

Summer 2020

# 55 West Monroe Newsletter

## Distancing Measures Designed to Promote Tenant Safety

Things may look a bit different at 55 West Monroe these days, as tenants begin returning to their workplaces and Chicago proceeds with Phase 4 reopening. Your Property Management Team has implemented a series of new measures to promote social distancing and maximize tenant safety, including:

**Reconfigured Lobby & Common Areas:** Updated signage at building entryways and on floors and carpeting throughout the building are designed to help minimize larger gatherings of people, promote effective social distancing, and safely direct tenants to the elevators.

**Revised Elevator Operations:** Each of the building's elevators will carry a maximum of four people at one time. Tenants are able to scan their building ID cards at each elevator terminal to gain access. Hand sanitizer is also available for riders' use.

**HVAC System Adjustments:** Engineers have modified the building's HVAC system with MERV 14 filters to maximize fresh air intake and remove stale air. This reduces potential exposure to airborne particles that may spread illness.

**Expanded Cleaning Program.** Janitorial crews are cleaning "high-touch point" areas of the building (elevator buttons, door handles, restrooms, sinks and faucets, etc.) more frequently to minimize the risk of disease spread.

**Tenant Amenities Remain Closed.** Tenant amenities, including the Fitness Center, Conference Center, and Tenant Lounge, unfortunately remain closed until further notice. Your Property Management team continues to monitor local, state, and federal safety guidelines and plans to reopen these facilities as soon as it is feasible.

**Upgraded Contractor Guidelines:** All contractors must wear personal protective equipment (PPE) onsite. All work must be completed while avoiding contact with building tenants.

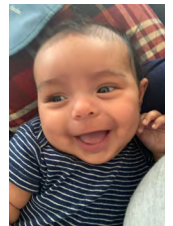
"The operational guidelines we have implemented are based on the latest science and designed with the knowledge that our workplaces have a tremendous impact on our health and well-being," Property Manager Danica Munson explained. "We realize that the current situation may cause minor inconveniences, but we appreciate everyone's willingness to work together."



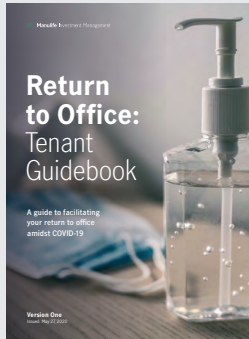
Elevators now carry a maximum of four passengers.

## Baby on Board!

We're excited to welcome the newest member of the 55 West Monroe family! Congratulations to Assistant Property Manager Mary Scott and her husband, Korrey, on the birth of their son. Welcome to the team, Logan Hughes Scott!



Logan Scott



## 'Return to Office' Guide Available

Learn more about 55 West Monroe's new operational protocols outlined in the "Return to Office: Tenant Guidebook," published earlier this year by Manulife Investment Management and distributed to all tenants.

## Access Phase 4 City Guidelines

Access industry-specific operational guidelines developed by the Chicago Department of Public Health, in coordination with public officials, and business and labor leaders, at [www.chicago.gov/city/en/sites/covid-19/home/reopening-business-portal/business-guidelines.html](http://www.chicago.gov/city/en/sites/covid-19/home/reopening-business-portal/business-guidelines.html).



**55 West Monroe**  
Chicago, IL 60603

## Management Team

### **Danica Munson**

Property Manager

### **Mary Scott**

Assistant Property Manager

### **Zach Taylor**

Property Administrator

### **Ashley May**

Receptionist

### **Angelo Miceli**

Chief Engineer

### **Mick McGowan**

Assistant Chief Engineer

### **Reinhard Dietz**

Engineer

### **David Freel**

Engineer

### **Dan Schenfeld**

Engineer

### **Brian Visser**

Apprentice

### **Michael Elam**

Day Maintenance Supervisor

### **Biljana Tomovic**

Maintenance Supervisor

### **Kevin Singh**

Director of Security

## Regional Staff

### **Christine Choi-Moore**

Leasing Director

### **J.D. Strode**

Leasing Manager

### **Michael Basic, CPM, CCIM**

AVP and Managing Director

## 55WM Welcomes Property Administrator Zach Taylor



Zach Taylor

55 West Monroe is pleased to welcome Property Administrator Zach Taylor, an Orange County, CA native and DePaul University graduate, as the newest member of our Property Management Team.

"My goal was to pursue a career in commercial property management after graduation," he recalled. "Coming to 55 West Monroe is a great opportunity to work with an excellent team."

At DePaul, Zach was president of the men's Lacrosse team and served as a Radio DePaul DJ. He was also a member of the DePaul Leadership Scholars, a volunteer community service group dedicated to "humility, compassion, human dignity, and a commitment to social justice," according to the university's website.

Zach earned his degree in Business Management with a concentration in Human Resources and minored in Real Estate. An internship with a Chicago-based commercial real estate group during his senior year helped solidify his career plans following graduation.

"I am grateful to be a part of a Class A office management team, and I look forward to making contributions that will benefit the building and the tenants we serve," he said. "I am also eager to meet everyone here and develop those relationships."

In his free time, Zach likes to play Lacrosse and hockey, go roller blading, spend time with friends, and learn more about his adopted hometown. "I came to Chicago to attend college and knew that I wanted to remain here after graduation. I'm proud to call this city my home," he added.

## Bike Rooms Offer Onsite Commuting Convenience

Need an alternative to public transportation for getting to and from work? 55 West Monroe's Bike Rooms offer tenants a healthy, convenient commuting option.

The building's two facilities, located on the fifth floor and near the delivery dock, offer wall- and floor-mounted racks that



are compatible with multiple tire widths. Space is available for up to 40 bikes on a first-come, first-served basis.

The Bike Rooms are available to tenants at no charge. Waiver forms are available on Building

Engines or on the 55 West Monroe website ([www.55westmonroe.com](http://www.55westmonroe.com)).

## Six Steps to Protect Yourself and Your Co-Workers

To ensure a safe, productive work environment, we ask that all tenants adhere to the following safety guidelines recommended by the Centers for Disease Control and Prevention (CDC):

- **Wash your hands often with soap and water** for at least 20 seconds. If not readily available, use a hand sanitizer that contains at least 60% alcohol.
- **Maintain at least six feet of physical distance** from others, and limit all direct physical contact (e.g. handshakes and hugs).
- **Cover your mouth and nose** with a face covering when around others, especially in building common areas where social distancing opportunities are limited.  
*\*All tenants and guests entering the building are required to wear face coverings.*
- **Follow good respiratory hygiene** by covering your mouth and nose with your bent elbow – or a tissue – when coughing or sneezing. Dispose of the used tissue immediately and wash your hands.



- **Clean and sanitize frequently touched surfaces.** These include tables, door handles, light switches, countertops, desks, phones, and keyboards.
- **Stay home if you're sick.** Avoid coming to work if you don't feel well or experience symptoms such as a cough, headache, fever, or difficulty breathing. Contact your doctor if symptoms worsen.