



---

# 300 SOUTH RIVERSIDE PLAZA CONTRACTORS RULES & REGULATIONS

---

*Updated 03/10/2023*

## Table of Contents

CONSTRUCTION BUILDING RULES AND REGULATIONS .....	2
CERTIFICATE OF INSURANCE (COI) REQUIREMENTS.....	3
HOURS OF WORK .....	5
DISRUPTION TO OTHER TENANTS.....	5
DELIVERIES .....	5
USE OF ELEVATORS .....	6
ACCESS .....	6
CORRIDOR WALL & FLOORING PROTECTION .....	7
WALLS/DOORS/HARDWARE/KEYS.....	7
SITE CONDITIONS .....	7
HVAC/LIGHTING/ELECTRICAL/PLUMBING.....	8
CLEAN-UP.....	8
SAFETY OF PERSONS & PROPERTY .....	9
INSTALLATIONS .....	10
TOOLS AND SUPPLIES.....	10
WELDING/HOT WORK PERMITS/ODOR .....	10
INTERRUPTIONS OF UTILITIES, FIRE ALARM AND SPRINKLER SYSTEM.....	11
CORING .....	11
COMMUNICATION WITH BUILDING STAFF .....	11
WASHROOM FACILITIES .....	11
BUILDING STANDARDS.....	11
BASE BUILDING SYSTEMS.....	12
HVAC Distribution System.....	12
Electrical Panel Volt / Phase .....	12
Sprinkler System .....	12
Fire Life Safety Systems .....	12
Riser Management.....	12
DOCK/DELIVERY/WORK REQUESTS .....	13
LOADING DOCK .....	14
CONSTRUCTION EVENT CALL OUT LIST.....	15
WJE CORING GUIDELINES .....	16
BUILDING CONNECTIVITY OVERVIEW .....	18
ADDENDUM .....	20

## CONSTRUCTION BUILDING RULES AND REGULATIONS

The following Rules and Regulations will be strictly adhered to and enforced and will be referenced in your contract. In all cases, coordinate activities or questions with the Landlord's General Manager, Construction Manager, and/or Chief Engineer. The General Contractor is responsible for issuance of a copy of these rules and regulations to all subcontractors and employees.

Absolutely no construction may begin without a city of Chicago Building Permit provided to the Office of the Building, unless prior approval has been granted by the General Manager.

Landlord reserves the right to require removal from the building of any Contractor or subcontractor's employee exhibiting behavior which would justify termination from building management guidelines. Such action does not waive the contractor's responsibility to complete the services as agreed.

## Certificate of Insurance Requirements Construction Contractor

The Service Contractor shall provide the following minimum insurance coverage:

<b>General Liability Insurance</b>		<b>Umbrella</b>	<b>\$10,000,000</b>
Each Occurrence	\$3,000,000		
General Aggregate	\$3,000,000		
<b>Automobile Liability</b>			
	\$3,000,000		
<b>Worker's Compensation</b>			
Employer's Liability	\$1,000,000		
Each Accident	Statutory		

This policy shall name the Owner and Managing Agent as additional insured. Evidence of products coverage must be shown for a minimum of two years following the completion of the work described in the contract.

### Description of Operations/Locations/Vehicles/Special Items

Contractor is to assure that the following parties are listed as additional insureds.

South Riverside Building, LLC 300  
River Property Manager LLC  
CBRE, Inc

### Certificate Holder:

Contractor is to assure that the certificate holder is listed as follows:

CBRE, Inc, as Sub Agent for South Riverside Building,  
LLC  
300 South Riverside Plaza, Ste. 1980  
Chicago, IL 60606  
Attention: Property Manager

**AM Best Rating: All coverage must have an AM Best rating no less than A-(VIII)**

**CONSTRUCTION CONTRACTOR****CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Sample	
	INSURER B :	
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		
NAIC #		
1234		

Vendor Name
Address
City, State, Zip

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				01/01/2023	01/01/2024	EACH OCCURRENCE
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						\$ 3,000,000
	<input checked="" type="checkbox"/> Contractual Liability						DAMAGE TO RENTED PREMISES (Ea occurrence)
	GEN'L AGGREGATE LIMIT APPLIES PER:						\$
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						MED EXP (Any one person)
	OTHER:						\$
A	<b>AUTOMOBILE LIABILITY</b>				01/01/2023	01/01/2024	COMBINED SINGLE LIMIT (Ea accident)
	<input checked="" type="checkbox"/> ANY AUTO						\$ 3,000,000
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per person)
	<input type="checkbox"/> HIRED AUTOS ONLY						\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB				01/01/2023	01/01/2024	BODILY INJURY (Per accident)
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					\$
	DED	RETENTION \$					PROPERTY DAMAGE (Per accident)
							\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				01/01/2023	01/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N <input type="checkbox"/> N / A					E.L. EACH ACCIDENT
	if yes, describe under DESCRIPTION OF OPERATIONS below						\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE
							\$
							E.L. DISEASE - POLICY LIMIT
							\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CBRE, Inc  
South Riverside Building, LLC  
300 River Property Manager, LLC  
And their respective subsidiaries and assigns are named as additional insured

