



---

# 300 SOUTH RIVERSIDE PLAZA TENANT MANUAL

---

March 2023

# Contents

<b>Introduction</b> .....	3
<b>Building Hours and Holidays</b> .....	3
<b>Building Management Team</b> .....	4
<b>General Building Information</b> .....	4
Box Disposal.....	4
Dumpster .....	4
Electrical Requirements.....	5
Floor Load.....	6
HVAC .....	6
Trash Removal.....	6
Recycling .....	6
Smoking Restrictions.....	6
Window Coverings.....	6
<b>Building Rules &amp; Regulations</b> .....	7
<b>Deliveries</b> .....	9
Freight Elevators.....	9
<b>Certificate of Insurance Requirements</b> .....	10
<b>Moving Procedures</b> .....	12
Freight Elevator .....	12
Instruction for Movers.....	13
<b>Amenities</b> .....	14
Bicycle Parking .....	14
Conference Center .....	14
Fitness Center .....	14
Theater .....	14
Virtual Concierge Services .....	14
Lobby.....	15
Restaurants .....	15
Retail.....	15
<b>Mail Service</b> .....	16
US Mail.....	16
Express Parcel Service.....	16

Messenger Center ..... 16

**Security** ..... 17

    Visitor Access ..... 17

    Vendor/Contractor Access ..... 17

    Property Removal Pass ..... 17

    Tenant Precautions ..... 17

    Emergency Telephone Contact ..... 17

    Theft and Insurance ..... 17

    Solicitation ..... 18

    Special Keying ..... 18

**Payment Procedures** ..... 19

**Community Information** ..... 20

**Addendum** ..... 21

## Introduction

300 South Riverside Plaza has designed this Tenant Manual to provide you with information about the Building. Should you have any questions or need additional information, please contact the Management Office at (312) 676-2500 or email 300SRP@300river.com.

For additional information and documentation please visit our website at: <https://300southriversideplaza.com/>.

You can also find us on Facebook, Instagram, and Twitter @300siverside.

## Building Hours, Holidays, and Access

Normal building hours for 300 South Riverside Plaza are as follows:

<b>Monday – Friday</b>	<b>8:00 a.m. - 6:00 p.m.</b>
<b>Saturday</b>	<b>8:00 a.m. - 1:00 p.m.</b>

The 300 South Riverside Plaza building will be officially closed on the following holidays:

<b>New Year's Day</b>	<b>Labor Day</b>
<b>Memorial Day</b>	<b>Thanksgiving Day</b>
<b>Independence Day</b>	<b>Christmas Day</b>

Should you require any routine cleaning, heating, ventilation, air conditioning or other services outside of normal building hours, arrangements should be made by placing a service request in BuildingHub.

Tenants should call the Main Office at (312) 676-2500. Depending on the terms of your lease, there may be an additional charge for service outside of the normal building hours. We will be glad to provide you with an estimate for any additional services. Please check with your manager as some Tenants have a designated employee responsible for placing all service requests.

Entry into the building through the main turnstiles requires a key card. To acquire a new badge, or activate an existing badge, for access to the turnstiles, Tenants will need to enter a BuildingHub Work Order for Security - Building Access Request or Security – Badge Request. For new badges, please also visit the Badging Office located next door to the Office of the Building between 11:00 am– 12:00 pm Monday through Friday, and provide valid photo identification. Please check with your manager prior to visiting the office as some Tenants have their own specific procedures which must be followed.

In the event that an employee does not have their badge, they must acquire a temporary guest badge from the Security Console in the Lobby. Before issuing a temporary badge, the Security team will need verification from a Tenant Contact, and also a valid form of photo identification.

### After-Hours Building Access

After-hours entry into 300 South Riverside is **only available on the Jackson Street entrance.** Those needing access to the loading dock during non-building hours will need to make arrangements by contacting the Management Office.

## Building Management Team

300 South Riverside Plaza is managed by CBRE, a team of dedicated professionals who are committed to providing the highest level of quality tenant service in Chicago. The management team has been chosen for its expertise in managing corporate office properties and reflects depth in management covering all functional operating areas. It is our objective to provide you with the highest quality service available.

