must provide 24 hours' notice of cancellation or half the rental charge will be applied.

55 West Monroe Insurance Requirements

Insurance required from vendors, contractors and subcontractors.

- Worker's Compensation - **Statutory Amount**
(checkmark in WC Statutory Limits box on certificate)
- Employer's Liability - **\$1,000,000** minimum
- Commercial General Liability - **\$2,000,000** Combined Single Limit for Bodily Injury and property damage
- Commercial Automobile Liability - **\$1,000,000** each occurrence combined single limit for bodily injury and property damage

Certificate Holder:

**John Hancock Life Insurance Company (U.S.A.) a wholly owned subsidiary of
Manulife Financial Corporation and John Hancock Life & Health Insurance (U.S.A.)
a wholly owned subsidiary of Manulife Financial Corporation
55 West Monroe, Suite 950
Chicago, Illinois 60603**

Description of Operations

- Please include a description of operations and services in the building if applicable
- Please reference the tenant/company that work is being provided for

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

- **John Hancock Life Insurance Company (U.S.A.) and John Hancock Life & Health Insurance Company**
- **The Manufacturers Life Insurance Company (U.S.A.)**
- **Jones Lang LaSalle Americas (Illinois), L.P.**

**Please email a copy of your COI to the Office of the
Building: 55westmonroe@jll.com**



EXHIBIT - B1

[INSERT PROPERTY NAME]
Tenant Contact Information Form

Note: Tenant is required to update this information quarterly (or as data changes) and resubmit this form to the Property Management Office.

Company:	_____	Suite or Floor Number:	_____
Main Phone Number:	_____	Main Fax Number:	_____
Primary Contact:	_____	Email Address of Primary Contact:	_____
Nature of Business:	_____	Completed By:	_____
Date Completed:	_____	Number of Employees (day and night):	_____

Additional Company Contacts (provide name and email):

Local Decision Maker: _____

Accounting/Billing Contact: _____

Work Order Request Contact: _____

Work Order Request Contact 2: _____

The following individuals are to be contacted, in the order they appear, in the event of a **Day-Time Emergency**:

Name	Title	Home Phone	Cell Phone	Email Address

The following individuals are to be contacted in the event of an **After-Hours Emergency**:

Name	Title	Home Phone	Cell Phone	Email Address



EXHIBIT-B2

[INSERT PROPERTY NAME]
Tenant Floor Emergency Teams

Note: Tenant is required to update this information quarterly (or as data changes) and resubmit this form to the Property Management Office.

Floor #:		
Floor Emergency Team/Position	Name, Office Phone and Email of Designated Person	Name, Office Phone, and Email of Alternate
Area Warden		
Floor Leader(s)		
Elevator/Stairwell Monitors		
Aids to Disabled Persons		
Searchers (minimum 2)		
Communicator Between Floor Leaders (if applicable)		

Floor #:		
Floor Emergency Team/Position	Name, Office Phone and Email of Designated Person	Name, Office Phone, and Email of Alternate
Area Warden		
Floor Leader(s)		
Elevator/Stairwell Monitors		
Aids to Disabled Persons		
Searchers (minimum 2)		
Communicator Between Floor Leaders (if applicable)		

Please copy and repeat use of this form for tenancy in excess of two floors.

[INSERT PROPERTY NAME]
Persons Requiring Assistance

Note: Tenant is required to update this information quarterly (or as data changes) and resubmit this form to the Property Management Office.

[illegible]

EXHIBIT-B3

55 West Monroe Authorized Tenant Representatives

Please fill in the contact information for tenant employees authorized to request service on Tenant's behalf.

TENANT NAME: _____ **Floor/Suite** _____

Primary Tenant Contact:

NAME: _____ **PHONE:** _(____)_____

EMAIL: _____ **Suite #:** _____

SIGNATURE: _____

Additional Authorized Contacts:

NAME: _____ **PHONE:** _(____)_____

EMAIL: _____ **Suite #:** _____

NAME: _____ **PHONE:** _(____)_____

EMAIL: _____ **Suite #:** _____

NAME: _____ **PHONE:** _(____)_____

EMAIL: _____ **Suite #:** _____

NAME: _____ **PHONE:** _(____)_____

EMAIL: _____ **Suite #:** _____

NON-RESIDENTIAL TENANCY CHANGE FORM

Request for Change in Electric Service

SECTION 1: FORM COMPLETED BY

NAME

COMPANY PHONE

SECTION 2: TENANT MOVING IN

PREVIOUS COMED ACCOUNT NUMBER, IF APPLICABLE

METER NUMBER(S)

