



Tenant Service Rates

Rates effective May 1, 2021 and are subject to change without notice.
All service requests must be submitted through Building Engines.



55 WEST MONROE

Management Team

- Danica Munson**
General Manager
- Mary Scott**
Assistant General Manager
- 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
- Kevin Singh**
Security Supervisor

Engineering and Security Services

Team Member
Engineer \$60/hour (½ hour minimum)

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 TBD (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

Building Amenities

Fitness Center Membership \$25 non-refundable deposit (check or money order only).
Forms are available at 55westmonroe.com.

Conference Center Rental Rates (Hours: 7am-5pm, Monday through 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 through 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 and Tenant Lounge): Tenants must provide 24 hours' notice of cancellation or half the rental charge will be applied.

Janitorial Services

Team Member
Day Porter \$42/hour (½ hour minimum)

Refuse Containers and Disposal
Desk Side Paper Recycling Bins FREE
Gondola Rental \$15 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)
Grease Trap \$200

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.