The Management Office is located at 300 South Riverside Plaza, Suite 1980, Chicago, IL 60606. The office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The building is open Monday through Friday from 6:00 a.m. to 6:00 p.m. and on Saturdays from 8:00 a.m. to 1:00 p.m. and closed on Sundays and designated holidays. During non-business hours all incoming telephone calls are answered by security. Management may be reached at the following phone numbers:

Management Office	(312) 676-2500
Facsimile	(312) 676-2501

The following is a list of key personnel who will be able to assist you with questions regarding the building and its management.

General Manager	Celeste Villanueva
Assistant General Manager	Ryan Meara
Property Administrator	Backfilling
Tenant Services Representative	Najjila Brooks
Chief Engineer	John Gray
Assistant Chief Engineer	Tom Bongiorno
Director of Security	Esperanza Escalante

## General Building Information

### Box Disposal

As office supplies and equipment come into your office, please be sure to adhere to the following box disposal procedure.

- All boxes must be broken down to a flat form and removed by the delivery company if possible.
- Do not leave any boxes in the common areas of the building (this is a fire code violation).
- Mark the boxes with a "Please Throw Away" sticker (the janitorial staff will not take anything that is not marked).
- Leave boxes for the nightly janitorial staff.
- Tenants may not fill or partially fill any dumpster without scheduling an extra trash pick-up with the Management Office.

### Dumpster

The building compactor is located in the loading dock and is reserved for the night janitorial service. If your office needs to remove a large amount of trash, please contact the Office of the Building. We can schedule an extra pick-up at your expense. Tenants may not fill or partially fill any dumpster without scheduling an extra trash pick-up with the Main Office.

## Electrical Requirements

The City of Chicago electrical code is very strict concerning wiring. Prior to any electrical wiring alterations or cabling of any nature, please submit specifications to the Management Office.

The following requirements must be met for all installations within your suite - including Data, Voice, Low Voltage and Fiber Optics Wiring.

- Tenant must give Management Office advance notice of any work to be done.
- All contractors must be approved by the General Manager or Chief Engineer.
- Tenant's contractor must submit a Certificate of Insurance before commencing any work in the building.
- Diagram must be submitted showing all equipment, pull-box, and splice box, conduit and wiring locations. These need to include locations of each floor and wall penetration even if using existing routes.
- All penetrations must be fire sealed to meet current codes or a two (2) hour rating.
- Existing penetrations that are used must be fire rated even if the area had no previous fire rating.
- All equipment including boxes, conduit and wiring must be labeled for proper identification at each location.
- Code violations caused by equipment locations, i.e. sprinkler blockage, must be resolved.
- Scope of work including contractor scheduling and impact on the property must be submitted at all times.
- Clean-up and final walk-through is required.
- The 300 South Riverside Plaza's Riser Management Company, IMG Technologies, will assist in providing a safe and secure environment for telecommunications. Since the building is closed to outside vendors, all telephone and data work must be coordinated through the Management Office at (312) 676-2500.
- USA Wireless is the exclusive provider of DIRECTV Satellite Television for the 300 South Riverside Plaza building. If interested in receiving DIRECTV Satellite Television service for your business, contact USA Wireless at (800) 433-4558 for an estimate on the installation of equipment and receivers for your satellite service. Also, contact IMG Technologies, the Riser Management Company in the building, at (888) 464-5520 for an estimate on running lateral cables from the vertical riser to the TV locations in your suite.

**Cable Provider:** Comcast

**Telephone/Data Providers:** AT&T, Verizon, Comcast, Cogent, and Level 3

## Floor Load

Code requirements restrict placing loads upon floors that exceed the load per square foot for which the floor was designed. 300 South Riverside Plaza has a floor load of 50 pounds per square foot in office areas. Should you find it necessary to utilize equipment that exceeds this rating, you must receive prior written approval from the Management Office. We do require adequate documentation from a licensed structural engineer, verifying that such an installation at a specific location is safe. The building architect will review your request and accompanying documentation. When we receive confirmation from the architect that the installation is safe, we will send you written approval.