**CERTIFICATE HOLDER****CANCELLATION**

Attn: Property Manager CBRE, Inc, as Sub Agent for South Riverside Building, LLC 300 South Riverside Plaza, Ste. 1980 Chicago, IL 60606	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

## HOURS OF WORK

The normal business hours are 7:00a.m. to 6:00 p.m., Monday through Friday. Permission is required to work any other time (“after hours”). The project will be charged for elevator or security services required after hours\*. Work or vendor causing noise deemed excessive will cease at 7:00 a.m. and does not resume again prior to 6:00 p.m. Monday through Friday. The contractors must exercise good judgment in all forms of work to be performed. Realizing the tenants’ rights to a peaceful and quiet work place **MUST BE THE PRIORITY AT ALL TIMES**. If the Contractor is unsure, the Contractor should contact the Office of the Building prior to starting work. Landlord reserves the right to stop work deemed excessively noisy during normal work hours. If work is stopped, it must be rescheduled for completion after hours.

\* After-hours dock and freight times are 6:00pm-6:00am Monday-Friday and all-day Saturday and Sunday. *Any deliveries requiring more than 30 minutes on the dock, or 2 trips on the freight, must be completed after hours.*

## DISRUPTION TO OTHER TENANTS

If the construction work causes disruption to other tenants, the work must cease immediately and be rescheduled for such times as would not be objectionable by said tenants. This may require working during non-normal working hours. Floor coring and excessive pounding and drilling must cease prior to the start of normal business hours, i.e., and 7:00 a.m. and may be scheduled again after 6:00 p.m.

Contractor must provide Masonite/stick mat/dampened carpet at freight elevator lobby and entrance/exit to the work area so as not to track debris from one area of the building to another.

## DELIVERIES

All deliveries are to be made through the loading dock at 420 West Van Buren, unless authorized by the Office of the Building. There will be no contractor parking in the dock areas, unless authorized by the Office of the Building. After loading and unloading in the dock area, vehicles must be moved to a separate facility.

Deliveries must be scheduled 48-hours in advance with the Office of the Building **via attached template**.

Normal dock delivery hours are 6am-6pm. Any deliveries requiring more than 30 minutes on the dock, or 2 trips on the freight, must be completed **after hours**.

All Delivery Personnel must fill out the “Loading Dock Register” with the Dock Office prior to gaining access to the Building and upon leaving.

All Vehicles are to be turned off once inside the loading dock and keys removed.

Vehicles and any personal property are left at the owner’s own liability.

Any exception to dock rules or special parking privileges must be confirmed by the Office of the Building. If this is not possible, the loading dock security guard will reference the call out sheet for guidance.

## USE OF ELEVATORS

Freight elevator service during the regular building hours cannot be reserved for the exclusive use of the Contractor. Contractors cannot hold up elevator flow and the use must be completed quickly. If a delivery will require more than 30 minutes, or 2 trips on the freight, it must be scheduled for after-hours delivery. After-hours service is available to the Contractor provided adequate notice is given to the Office of the Building. Per posted signage, Door Hold Button to be used to avoid damage to door and elevator car.

All material and personnel are to use the freight elevators. Freight elevators are operated by the building from 6:00 a.m. to 6:00 p.m. After-hours shipments will require scheduling of elevator time at least 48 hours in advance. Requests for opening the hatch or using the top of the car will require Building Management approval to operate the car. Requests for overtime use of the elevator will require an operator. Both of these services will result in charges to be paid by the Contractor. All requests must be made to the Office of the Building.

## ACCESS

All vendors and tradesman are to enter and exit the building through the loading dock entrance or other entrance as appropriate and acceptable to Building Management.

If a Contractor requires after-hours access into another occupied tenant suite to perform work per that tenant's request, or requires access at any time to an adjoining tenant suite to do work for the tenant, e.g. install a plumbing drain in the floor which will require access to the tenant space below, the Contractor shall schedule and coordinate all work through the Office of the Building **via attached template**. A security guard is required for access in another Tenant's space, at the Contractor's expense. No work shall be performed prior to receiving approval from Landlord.

The Contractor shall confine its construction equipment, the storage of materials and the operations of workmen to the work area or as may otherwise be required by Landlord from time to time, and shall not clutter the work area with construction equipment or materials. Exits shall remain clear of obstructions. In any event, the Contractor shall have investigated and included in Contractor's proposal the costs involved in providing adequate storage space. All construction-related traffic, including, but not limited to, truck traffic and deliveries with respect to the work, shall enter and leave the site at a location or locations approved by Landlord.

The Contractor shall stage the work, from time to time, only at such portions of the work areas as approved by Landlord. Additionally, Contractor shall, at contractor's sole expense, move its staging area as and when requested by Landlord.