COMPANY NAME

FEDERAL TAX IDENTIFICATION #

COMPANY POINT OF CONTACT NAME

TITLE

PHONE

FED TAX ID #:

SERVICE TO BEGIN BILLING EFFECTIVE DATE (M-F, EXCLUDING HOLIDAYS)

/ /

TENANT REQUESTS SPECIAL MAILING ADDRESS (IF YES, PLEASE FILL IN)

YES

NO

MAILING ADDRESS

CITY

STATE

ZIP CODE

SECTION 3: TENANT MOVING OUT

COMED ACCOUNT NUMBER

TENANT NAME

SERVICE ADDRESS

UNIT #

CITY

END SERVICE DATE (M-F, EXCLUDING HOLIDAYS)

/ /

TENANT'S FORWARDING ADDRESS, IN CARE OF

STREET ADDRESS

CITY

STATE

ZIP CODE

For Additional Questions, Call 1-877-4ComEd1

Please fax this form to:

ComEd Customer Service

Fax # (630) 684-2692

EXHIBIT-B5

55 W. Monroe Union Approved Movers

Company Name	Address	Phone
3MD Relocation Service	1915 Janice Ave. Melrose Park, IL 60160	708-681-2000
Eco Tekk International	21136 Andover Rd. Kildeer, IL 60047	847-550-6780
Advantage Moving & Storage	2641 Corporate Pkwy Algonquin, IL 60102	847-658-3600
Rightsize Facility	303 W. Erie St. Chicago, IL 60637	312-698-6960
Anderson Brothers Moving & Storage	2701 S. Western Ave. Chicago, IL 60608	773-935-0013
AZ Moving	22 W. Washington St. Chicago, IL 60602	312-804-8634
Boyer Rosene Moving & Storage	2638 S. Clearbrook Arlington Heights, IL 60005	847-416-2059
Chicago Office Movers	1717 Tonne Road Elk Grove Village, IL 60007	312-CHI-CAGO 312-244-2246
Hallett & Sons, Expert Movers, Inc.	7535 W. 59 th St. Summit, IL 60501	800-645-6683
O'Hare Van Lines	5000 W. Roosevelt Rd. Chicago, IL 60644	773-921-1234
Pickens Kane Companies, Inc.	410 N. Milwaukee Ave. Chicago, IL 60654	312-942-0330
REO Movers & Van Lines, Inc.	7000 S. Chicago Ave. Chicago, IL 60637	773-723-2100



**55 West Monroe
Bike Room Waiver**

First Name:		M.I.:	Last Name:
Home Address:			Home Phone:
City:	State:	Zip:	Work Phone:
Company Name			Suite Number:
Email:	Gender:		Access Card Number

I, understand, have requested that you, Jones Lang LaSalle as agent for 55 West Monroe, (Together with your successors and assigns), permit me to use the bicycle parking area ("Parking Area") located on the 5th floor at 55 West Monroe, Chicago, Illinois (the "Building"). I agree as follows:

1. I will use the Parking Area only for purposes of parking my bicycle therein in accordance with the rules and regulations established by You or Your Managing Agent, Jones Lang LaSalle, ("Managing Agent"), from time to time. I will not permit any other person to exercise my right to use the Parking Area or permit any other person to exercise my right to use my access card providing access thereto.
2. I understand that my use of the Parking Area is at my sole risk and agree that I will bear the sole risk of injury to my person and/or damage or theft of my property (including, without limitation, my bicycle). I agree that, in the event of injury, I will be responsible for obtaining medical aid, at my sole expense.
3. I, on behalf of myself, my family, and my heirs and representatives, do hereby fully and forever release, absolve and discharge you, and your officers, directors, shareholders, employees, representatives, contractors, member, partners, beneficiaries, trustees and agents (including, without limitation, Managing Agent, and its officers, directors, shareholders, employees, representatives, contractors, members, partners, beneficiaries, trustees and agents), and the successors and assigns of the foregoing (the "Releasees"), individually and collectively, from and against any and all Claims that I have, or in the future may have, arising out of or relating to my use of the Parking Area. "Claims" means any and all claims, causes of actions, rights and subrogation, suits, losses, liabilities, damages, costs and expenses (including, without limitation, attorney's fees and expenses) of every kind whatsoever, whether past or present, contingent or otherwise, matured or unmatured, known, unknown, punitive, direct or indirect, actual or consequential, arising at law, in equity or otherwise. Notwithstanding anything to the contrary contained herein, nothing contained in this Agreement shall exculpate any of the Releasees from its own negligence or willful misconduct.
4. I acknowledge that I have been given an opportunity to read this Agreement at my leisure and to ask questions about it. I agree that I have either consulted with an attorney about this Agreement or have elected not to consult with an attorney about it.
5. I agree that you may revoke my Parking Area privileges if I violate the rules and regulations governing the Parking Area and lose any and all privileges for usage of the Building Bike Room.
6. I agree that I may only park my bicycle in the designated Parking Area for 24 hours. After the 24-hour period, my bike will become property of 55 West Monroe.