## HVAC

Base building Heating Ventilation and Air Conditioning (HVAC), in season, is provided **Monday through Friday in 300 South Riverside from 8:00 a.m. - 6:00 p.m. and on Saturday from 8:00 a.m. - 1:00 p.m.** unless special provisions are included in your lease. The temperature is maintained at a comfortable level and controlled by thermostats located throughout tenant spaces. Should temperatures fall outside your comfort range or if you would like to arrange for HVAC service during non-standard hours or on weekends, tenants should call the Main Office at (312) 676-2500.

Except as outlined above, HVAC is not regularly provided on Sundays, holidays or after normal business hours. If you need HVAC service at these times, then please contact the Main Office at (312) 676-2500.

## Trash Removal

If you have a small amount of trash that needs to be removed but is too large to fit in the trashcan, please mark it with a "Please Throw Away" sticker, and the building janitorial staff will remove items. Items not in a trashcan or marked with a sticker will not be removed. Stickers can be requested through the work order system under "Porter Assistance".

## Recycling

The building recycling program includes paper and cardboard as well as separate containers for aluminum, glass and plastic. You can request recycling boxes for your offices/break rooms from the Management Office at (312) 676-2500. Recycling containers are emptied on an as needed basis every two to three days. Please ensure that all food/drink containers are thoroughly cleaned out to avoid attracting pests. Batteries are collected for recycling at the Security Desk in the lobby as well as in the Management Office.

The building also collects electronic waste for recycling. E-Waste recycling bins are located in the loading dock. If you require assistance for E-Waste recycling please place a work order ticket into Building Engines under "Porter Assistance" and state the items you would like picked up. Please contact the Management Office for more information.

## Smoking Restrictions

- No smoking, including e-cigarettes, is allowed inside the building at any time.
- No smoking is allowed anywhere on the Plaza except within the designated smoking area on the South Plaza. There will be no exceptions to this policy.
- For your convenience, a heated shelter is located on the South Plaza for your use which provides protection from the elements.

## Window Coverings

300 South Riverside Plaza is equipped with standard blinds in all suites. To maintain a consistent, professional image both inside and outside, it is more attractive to maintain the blinds at the same levels throughout your suite. We do recommend, however, that all blinds be closed each evening to retain heat or cooling. The blinds serve an insulating function both in the retention of heat during winter months and the exclusion of heat in summer months.