No smoking is allowed in the building. Smoking will be permitted only in designated smoking areas on the West Plaza of the Building.

All Contractors and subcontractors shall be of Union status with Union employees. All deliveries will be made by Union companies and Union members.

Contractors and subcontractors are not permitted to congregate, gather and/or take breaks near or at the entrances of the property. No use of the Lobby to cross from one side of the building to the other. The 12th floor crossover must be used for this purpose by Contractor and subcontractor's workers.



## CORRIDOR WALL & FLOORING PROTECTION

The Contractor is responsible for protecting the common area carpeting and walls in the public corridor. The Contractor will be responsible for any damage caused to these areas during construction period. The use of suitable protection, as approved by the Office of the Building, shall be required on carpeting and walls between the freight elevator and the construction site. This material must be easily removable and the residual debris must be vacuumed on a daily basis by the Contractor. If temporary enclosures are required, they shall be constructed of drywall or plywood and painted to match corridors.

## WALLS/DOORS/HARDWARE/KEYS/LOCKS

- Enclosure is to have building standard solid core door, glass entrance door, or combination glass/wood entrance door, in each case minimum size.
- GC to protect building standard blinds or remove for safe storage and reinstall at later date.
- No doors shall be left unlocked at end of day. GC shall confirm at end of each day. Engineering shall be called for access.
- Doors are to be equipped with building standard lock set and keyed per the keyway schedule of the property at the Tenant's cost.
- No padlocks or other locks shall be allowed.
- Contact the Chief Engineer for authorization and information regarding the buildings restricted keying system.
- *All maglock style doors must be tied to building FLS loop.* In the event of a red alarm, all maglocks must release. This system, along with all speaker/strobes, must be successfully witnessed by a building engineer during testing, prior to occupancy.
- All keys are to be "Schlage" and designated to a 300SRP keyway schedule.
- The building's general master is to be pinned to all locks throughout the space. This must be confirmed by a building engineer prior to occupancy.
- Tenant suite master needs to be created and pinned to all locks throughout the space.
- Any door with a locking mechanism must have (3) keys generated. (2) keys to be issued to the tenant, and (1) key to the engineering department at GC's expense.
- Mag lock entries to space must have manual override installed for emergency key entry.
- Each lock to be inspected by General Contractor to verify proper function and confirmed by a building engineer prior to occupancy.
- Copy of key log and extra key for all doors to be provided to engineering upon completion of locks/keys.
- Stairwell doors/locks are to be inspected/tested by the GC/engineers prior to tenant move in.

## SITE CONDITIONS

At all times, the Contractor shall keep the work area and, to the extent the Contractor is granted access, the site, in a neat and orderly condition and free from accumulation of waste materials or rubbish caused by Contractor's operations. The Contractor shall require its subcontractors to clean and maintain their respective portions of the work area as required and as directed by the Office of the Building. Contractor shall require the subcontractor disposing of or causing the disposal of hazardous materials to submit an appropriate certificate to the effect that such hazardous material has been disposed of at an approved landfill in full conformity with all applicable Government Requirements (EPA, etc.). If the work area or, to the extent Contractor is granted access, the site, is not maintained properly, the Office of the Building, upon 24 hours' (or shorter periods as may be specified in any notice from a governmental authority with respect thereto) notice to Contractor, may have any accumulations of waste materials or trash removed and charge the cost of such removal to the Contractor.

The Contractor will coordinate the placement and time of day of a dumpster at a location designated by the Office of the Building. If debris removal will affect any other tenant's operation, it will be removed after hours, at the Contractor's expense. During weekdays, a dumpster must arrive at 6:00 p.m., haul-out occurs, and is removed by 6:00 a.m. next day.

Absolutely no salvaging will be allowed by Contractors. All unused building standard materials shall be returned to the building's attic stock by the Contractor (upon the chief engineer's discretion).



In order to make the work fit for occupancy for its intended purpose upon substantial completion, Contractor shall remove, as soon as possible, all temporary facilities, waste materials, rubbish, supplies, tools, construction equipment, machinery and surplus materials from and about the work area and surrounding area. Any items damaged by the Contractor or its subcontractors shall be replaced and all surfaces that have been scratched or marred shall be refinished at the contractors expense.

## HVAC

- Filter media must be installed on return duct prior to construction activities, then removed once space is complete. GC to verify with engineering department once this is complete.
- VAV boxes to be tested by engineering via BAS setpoints once completion of space has occurred. Any damage/issues will be relayed to GC for repair.
- DDC controls to be installed and must be the most current version of building automation system.
- Sensor location for VAVs to be coordinated with engineering.
- GC to coordinate with BAS provider and match current system in building.
- Radiant heat panels have power running at perimeter. GC must coordinate any deck mounted assemblies with engineering to avoid interruption to the heating system.
- Any and all penetrations to be sealed/fire-stopped.