I have read and fully understand the Bike Park Waiver Form.

Signature _____

Date _____



**55 West Monroe
Fitness Center
Disclaimer Form**

First Name:		M.I.:	Last Name:
Home Address:			Home Phone:
City:	State:	Zip:	Work Phone:
Company Name:			Suite Number:
Email:	Gender:		Access Card Number:

For Fitness Center activation, please complete and submit this form with a non-refundable \$25 deposit to the Office of the Building, suite 950. Check or money order can be made payable to the following address:

John Hancock Life Ins Co (USA)
(Please include "81095/ XFC" on all remittances)

Release and Hold Harmless Agreement:

MANULIFE INVESTMENT MANAGEMENT (the "Owner"), has provided certain individuals with a license to access and use the fitness center (the "Fitness Center"), an unsupervised and unstaffed exercise room, located in 55 West Monroe, Chicago, Illinois. The undersigned hereby acknowledges that there are inherent risks to exercising. The undersigned voluntarily assumes all risks associated with exercising and using the Fitness Center and the equipment located therein. In consideration of the Owner providing the undersigned with an electronic pass card that will allow the undersigned to access the Fitness Center during hours of operation, the undersigned hereby releases and discharges forever Manulife Investment Management, John Hancock Life Insurance Company, and Jones Lang LaSalle of fees and other legal responsibilities, of any form whatsoever, whether known or unknown, foreseen or unforeseen, anticipated or unanticipated, manifest or latent, which the undersigned now owns or holds, has at any time heretofore owned or held or may at any time own or hold by reason of any matter or thing arising out of or relating to the undersigned's use of the Fitness Center. The undersigned acknowledges that the license granted by the Owner is limited to the undersigned's personal use of the Fitness Center. The undersigned agrees not to provide any other individual, including family members, with entrance to or use of the Fitness Center. The Owner may terminate the undersigned's right to access and use the Fitness Center at any time, with or without notice. The undersigned agrees that Management or Owner may limit key card access to the Fitness Center if Rules and Regulations are not adhered to, space access is breached or such time that the undersigned is no longer employed at 55 West Monroe.

I have read and fully understand the foregoing Release and Hold Harmless Agreement.

Signature _____ Date _____



**55 West Monroe
Fitness Center
Rules & Regulations**

Hours: Weekdays - 6:00 a.m. to 9:00 p.m. • Closed on weekends.

1. The Fitness Center & Locker Rooms are for the use of tenants only; friends, relatives, or guests are not permitted in the facility.
2. The Fitness Center & Locker Rooms cannot be used until a completed waiver is on file with Building Management.
3. All persons using exercise equipment & locker rooms agree to do so at their own risk.
4. Tenant shall wear appropriate footwear while in the Fitness Center & Locker Rooms.
5. Fitness Center access cards cannot be loaned to other employees or guests.
6. If an employee's card is lost or stolen, the Tenant is responsible for the cost of voiding and replacing the card.
7. The use of lockers is only permitted at time of Fitness Center & Locker Room usage. Any items left behind will be removed and placed in Lost & Found.
8. Glass containers and alcoholic beverages are not permitted in the Fitness Center & Locker Rooms.
9. All audio/video devices must be used with headphones.
10. Tenant shall not remove any piece of equipment from the Fitness Center or Locker Rooms.
11. Be considerate to Fitness Center neighbors – keep noise level to a minimum.
12. Smoking and tobacco products are not permitted in the Fitness Center.
13. Cameras and cell phone cameras are prohibited.
14. Panic button and telephone may be used for emergencies only.
15. Complimentary towels are provided for your use. Please place in reception receptacles when finished.
16. Please limit your time on equipment to 20 minutes when others are waiting.
17. Tenant agrees to use the exercise equipment in good faith and shall not intentionally cause damage to equipment or property and agrees to operate all equipment as intended and in accordance with the manufacturer's instructions.
18. Building Management reserves the right to add, change, or delete any Rule or Regulation herein contained and to change the method of operation to ensure the maximum enjoyment of the facility.