## Building Rules & Regulations

1. No sign, lettering, picture (excluding artwork within the Premises), notice or advertisement shall be placed on any outside window or in a position to be visible from outside the Premises and if visible from the outside or public corridors within the Building shall be installed in such manner and be of such character and style as Landlord shall reasonably approve in writing.
2. Tenant shall not use the name of the Building for any purpose other than Tenant's business address; Tenant shall not use the name of the Building for Tenant's business address after Tenant vacates the Premises; nor shall Tenant use any picture or likeness of the Building in any circulars, notices, advertisements or correspondence.
3. No article which is explosive or inherently dangerous is allowed in the Building.
4. Tenant shall not represent itself as being associated with any company or corporation by which the Building may be known or named.
5. Sidewalks, entrances, passages, courts, corridors, halls, elevators and stairways in and about the Premises shall not be obstructed.
6. No animals (except for service animals), bicycles or other vehicles shall be brought or permitted to be in the Building or the Premises.
7. Room to room canvasses to solicit business from other tenants of the Building are not permitted; Tenant shall not advertise the business, profession or activities of Tenant conducted in the Building in any manner which violates any code of ethics by any recognized association or organization pertaining to such business, profession or activities.
8. Tenant shall not waste electricity, water or air conditioning and shall cooperate reasonably with Landlord to assure the most effective and efficient operation of the Building's heating and air conditioning systems.
9. No locks or similar devices shall be attached to any door except by Landlord and Landlord shall have the right to retain a key to all such locks. Excepting any vaults designated by Tenant as containing vital documents and records (the "Vaults"), Tenant may not install any locks without Landlord's prior approval which approval shall not be unreasonably withheld, conditioned or delayed (the Vaults, together with any such other areas wherein Landlord has approved separate locks, herein referred to as the "Secured Areas"). Landlord shall have no obligation to perform any janitorial or other services in the aforescribed Secured Areas, to the extent Tenant has installed such locks thereto, provided that if Landlord determines that it is necessary to enter the foregoing Secured Areas, due to an emergency, it may use such force as it determines, in good faith, to be necessary to gain such access, and shall have no responsibility for damage or injury caused.
10. Tenant assumes full responsibility of protecting the Premises from theft, robbery and pilferage; the Landlord Parties (as defined in the Lease) shall not be liable for damage thereto or theft or misappropriation thereof, subject, in any event, to the terms of Sections 13.C. and 13.D and Section 14 of the Lease (and in the event of any conflict between the terms of such provisions of the Lease and the terms of this Paragraph 10, the terms of such provisions of the Lease shall control). Except during Tenant's normal business hours, Tenant shall keep all doors to the Premises locked and other means of entry to the Premises closed and secured. All corridor doors shall remain closed at all times. If Tenant desires telegraphic, telephones, burglar alarms or other electronic mechanical devices, then Landlord will, upon request, direct where and how connections and all wiring for such services shall be installed and no boring, cutting or installing of wires or cables is permitted without Landlord's approval.
11. Except with the prior approval of Landlord or as otherwise provided in the Lease, all cleaning, repairing, janitorial, decorating, painting or other services and work in and about the Premises shall be done only by authorized Building personnel.
12. The weight, size and location of safes, equipment, machines and other large or bulky articles shall be subject to Landlord's reasonable approval and shall be brought to the Building and into and out of the Premises at such times and in such manner as the Landlord shall direct and at Tenant's sole risk and cost. Prior to Tenant's removal of any of such articles from the Building, Tenant shall obtain written authorization of the Office of the Building (which Landlord shall not unreasonably withhold, condition or delay) and shall present such authorization to a designated employee of Landlord.



13. Tenant shall not overload the safe capacity of the electrical wiring of the Building and the Premises or exceed the capacity of the feeders to the Building or risers (subject to the provisions of Section 8.B of the Lease).
14. To the extent permitted by law, Tenant shall not cause picketing or other activity which would interfere with the business of Landlord or any other tenant or occupant of the Building, or distribution of written materials involving its employees in or about the Building, except in those locations and subject to time and other limitations as to which Landlord may give prior written consent.
15. Tenant shall not cook, otherwise prepare or sell any food or beverages in or from the Premises or use the Premises for housing accommodations or lodging or sleeping purposes except that Tenant may install and maintain a warming pantry, vending machines, coffee/beverage stations and food warming equipment and eating facilities (with the exception of any device using exposed heating coils or open flames, including toasters or toaster ovens) for the benefit of its employees or guests, provided the same are maintained in compliance with applicable laws and regulations and do not disturb other tenants in the Building with odor, refuse or pests.
16. Tenant shall not permit the use of any apparatus for sound production or transmission in such manner that the sound so transmitted or produced shall be audible or vibrations therefrom shall be detectable beyond the Premises; nor permit objectionable odors or vapors to emanate from the Premises
17. No floor covering shall be affixed to any floor in the Premises by means of glue or other adhesive without Landlord's prior written consent (which consent shall be deemed given as to any such matters included as part of the plans and specifications for Tenant's Work or for subsequent alterations which are otherwise approved by Landlord).
18. Tenant shall only use the freight elevator for mail carts, dollies and other similar devices used for delivering material between floors that Tenant may occupy.
19. No smoking, eating, drinking or loitering is permitted in the common areas of the Building except in designated areas.
20. Landlord may require that all persons who enter or leave the Building identify themselves to security guards, by registration or otherwise. Landlord, however, shall have no responsibility or liability for any theft, robbery or other crime in the Building, subject, in any event, to the terms of Sections 13.C. and 13.D and Section 14 of the Lease (and in the event of any conflict between the terms of such provisions of the Lease and the terms of this Paragraph 20, the terms of such provisions of the Lease shall control)..
21. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by any governmental agency or reasonably established by Landlord and shall cooperate and participate in all reasonable security and safety programs affecting the Building.
22. Tenant shall cooperate and participate in all recycling programs established for the Building by any governmental agency or reasonably established by Landlord.
23. With respect to the foregoing rules and regulations, in the event of any conflict between such rules and regulations and the express terms and provisions of the Lease, the terms and provisions of the Lease shall govern and control.