## LIGHTING/ELECTRICAL

- Emergency circuits to be tied into the designated emergency floor panel located in the electrical closet. Please receive direction from building engineering on correct location.
- All breaker panels inside electrical closet and/or inside space to be properly labeled and verified by GC and engineering department.
- All junction boxes shall have a cover plate installed and labeled with circuit information.
- BAS controls require green pipe.
- Fire Life Safety require red junction covers.
- DAS system requires blue pipe to remain blue unless permission is granted to paint.
- GC to coordinate with Building Automation System provider for lighting controls on building system.
- Any and all penetrations to be sealed/fire stopped.
- Heat panels to be checked before and after project – any issues will be remedied by GC.

## PLUMBING

- Contractors to have designated restroom for usage, restroom to be assigned by building management.
- Mop sinks are only to be opened upon request by engineering department. Brief explanation of usage is needed for access. GC/specific contractor will be held accountable if damage occurs/ or drain rodding is needed.
- Kitchen faucets/ restroom faucets must be building standard.
- Newly installed water “shutoff” valves to be tested by GC/engineering prior to tenant move in.
- Access panels to be installed in the following areas (if needed): Unisex, Men’s, & Women’s restrooms.

## CLEAN-UP

- Designated restrooms and contractor restrooms to be cleaned (GC responsible) from ceiling to floor upon completion of build out.

- Electrical closet(s) , telephone closet(s), and mop closet(s) to be dusted/vacuumed of debris. General housekeeping applies and area needs to be left the way it was found. Doors/ locks must be working and in proper condition. Mop Closet basin drain must be “free flowing” and Hot Water/Cold Water valves functioning properly. GC/engineering to walk space once completed and verify Class A status.

The Contractor shall perform the following final cleaning with respect to portions of the work area, which the Office of the Building may specify from time to time, and, for all trades, at substantial completion of the work:

- Remove temporary protections.
- Remove grease, mastic adhesives, dust, dirt, stains, fingerprints, labels and other foreign materials from sight-exposed interior and exterior surfaces.
- Wash and shine glazing and mirrors.
- Polish glossy surfaces to a clear shine.
- Ventilating Systems:
  - a. Clean permanent filters and replace disposable filters if units were operated during construction.
  - b. Clean ducts, blowers and coils if units were operated without filters during construction.
- Any areas left unclean will be cleaned by the Office of the Building at the Contractor’s expense.

## SAFETY OF PERSONS & PROPERTY

The Contractor shall take all reasonable precautions for the safety of, and provide all reasonable protection to prevent damage, injury, or loss to:

- All Safety Regulations (i.e. OSHA standards, etc.)
- All of its employees at the site and all other persons who may be affected thereby.

The Contractor shall give all notices and comply with all Government Requirements (including, without limitation, all applicable regulations of OSHA) and all reasonable rules, regulations and orders of the Office of the Building bearing on the safety of persons and property or their protection from damage, injury or loss.

The Contractor shall erect and maintain, as required by existing conditions and progress of the work, all reasonable safeguards for safety and protection, including, but not limited to, posting danger signs and other warnings against hazards, promulgating safety regulations, notifying owners and users of adjacent utilities, and erecting and maintaining such barricades and danger signals as are required to protect the work and adjoining persons and property, or as required by the Office of the Building and Government Requirements.

The Contractor shall not use in connection with work, or store at or near the site, any explosives.

The Contractor shall take all precautionary measure, including, but not limited to, as required by jurisdictional authorities to prevent or correct fire causing conditions and shall conduct all operations with due regard for the avoidance of fire hazards. The contractor shall permit no open burning on the site.

The Contractor shall furnish, and maintain mounted for ready use, fire extinguishers, fire pails and similar firefighting equipment all of approved type, size, and in quantities required by the jurisdictional authorities. All of Contractor’s employees shall be properly trained in the operations of all Contractor supplied firefighting equipment on the site.

The Contractor shall post emergency telephone numbers conspicuously on the site and shall brief construction personnel on their use in accordance with the instructions of Landlord. Job site supervisors shall utilize landlord's call list as provided. **See attached Event Call-out List.**

The Contractor shall promptly remedy all damage or loss to any property, which is caused in whole or in part by the Contractor, any subcontractor, or by anyone for whose acts any of them may be liable. And for which the Contractor is responsible thereunder, without reimbursement from Landlord or Owner. To the insurance proceeds therefore, except damage or loss attributable to the acts or omissions of the Owner or Consultant or anyone directly, or indirectly employed by either of them. Or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor.

The Contractor shall not load or permit any part of the work to be loaded so as to endanger the safety of the work. All staging of materials will take into consideration floor loads. The Chief Engineer, can, at any time, have a Contractor or subcontractor move a load at his request.

Any stacking or placement of equipment, materials and/or furniture over 70-lbs./sq. foot must be pre-approved and a location designated by Owner's structural consultant.

The Contractor shall at all times provide and maintain adequate protection against weather conditions so as to preserve all work, materials, equipment apparatus, fixtures and the work area from injury and damage.

