



**BUILDING RULES AND REGULATIONS FOR CONTRACTED PERSONNEL AT  
55 WEST MONROE**

**ALL CONTRACTORS**

The Contractor shall be responsible to meet these performance requirements throughout the course of the Work. Exceptions shall only be allowed at the Owner's discretion and with Owner's prior written approval.

1. All Contractors and Subcontractors must sign in with Security before working in the Building.
2. All building permits necessary for the completion of the work shall be secured and paid for by the Contractor with copies provided to the Office of the Building.
3. All delivery of materials to the site shall be to the loading dock. No materials may be delivered through the main entrance doors or through the building lobbies.
4. Contractors must have its own supervisor on-site any time material is delivered or moved.
5. Deliveries and movement of materials into and out of the building must be done prior to 7:30 a.m. or after 6:00 p.m. Monday through Friday unless otherwise approved by Managing Agent.
6. The Contractor and all subcontractors will use rubber wheeled carts when moving material through the building or removing trash from the building.
7. Protection of all public corridor surfaces and elevator lobbies is the responsibility of the Contractor. Masonite floor protection and cardboard wall protection will be required throughout certain jobs.
8. Under no circumstances will debris be allowed to remain in the building longer than twenty-four (24) hours. The work areas should be kept clean and organized at all times. Any large dumpsters for the removal of debris must be discussed with the Office of the Building.
9. While on-site, workers shall remain in areas of building related only to the area of their work and common lobby area. Permission must be acquired in order to park on building property.
10. No food, beverages, or smoking will be allowed on-site.
11. Any worker caught stealing, drinking alcohol, or using any illegal substance will be immediately banned from the site. Objectionable, abusive, or unacceptable personal behavior of contractor personnel is prohibited. Expected behavior is to be professional at all times.
12. Radios will not be allowed on the job site.
13. No cooking of any kind will be allowed on the site.



14. No unauthorized use of tenant or building space, restrooms, equipment, trash compactor, dumpster, parking, storage, and utilities.
15. Noisy operations will be done between 6:00 p.m. and 7:30 a.m. Monday through Friday and will be approved and coordinated with Agent. Loud noises off site are considered by Owner as objectionable.
16. The Contractor must shut off all lights in the area upon completion of the day's activities.
17. Building engineers must be on-site during after-hour work. There will be an additional charge to the Service Contractor if building engineer(s) are utilized on the job site beyond their normal working hours or for unusually long periods of time which disrupt their normal work responsibilities. Building engineers are on duty from 7:00 a.m. - 10:00 p.m. Monday through Friday and from 7:00 a.m. - 2:00 p.m. on Saturdays. These costs, if incurred, will be absorbed by the Contractor and/or included in their bid or change order.
18. The Building engineer will monitor all work completed in the building to ensure that the work is done in a safe, professional, workmanlike manner and conforms to all building criteria, local codes and ordinances to the extent known. Contractor is responsible to fully comply with all local building codes and ordinances.
19. All HVAC servicemen must provide proof of EPA Certification BEFORE working on any refrigeration and air conditioning equipment. Also, the Contractor must use a refrigerant recovery unit if the refrigeration system is opened.
20. The Contractor is responsible for removal and capping of unused or abandoned conduit, cables, ductwork or other materials.
21. Any work which requires access to another tenant's space e.g. plumbing etc. must be scheduled with the Owner's Agent and Contractor must give at least 72 hours written notice of such request. The work will be done during premium time hours, most likely on a Saturday or Sunday.
22. The Contractor will notify the Owner's Agent in writing one week before any electrical shutdowns which might affect existing tenants.
23. A list of contractors and their subcontractors must be submitted to the Property Manager prior to the commencement of work.
24. All Contractors and subcontractors must have a current certificate of insurance on file with the Office of the Building prior to any work commencing.
25. The Contractor is only allowed to use their own dumpster and may not under any circumstances use the building's compactor or dumpster. If Contractor uses the building's dumpster, the Contractor will pay for the entire rental of such.



26. Any work deviation from permit plans approved by the Contractor and the City must be provided to the Property Manager for approval.
27. Contractor must have a City of Chicago building permit prior to the commencement of any work. The original permit must be displayed at the site and a copy submitted to the Office of the Building.
28. Building materials used will be of the highest quality and will be of the same manufacturer as existing materials. Any variance is to be pre-approved by the Managing Agent.
29. Contractor must submit three (3) sets of complete permit drawings to the Property Manager/Chief Engineer for approval prior to commencement. Plans will need stamped certification prior to submittal.
30. All construction must be scheduled with the Property Manager. Work not scheduled will not be allowed. A nightly memo will be distributed to Security to instruct them who is allowed on a daily basis. This includes notifying the Office of the Building when a dumpster will be delivered or collected.
31. Contractor personnel shall utilize the loading dock and freight elevator for access to the Work site. Only in the event of an emergency shall Contractor personnel be permitted to use other means of egress.
32. All large deliveries and all demolition/materials including drywall must be completed before or after building hours via the dock only. Building hours are 8:00 a.m. - 6:00 p.m. Monday through Friday. If there is a shipment between these hours, it will be prohibited from entering the building.
33. All materials and waste shall be transported to and from the Work Site via the freight elevators. All construction activity (i.e., deliveries, demo removal, etc.) must be made through the service elevator via the dock area. After hour service elevator may require a security guard running the elevator. There is a per hour charge for this service. Under no circumstance shall the passenger elevators be used without the written consent of the owner.
34. The freight elevator will be available for construction during business hours in conjunction with building personnel and other building and tenant deliveries. No preferential treatment is afforded to the general contractor during the weekday hours 7:00 a.m. – 6:00 p.m.. Scheduling is in conjunction with other tenants of the building and is taken on a first come-first serve basis. Scheduling the general contractor's use should be made well in advance to ensure availability.
35. The Contractor will protect smoke detection devices in the areas where production of dust will occur. Please notify the Building Engineer when protection is in place so they may be checked.
36. Before any demolition and/or construction work may begin, it must be determined whether such work will affect the fire alarm system. If it is determined that such demolition and/or construction work may trigger the fire alarm system, it will be necessary for the Contractor to notify the Building Engineer.



37. It shall be the responsibility of the Contractor to isolate the heating, ventilating, and air conditioning systems of the Work Site from the remainder of the building. Under no circumstance shall the Contractor utilize materials such as but not limited to: cleaning agents, paints, thinners, or adhesives that if released in the Work Site atmosphere could spread to tenant areas, causing discomfort or posing any type of health hazard.
38. In the event that any fire and life safety system will need to be disabled to complete the Work, the Contractor must notify the Owner in advance of such event in writing.
39. In the event any soldering or welding apparatus is required to complete the Work, the Contractor must notify the Owner of such event.
40. Contractor must ensure that all common areas remain clean during the job. This means that all hallways, restrooms, lobby must be cleaned, including dust removal and shoe prints. Under no circumstances should construction personnel use the passenger elevators.
41. All drywall, conduit, and other materials must be delivered after 6:00 p.m. and prior to 7:30 a.m. Additionally, all deliveries exceeding four (4) elevator loads are permitted through the reservation process.
42. All drywall deliveries must be delivered through the dock and via the freight elevator only. Under no circumstance is drywall, drywall studs, conduit, and other larger materials or supplies allowed in the lobby or on a passenger elevator.
43. Contractor must properly dispose wastes, residues, or debris.