## Deliveries

All large deliveries (such as furniture, large office equipment, or anything requiring a cart) for 300 South Riverside Plaza must be made through the dock area located at 420 West Van Buren Street on the south side of the building, and a valid vendor Certificate of Insurance must be on file. Large deliveries are not allowed through the Main Lobby building entrances. Carts of any kind are not permitted in the building lobby. Any size delivery requiring a cart must re-routed to the dock area. Tenant employees are not permitted on the dock unless given expressed permission by Building Management.

### **All large deliveries should be scheduled outside of normal business hours, 6:00 a.m. to 6:00 p.m., or on weekends.**

Large deliveries (delivery loads that require more than 2 freight usages, or exceeding 30 minutes) require prior authorization and scheduling with Building Management. Floor protection (Masonite etc.) is required from the lobby exit/entry doors to the front of the elevator, and from the elevator to the delivery point on a tenant floor.

## Freight Elevators

The building has two freight elevators. Scheduling large deliveries is extremely important. Freight reservations can be made through the Management Office and require additional security coverage. Please review the following freight elevator regulations:

- **All large deliveries and moves must be scheduled with the Management Office at least 24 hours in advance.**
- Tenant office moves must be scheduled for before or after business hours or on weekends.
- Day deliveries can be no more than 30 minutes.
- Deliveries or moves requiring more than three elevator trips or exceeding 30 minutes should be scheduled with the Management Office before 6:00 am or after 6:00 pm.
- Please contact the Management Office at (312) 676-2500 for after hours or weekend arrangements.
- Floor protection must be used for all large deliveries or moves.
- Staging in the main lobby will not be allowed.
- Reservations are on a first come first serve basis.
- Tenant Contacts may have freight access added to their badges, upon request. Please note, tenant employees are not permitted on the dock without expressed permission from building management.
- **There is an additional cost for after-hour freight usage for all move-outs.** For current pricing, contact the Office of the Building at (312) 676-2500, or email 300SRP@300river.com.

## Certificate of Insurance Requirements **Service Contractor**

The Service Contractor shall provide the following minimum insurance coverage:

### **General Liability Insurance**

Each Occurrence                    \$3,000,000

General Aggregate                \$3,000,000

**Automobile Liability**            \$3,000,000

### **Worker's Compensation**

Employers 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 – Insurance

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



# SERVICE 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).

<b>PRODUCER</b>   	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____ <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;"><b>INSURER(S) AFFORDING COVERAGE</b></td> <td style="text-align: center; border: none;"><b>NAIC #</b></td> </tr> <tr> <td style="border: none;">INSURER A : Sample</td> <td style="border: none;">1234</td> </tr> <tr> <td style="border: none;">INSURER B :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER C :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER D :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER E :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER F :</td> <td style="border: none;"></td> </tr> </table>	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>	INSURER A : Sample	1234	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>														
INSURER A : Sample	1234														
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
<b>INSURED</b>  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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>Contractual Liability</b>  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:				01/01/2023	01/01/2024	EACH OCCURRENCE \$ 3,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY				01/01/2023	01/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A		01/01/2023	01/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 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

## Moving Procedures

To safeguard the smooth business operations on all our tenants, we require that all moves are **completed Monday through Friday before 6:00 a.m., after 6:00 p.m., or all day Saturday and Sunday.**

**Please contact the office of the building for move out fees/rates and to coordinate your schedule.**

There are always so many things to consider when moving into, out of or just within a building that even the most organized plan can go awry. To ensure that your move goes as smoothly as possible, we have compiled the following checklists and highlighted pertinent building rules and/or information to assist you in planning your 300 South Riverside Plaza move.