Landlord may provide watchmen at Contractor's expense, if it deems it necessary for the proper protection of the work site; however, neither Landlord nor the consultant shall be liable for any acts or omissions of said watchmen.

The Contractor and its subcontractors and material men shall cooperate fully with all interested parties on accident prevention and claims handling procedures.

## INSTALLATIONS

All systems (ceiling grid, sprinkler lines, electrical conduits, ductwork, etc.) shall be self-supported and independent of all others.

## TOOLS AND SUPPLIES

All Contractors will supply their own tools and supplies necessary to complete services. The building will not supply any tools or equipment including cleanup equipment.

## WELDING/HOT WORK PERMITS/ODOR

A HOT WORK permit must be obtained on a daily basis from the Chief Engineer's Office for any welding or cutting. The Engineering office, 312-676-2513, is to be contacted prior to the start of welding.

The Contractor shall provide a fire watch during all open flame activities. This shall be a second person equipped with not less than a ten- (10) pound dry chemical or A.B.C. type fire extinguisher. In computer areas, not less than a nine (9) pound halon fire extinguisher shall be provided.

Work generating an odor is not permitted during normal business hours. This pertains to odors caused by welding, painting, sealing, and other work by the Contractor. Contractor must coordinate with a building engineer if HVAC system needs to be adjusted.

## INTERRUPTIONS OF UTILITIES, FIRE ALARM AND SPRINKLER SYSTEM

The interruption of utilities (electricity, water, plumbing, HVAC) or tenant services is not permitted without advance coordination and written approval of the Facility Manager or Chief Engineer. All sprinkler work is to be performed during normal occupied hours. The fire life safety system may be shut down for certain reasons with prior permission of the Chief Engineer.

In an emergency, job site supervisors should utilize landlord's call list as provided.

## CORING

All coring into the floors shall be reviewed and approved by Landlord's Chief Engineer in writing. Any coring work must be performed after the Building's normal business hours. Contractor shall submit a request for approval at least 72 hours in advance. All holes and cores will be reviewed by Landlord's Chief Engineer to check for cut wires and conduit. Contractor to submit detail drawing (8 ½" x 11") indicating core size and exact location to the nearest column. Two measurements will be required and the column numbered.

Refer to coring guidelines as prepared by Wiss, Janney, Elstner.

## COMMUNICATION WITH BUILDING STAFF

All trade supervisors must check with the Landlord's Building Engineer upon start of every job and weekly throughout the construction project.

Contractor must provide the Office of the Building with material cut sheets, operation/maintenance manuals, and test and balance reports. Electrical contractors must provide electrical directories for all new electrical panels and must update directories for existing panels.

## WASHROOM FACILITIES

Contractors are only to use restrooms as designated by the Office of the Building. These restrooms may be limited to the mezzanine level. Contractors must maintain cleanliness in the restrooms assigned.

## BUILDING STANDARDS

300 South Riverside Plaza is a single entry 23-story building totaling 1,075,753 rsf located in the West Loop of Chicago. The building's large floor plates are 53,000 rsf. The office tower is constructed of

structural steel with welded steel, motion-resistant framing and a lightweight concrete fill over corrugated steel decking.

Deck-to-deck the ceiling heights are 12', intended to give a finished ceiling height of 8'6". The property was designed for a live load of 50 PSF. Mullion spacing is 5'. Typical bay depths are 32' on the east/west elevations and approximately 45' on the north/south elevations.

## BASE BUILDING SYSTEMS

### HVAC Distribution System

- The HVAC system consists of chilled water supplied to air handling units (AHUs) via a central plant containing 2-900 ton York and 1-400 ton Carrier 19XRV energy-efficient chillers.
- The building utilizes an Andover Automation System.
- The building requires DDC controlled equipment and thermostats in all tenant spaces.
- Heat provided by electrical heating panels along the entire perimeter.

### Electrical Panel Volt / Phase

- 208V – 3P

### Sprinkler System

- Sprinklers are fed from stairwells N1 & S1. Stand pipes are located in N2 & S2 stairwells. [Fire](#)

### Life Safety Systems

- The building uses a Johnson Controls Fire Protection (previously Simplex) fire alarm system. *All maglock style doors must be tied to building Fire Life Safety loop.* In the event of a red alarm, all maglocks must release. This system, along with all speaker/strobes, must be successfully witnessed by a building engineer and JCI during testing, prior to occupancy.
- Fire Extinguishers are to be provided by GC and must have "CURRENT YEAR" tag/ safety seal.
- Fire extinguishers are to have overhead signage installed wherever located in the space.
- Audio/ visual devices to be tested by GC/CFD/JCI prior to tenant move in witnessed by engineering.
- Fire Life Safety testing to take place before 6am or after 6pm
- Contractor drain downs of sprinkler system **must** have a 24-hour minimum notice to the schedule. Drain downs may not be provided if notified outside the window.
- Standpipe and/or combination riser drain downs **must** have a 72-hour minimum notice to schedule and **must** occur on a Saturday. An engineer may be called in for overtime based off of scope for a particular drain down.
- All drain downs/ fills will be charged to the GC based on engineer labor.
- Stairwell valves may only be operated by the engineering dept.
- Sprinkler contractor is to check in with engineering prior to requesting drain or fill of the system.
- Stairwell valves to be chained and locked at all times, except for necessary drain and fill.

