



Tenant Service Rates

Rates effective April 15, 2019 and are subject to change without notice.
All service requests must be submitted through Building Engines.



Management Team

Danica Munson
Property Manager

Mary Scott
Senior 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
Engineer

Mike Elam
Day Maintenance Supervisor

Biljana Tomovic
Maintenance Supervisor

Kevin Singh
Security Supervisor

Engineering and Security Services

Team Member

Engineer \$60/hour (1/2 hour minimum)

Access (Suite or Interior Door)

Key \$5
Access Card \$5
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 \$40/hour (1/2 hour minimum)

Refuse Containers and Disposal

Desk Side Paper Recycling Bins FREE
Dumpster/Gondola Rental \$15 per day/per dumpster \$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.

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.