To simplify the moving process, please remember to call the Management Office, (312) 676-2500, as soon as you begin planning your move.

We will be able to assist with:

- Scheduling an Elevator
- Ordering/Removing Suite Signs
- Adding to/Deleting from the Lobby Directory
- Obtaining/Returning the Necessary Access Cards & Keys
- Recommending Movers and/or Sub-contractors
- Establishing a Tenant Representative Contact
- Establishing a Floor Warden and Alternate Floor Warden for Fire Safety
- Providing after hours HVAC during your move
- Scheduling trash and recycling dumpsters for cleanup after the move

### **Building Consideration**

To safeguard the smooth business operations of all our tenants, **we require that all moves are completed before 6:00 a.m. or started after 6:00 p.m., Monday - Friday or all day on Saturday or Sunday.**

**Please contact the office of the building for move out fees/rates and to coordinate your schedule.**

### **Freight Elevator**

Refer to "Deliveries" section for details.

Be sure that movers and delivery people provide any rubber-wheeled dollies and carts that are required. The building does not maintain items for this purpose. Your mover shall provide Masonite as floor protection.

The tenant will be held responsible for any damage that occurs during a move. Therefore, it is critical that the Management Office, prior to the move being initiated, receives a Certificate of Insurance from your mover. Our Management Office will work with you and your moving company on the insurance requirements (refer to Certificate of Insurance Requirements).

### **THINGS TO REMEMBER**

- Provide post office with change of address.
- Provide billing address to the Management Office.
- Notify the phone company to arrange for installation. Please allow adequate lead-time for the phone company to begin your service.
- Ensure that your mover has provided an original Certificate of Insurance to the Management Office.
- Notify ComEd of your forwarding address and telephone number.

## Instruction for Movers

The mover shall perform all services required to move furniture, contents, office machines, records and supplies. **All moves must be completed Monday through Friday before 6:00 a.m., after 6:00 p.m., or all day Saturday and Sunday.** Each employee of the moving company must be bonded and uniformly attired with the same type and color of uniform and the name of the moving company plainly lettered. This is necessary to maintain building security.

### Inspection of Premises

The mover is responsible for inspecting the tenant's suite prior to the move so that he may furnish such equipment and labor necessary to provide for an orderly, timely, and efficient move. He should acquaint himself with all the available information regarding difficulties that may be encountered and the conditions, including safety precautions, under which the work must be accomplished. We ask that you confirm all arrangements in advance with the Management Office at (312) 676-2500.

### Supervision, Labor, Materials and Equipment

The mover must furnish all supervision, labor, materials, supplies and equipment necessary to perform all the services contemplated. All material handling vehicles used in the interior of the building must have rubberized wheels and must be maintained free of grease and dirt. It is required that Masonite floor covering material be provided by the mover and laid down to protect the flooring.

### Crating, Padding and Packing Material

The mover should take every precaution by means of crating and padding to safeguard property from damage. All padding and packing materials are to be removed by the mover.

### Floor and Wall Protection

The mover should at all times protect and preserve the building from damage. All reasonable requests to enclose or specially protect such property must be complied with. This includes furnishing, installing and removing protective materials wherever necessary to protect the building from damage.

### Permits, Franchises, Licenses, or Other Lawful Authority

The mover shall, at his own expense, obtain and maintain any necessary permits, franchises, licenses or other lawful authority required for effecting the movement, handling and other services to be performed. Before the move is made, the mover is required to produce evidence of such authorities.

### Indemnity Insurance

The mover shall deliver, prior to confirmation of scheduling any move, an original Certificate of Insurance evidencing the coverage on the following page. All insurance shall be written through carriers acceptable to Agent and Owner and licensed in the State of Illinois.