### Riser Management

- Please contact IMG at 888-464-5520 for all connectivity requirements.

## DOCK/DELIVERY/WORK REQUESTS

To ensure that your 300 South Riverside Plaza access request is granted, please coordinate via email below:

**To: 300SRP@300River.com**

**Email Subject Line:** 300SRP – Dock / Work Notice – “Insert Project/Tenant Name and Floor# here”

**Email Body:**

1. Description: \_\_\_\_\_
2. Company making delivery: \_\_\_\_\_ (Submit COI with request)
3. Date: \_\_\_\_\_
4. Start time: \_\_\_\_\_
5. Dock – Y/N ? \_\_\_\_\_ duration (hrs): \_\_\_\_\_
6. Numbers of Dock Spaces Required: \_\_\_\_\_
7. Freight – Y/N ? \_\_\_\_\_ duration (hrs): \_\_\_\_\_

\*After hours (6:00 p.m. - 6:00 a.m.) & weekend requests require 48hr notice

**Please note the following:**

1. All access requests need to be submitted 48 hours in advance to ensure adequate time for scheduling.
2. 300 South Riverside Plaza is a union building.
3. Deliveries lasting more than 30 minutes on the dock and 2 trips on the freight elevator need to be scheduled during non-business hours. Business hours are 6:00am to 6:00pm, Monday through Friday.
4. All vendors must have a valid Certificate of Insurance on file prior to being granted access (requirements are attached to this email).
5. Any access to tenant spaces when the tenant is not present needs to be confirmed with the tenant prior to access.
6. An email stating that your access request has been granted will be delivered after all information has been properly submitted and reviewed.

If you have any questions or need further clarification, contact the office of the building at (312) 676-2500 or email [300SRP@300river.com](mailto:300SRP@300river.com).

## LOADING DOCK

Number of Loading Bays: 6

Dimensions: Trucks no larger than a 20 foot box truck will fit.

Dock Hours:	Monday – Friday:	6:00 a.m. - 6:00 p.m. ***30 Minute Limit***
	Monday – Friday:	6:00 p.m. - 6:00 a.m. *By Special Request
	Saturday – Sunday:	*By Special Request Only

Due to the high volume of traffic in the loading dock, trucks will only be allowed a thirty (30) minute stay and in no event should deliveries impede traffic in dock or service corridor.

\*Special requests, including after-hours use, are made on a first-come, first-served basis, must be scheduled at least two (2) business days in advance by contacting the Office of the Building.

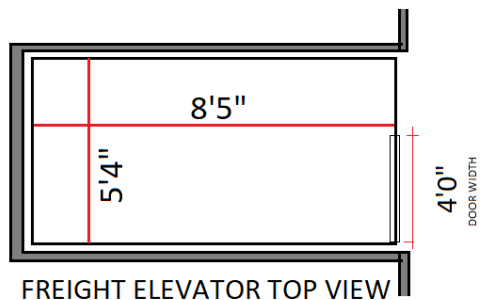
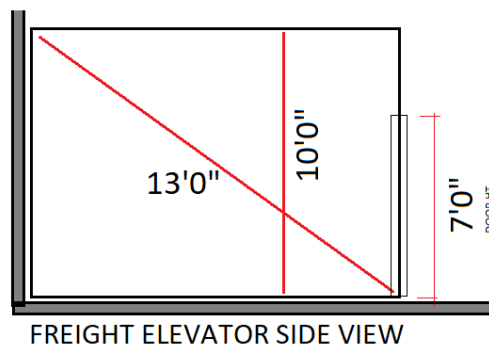
### **FREIGHT ELEVATOR**

Cab dimensions: See drawings

Door dimensions: 4' W x 7' H

Weight capacity: **4,500 lbs.**

Tenants and Service Contractors who require use of the service elevator must notify Building Management in advance.





