



Tenant Service Rates

Rates effective June 1, 2023 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

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 (<i>required for all after hours moves</i>)\$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 (<i>performed in-house</i>)
Re-Key Call for pricing (<i>performed by locksmith</i>)
Access Locked Suite FREE (<i>M-F, 8am-6pm & Sat, 8am-1pm</i>)
Access Locked Suite (<i>After Hours</i>) \$350 per call

Freight Elevator Reservations

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

HVAC

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

After Hours Ventilation\$90
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Janitorial Services

Team Member

Day Porter \$42/hour (½ hour minimum)
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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 (<i>Subject to April 1st union labor increase</i>)
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.





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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 – 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.