**Management will decline the mover access to 300 South Riverside Plaza if the certificate does not meet the requirements listed in the following section.**

## Amenities

### Bicycle Parking

Bicycle parking is made available for our Tenants. Please utilize the bike racks located on the South Plaza and at the base of the steps on the Van Buren side of the building. Any bicycles locked to handrails, benches, etc. will be removed at the owner's expense.

We recommend that Tenants utilize U-Lock or Kryptonite locks over cable for added security.

### Conference Center

Located on the 23rd Floor South, Conference Center rooms are available to rent for Tenant use. The available rooms include: one Large Conference Center that can accommodate 150 individuals, theater style and two partitioned Small Conference Rooms (separated from the Large Center) that can hold 65 individuals, theater style. Both the Large and Small Conference Rooms can be arranged with a variety of seating configurations. The conference center form has additional information regarding pricing, room set up and how to reserve a room.

**Conference reservation forms can be found on the building website.**

### Fitness Center

The Fitness Center is located on the 23<sup>rd</sup> Floor South, and is exclusively for the tenants of 300 South Riverside Plaza. The locker room offers day lockers and spa quality amenities such as towel service and steam showers. Vanity areas are stocked with toiletries. Visit our website below to sign up for the \$150 annual membership, \$15 monthly membership, or the 1 week free trial.

#### Hours of Operation:

Monday to Friday: 5:00am - 9:00pm

**<https://hub.300southriversideplaza.com/hub/amenities/fitness-center>**

### Theater

300 South Riverside Plaza provides a theater for tenants to show corporate training videos or to screen movies for employees. The space includes 42-tiered reclining club seats with USB power for charging electronics and an AV system ready for tenant use. For pricing, please view conference room reservation form.

### Rooftop Bee Apiary

We have three beehives on the roof where our beekeepers, *City Bee Savers*, maintain and care for the bees. This is one of the many sustainability initiatives the building has taken on to help the environment.

### Virtual Concierge Services

Exclusively for the use of 300SRP tenants, the building provides complete corporate and personal support through our worldwide network of business, entertainment and leisure vendors. Corporate Concierge can assist in any request from the ordinary to the exceptional.

## Lobby

**Directory:** The electronic directory provides tenant information as well as news and weather updates.

**Wi-Fi:** The entire lobby is enabled with complimentary Wi-Fi.

## Restaurants

### **Little Toasted**

(312) 929-2706

Hours of Operation: 8:00 am - 9:00 pm



## Mail Service

Delivery of personal mail or packages to the building is highly discouraged. The building does not have the ability to track lost packages if they are not delivered to the Messenger Center.

### US Mail

The U.S. Postal Service delivers mail Monday through Friday to individual suites.

Outgoing mail can be deposited in the outgoing mailboxes located in the Mail Rooms on the south and north sides of the First Floor Lobby Level through the turnstiles.

**U.S. Postal Service** (800) 275-8777

### Express Parcel Service

For your convenience, there are drop boxes for Federal Express and United Parcel Services – located in the Mail Room on the south side of the First Floor Lobby Level. (Loading Dock area)

**UPS** (800) 742-5877

*UPS pick-up service; Monday - Friday, 8:30 p.m. No Saturday pick-up.*

**Federal Express** (800) 463-3339

*Federal Express pick-up service; Monday – Friday, 8:30 p.m. No Saturday pick-up.*

### Messenger Center

There is a messenger center located in the building for your convenience. Please contact them directly to arrange pickup of any package you may be sending.

**Arrow Messenger Center** (773) 489-6688

*Hours of Operation: 7:00 am – 6:00 pm*

## Security

The security of our tenants at 300 South Riverside Plaza is of great importance. We have developed and implemented systems and procedures to maximize personal safety and minimize property damage and theft.

Our security system comprises many elements including card access controls, a fire /life safety system and radio communication between Management Office staff, engineering staff and building maintenance staff. The ultimate responsibility for security in your suite rests with you, the tenant.