## CONSTRUCTION EVENT CALL OUT LIST

**In an **EVENT\***, begin to make calls, leave messages and move to next person until a live person is communicated with to receive direction and/or be assisted:**

1. Primary Engineer 312-480-8548
2. Secondary Engineer 312-480-9712
3. Assistant Chief Engineer (Tom Bongiorno) 312-420-9564
4. Chief Engineer (John Gray) 312-771-9816
5. Gen. Manager (Celeste Villanueva) 630-880-7028

### **For Reference:**

- Security (Esperanza Escalante) 312-676-2518,  
312-676-2500

**\*An EVENT is a Construction related item such as life safety system, sprinkler, power, plumbing, HVAC - outage, leak, loss or cleaning issue that requires call out.**

**IN AN EMERGENCY - FIRE LIFE SAFETY - DIAL  
911 THEN MAIN DESK AT 312-676-2500**



Wiss, Janney, Elstner Associates, Inc.  
10 South LaSalle Street, Suite 2600  
Chicago, Illinois 60603  
312.372.0555 tel  
[www.wje.com](http://www.wje.com)

November 16, 2022

General Manager  
South Riverside Building, LLC  
300 S Riverside Plaza, Suite 1980  
Chicago, Illinois 60606

### **300 South Riverside Plaza**

Coring Recommendations  
WJE No. 2017.0609

Dear General Manager:

At your request, Wiss, Janney, Elstner Associates, Inc. (WJE) has reviewed the structural feasibility of coring holes through the typical structural floor deck at the building located at 300 South Riverside Plaza in Chicago, Illinois. This letter summarizes our evaluation and opinions.

Design drawings for the building show the typical floor deck at 300 South Riverside Plaza consists of a 2-inch thick composite metal deck with 2 1/2-inches of lightweight concrete fill (4-1/2 inch thick total thickness). The floor deck is supported by structural steel beams and girders that are composite with the floor deck. Design drawings for the building show the floor deck was designed for a uniform office live load of 50 psf live load plus 20 psf partition load (70 psf total).

For our analysis, we assumed that the design drawings accurately reflect the floor deck construction and that no significant modifications have been made that would adversely affect the original structural capacity of the deck. Our analysis shows that the floor deck has adequate reserve strength to sustain the loss of concrete and metal deck at discrete core locations and still be able to support the design loads, provided that minimum spacing requirements are met.

New cores must be located away from other new core holes, existing core holes, and previously filled core holes in the slab a distance of at least six times the diameter of the largest core (measured center-to-center of the core holes). Where this is not possible, adjacent cores must be aligned in the same "flute" or "rib" of the metal deck to minimize the capacity loss associated with coring through the deck (Figure 1). Adjacent cores must be separated by a minimum distance of twice the larger core diameter (measured center-to-center of the core holes). Cores should be made through the shallow deck flute whenever possible. Additionally, the contractor should scan the floor slab prior to coring to verify that all cores will not cut through embedded reinforcing bars, embedded conduit, or other items concealed in the floor deck. All cores should be positioned to miss structural steel beams supporting the floor deck.

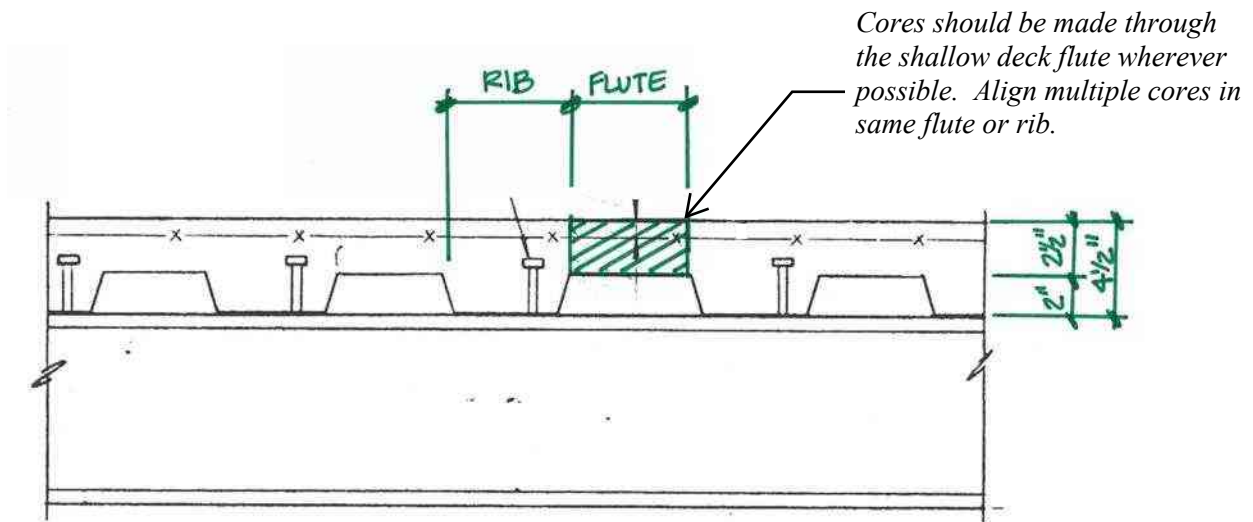


Figure 1. Recommended positioning of cores in deck "flutes"

Sincerely,

**WISS, JANNEY, ELSTNER ASSOCIATES, INC.**

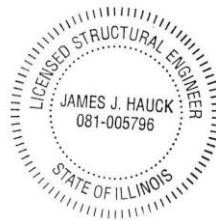
James Hauck, P.E., S.E.

Principal

Licensed Illinois Structural Engineer

No. 081-005796

Expires November 2024





## BUILDING CONNECTIVITY OVERVIEW

## 300 South Riverside

Chicago, IL



## Provider &amp; Services:

	Infrastructure				Services Available				
On-Net Carrier Availability	Fiber	Copper	Coax	Wireless	Voice	Data	Internet	Cloud	TV
AT&T	✓	✓			✓	✓	✓	✓	
Cogent	✓					✓	✓		
Comcast	✓		✓		✓	✓	✓	✓	✓
DirecTV									✓
Level 3	✓					✓	✓	✓	
Verizon	✓				✓	✓	✓	✓	
WOW! Business	✓				✓	✓	✓	✓	



## Service Highlights:

## • Cloud Ready

300 S. Riverside is a cloud-ready complex offering multiple service options for tenants, including:

- Virtual Desktops
- Disaster Recovery
- Data Backups
- Email Hosting
- Infrastructure as a Service

## • Scalability and Flexibility

Connectivity that can support changing business needs.

## • Enhanced Reliability

The building offers multiple diverse and redundant carrier options for improved reliability.

## • Local Data Centers

Tenants have access to local data centers providing a number of solutions for diverse system operations at 300 S Riverside.

## • Additional Carriers Available

Due to the presence of AT&T in your building, additional carriers may be available. Contact IMG to learn more.

## Management Contact:

Celeste Villanueva, General Manager  
celeste.villanueva@300river.com  
D: 312.676.2505

Learn more about  
the technology  
options for tenants:

888.464.5520

# TENANT CONNECTIVITY GUIDE

300 S. Riverside works with IMG to ensure that tenants have secure, reliable connectivity. IMG can help tenants order and install Voice, Data, Internet and Cloud services.

**Call IMG at 888.464.5520 or visit [www.img-connect.com](http://www.img-connect.com) to get started.**

## IMG CAN HELP:

### Identify What You Need

IMG helps you figure out what services you need based on your business needs and timeframe.

### Order Services

IMG can order services on your behalf — or connect you with dedicated carrier sales teams if you want to order these directly. IMG helps you schedule service orders to ensure that your business is up and running when you move in.

### Install Services

IMG technicians can install all inside wiring as well as the Voice, Data, Internet and Cloud services in your suite.

## QUESTIONS?

**Call:** 888.464.5520

**Email:** [imgservice@img-connect.com](mailto:imgservice@img-connect.com)

**Online:** [www.img-connect.com](http://www.img-connect.com)

## **PROPERTY COVID-19 RULES AND REGULATIONS**

The following rules and regulations, which are consistent with applicable government guidance, have been adopted by ownership in an effort to help minimize any potential transmission of COVID-19 at the property. These guidelines apply to all vendors providing services at the building and their agents, contractors and employees, including without limitation property management, security providers, engineers, janitorial service providers and construction contractors. We require that you comply with these rules and regulations and cause your agents, contractors and employees working at the building similarly to comply with them. These rules and regulations may be updated from time to time by building ownership.

1. All vendors and contractors providing services at the building must follow all CDC guidelines and OSHA recommendations as to COVID-19 health and safety protocols, as well as all applicable governmental guidance relating to COVID-19, including without limitation all requirements regarding face coverings and social distancing.
2. All vendors and contractors providing services at the building must follow all building protocols and signage established in connection with COVID-19, including requirements relating to common area social distancing, face covering and wellness checking.
3. All vendors and contractors providing services at the building must provide employees with ample personal protective equipment (PPE), including, without limitation, masks, gloves, sanitizer and other protective gear necessary to safely perform their jobs.
4. All vendors and contractors providing services at the building must instruct all employees, including without limitation all building management, engineering and security staff, that appropriate PPE must be worn at all times in common areas of the building or as otherwise instructed by Owner.
5. All vendors and contractors providing services at the building must instruct employees to follow CDC COVID-19 prevention measures, including frequent hand washing, avoiding touching eyes, nose and mouth with unwashed hands, adherence to social distancing by remaining at least 6 feet from other people, and following all instructions noted on signage placed around the building.

6. All vendors and contractors providing services at the building must instruct employees who have a fever or are showing signs of illness, or who have been exposed to a known or suspected COVID-19 case, to stay home.
7. All vendors and contractors providing services at the building must immediately report to building property management any suspected or known cases of employees having COVID-19, as well as all contacts of employees with known or suspected COVID-19 cases. In doing so, the vendors and contractors must not disclose the name or other identifying information of the particular employee.
8. Any vendor or contractor who fails to comply with these rules and regulations may be denied entry to the building and be subject to suspension or revocation of its contract.

ENTRY INTO THE BUILDING SHALL BE DEEMED TO BE AGREEMENT TO ABIDE BY AND CERTIFICATION OF COMPLIANCE WITH THESE RULES AND REGULATIONS.