### Visitor Access

To register any visitors or guests, simply log on to BuildingHub. <https://hub.300southriversideplaza.com>. Once registered, Tenant Administrators must grant guest registration privileges by changing an employee's role. Then, tenants have the ability to self-register the names of guests and visitors into the system. All visitors must check in at the Security Desk located in the center of the main lobby and present valid photo identification.

### Vendor/Contractor Access

There may be special instances when vendors or contractors may need to perform work in your suite during non-business hours. In such instances, please provide written notification to the Management Office that states the name(s) of the individual(s) and/or company, the date and approximate time they will be on-site and, if required, confirmation of insurance certificate on file with the building.

Please note, the management office will not grant access into any tenant space.

### Property Removal Pass

If you are removing an item and/or packages from your office you are required to provide a property removal pass form to the security officer on duty. If you do not have a property removal pass, you will not be allowed to take the package(s) from the building. The property removal pass also requires a signature from a designated person(s) from your suite. To receive an Authorization Form for Property Removal Pass Signatures contact the Management Office at (312) 676-2500.

### Tenant Precautions

In public buildings such as 300 South Riverside Plaza, ultimate responsibility for security must rest with the individual tenants. During the day, be sure that entrances are never left unattended. Valuables, such as purses, laptop computers, cellular phones and any item that could be easily taken, should be locked up any time that a workstation is unattended. When leaving at night, please ensure that the entrances and exits to your suite are locked.

### Emergency Telephone Contact

In case of emergency, such as theft, fire or other incident after normal business hours, we will notify a designated contact from your company. This procedure allows us to alert tenants as soon as possible in case of unforeseen circumstances.

### Theft, Threat, and Insurance

Any suspected theft, or threat, no matter how small, should be reported to the Management Office and to the Police immediately. Police need to be kept informed of any theft or threat in the building to establish a pattern, and to effectively complete the investigation. The insurance policy for 300 South Riverside Plaza does not cover the personal belongings of tenants. Personal property insurance is the responsibility of the tenant.

## Solicitation

Solicitation is not permitted within 300 South Riverside Plaza. If you notice a suspicious person within the building, please call Building Management at (312) 676-2500 at once and provide as much detailed information as possible regarding the person. Building personnel will escort the person off the premises. We also suggest that you require identification from repairmen who come to work in your suite.

All building contractors are required to check in with security before any work has commenced. All contractors will receive a contractor badge so they can be identified by building personnel and tenants. Please inform your contractors of the building procedures when scheduling work to be performed in your suite.

## Special Keying

All locks in 300 South Riverside Plaza are keyed to a building master key system. This system is necessary so that the building staff has access to all areas in the event of an emergency. For this reason, we require that no locks be changed or additional locks/bolts be added to any door within your suite. If additional lock work is necessary, services will be provided by, or coordinated with, the engineering staff by contacting the Main Office at (312) 676-2500.

## Payment Procedures

Rent and tenant charges are due and payable on the first day of each month. Billing statements are sent to each tenant at the end of the month preceding the due date. Payment of miscellaneous charges should be included with rent payment. All checks should be made payable to the order of South Riverside Building LLC and mailed to the following account or address:

Bank	CIBC Bank USA
Account Name	South Riverside Building, LLC
Account No.	2774364
ABA#	0710-0648-6
Mailing Address	South Riverside Building LLC PO Box 779012 Chicago, IL 60677-9012
Overnight Mail	South Riverside Building LLC Lockbox #779012 350 East Devon Ave Itasca, IL 60143

## Community Information

### General Services

Directory Assistance	411
Poison Control Center - Emergency	(800) 222-1222
Post Office	(800) 275-8777
Chicago Fire Department (non-emergency)	(312) 745-3705
Chicago Police Department (non-emergency)	(312) 746-6000
Illinois State Patrol	(312) 433-8000
Chicago Transit Authority	(312) 836-7000
<a href="http://www.transitchicago.com/maps/">http://www.transitchicago.com/maps/</a>	

### Business Associations and Services

Better Business Bureau	(312) 832-0500
Illinois Chamber of Commerce	(312) 983-7100
Chicago Convention & Visitors Bureau	(312) 567-8560

## 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.