

**BURNHAM CENTER - 111 WEST WASHINGTON  
TENANT IMPROVEMENT CONTRACTORS  
PROJECT SITE RULES AND REGULATIONS – February 2020**

**KEY PROPERTY CONTACTS**

**Office of the Building  
312-368-5320**

**Don DeSanti  
Chief Engineer  
Work: 312-807-4968  
Cell: 773-682-5382  
[ddesanti@goco.com](mailto:ddesanti@goco.com)**

**1. SITE AND BUILDING ACCESS**

- Deliveries and personnel entrance for tenant improvement work is strictly from Calhoun Place (alley on the south side of the building with access from LaSalle St. and Clark St.).
- Large deliveries (ductwork, drywall, etc.) must be scheduled after 6:00 p.m. and prior to 6:00 a.m. with at least 24 hours' advance notice with the management team.
- No access is allowed through the lobby for anyone.
- No access is allowed from any passenger elevators to tenant construction floors.
- No parking is available anywhere at anytime on the project site.
- No trailers, temporary offices, or storage areas are allowed on-site without General Manager approval.
- Contractor badges are required to enter the building and freight elevator. Badges should be obtained from general contractor prior to commencement of work and worn at all times.
- Any keys or access cards must be signed for and returned the same day.
- Contractor is responsible for daily cleaning of those stairwells, corridors, freight vestibules and other common areas contiguous to Tenant spaces.
- Contractors are to use public restrooms located on basement level throughout the project.

**“Loading Dock” Calhoun Place Roll-up Door Dimensions: 6’ W X 9’ H**

**2. WORK AREA ACCEPTANCE**

- The following must be completed and on file prior to start of tenant improvement work on any floor:
  - Telephone directory (including emergency phone numbers) of contractor and subcontractor personnel submitted to Building Management Office.
  - Insurance certificates submitted and approved per Landlord requirements.
  - Work schedules, including freight and delivery requirements (to be updated on a weekly basis).
  - Copy of permit.
- Contractors are responsible for verifying the adequacy of base building for intended use and purpose – e.g. floor loading limitations, power, etc., and are responsible for any system upgrades/modifications and bringing the base building work back to finished condition.
- Contractors are responsible for any damage to the base building resulting from their work, or impacts to base building systems resulting from improper design coordination, or due to the impact of their modifications/upgrades to the base building systems.
- No Smoking is allowed anywhere within the building.
- All openings through demised partitions must be restored to code-required condition (fire-stopped, for example).
- All corridors must be protected (flooring and walls) for the duration of the construction project.
- No food or drink containers are to be left in construction areas; food waste must be disposed of every day throughout duration of project.

### **3. THE BURNHAM CENTER RECOGNIZES ONLY “UNION” TRADE LABOR.**

This means that any vendors/contractors doing any type of work at 111 West Washington Street must be union affiliated. All vendors will be asked to provide union affiliation/identification card before the commencement of any such work is permitted. Vendors that are not union affiliated or cannot provide the proper identification will not be allowed into the building; there will be no exceptions.

### **4. MINIMUM INSURANCE REQUIREMENTS**

Burnham Center requires that all vendors providing a service in the building have a correct, valid certificate of insurance on file. The insurance requirements are detailed below:

- **Commercial General Liability:** (Waiver of Subrogation Required)
  - \$1,000,000 each Occurrence
  - \$2,000,000 General Aggregate
  - \$2,000,000 Products/Completed Operations Aggregate
  - \$1,000,000 Personal & Advertising Injury
- **Commercial Automobile Liability:**
  - \$1,000,000 Combined Single Limit each occurrence for Bodily Injury and Property Damage
- **Workers Compensation/Employer’s Liability Insurance: WAIVER OF SUBROGATION REQUIRED**
  - \$1,000,000 each accident for Bodily Injury by Accident
  - \$1,000,000 each accident for Bodily Injury by disease
  - \$1,000,000 policy limit for Bodily Injury by disease
- **Umbrella Policy**
  - Minimum of \$5,000,000. More coverage may be required, based on service provided

#### **Certificate Holder:**

TFO REVA Golub Burnham, LLC  
C/O Golub Realty Services, LLC  
111 W. Washington Street – Suite 901  
Chicago, IL 60602

#### **Required Additional Insured (Primary and Non-Contributory):**

“TFO Reva Golub Burnham LLC and its Members”  
“TFO Reva Burnham Holding, LLC and its members”  
“Golub Burnham Investors LLC and its members”  
“Golub & Company, LLC and its members”  
“Golub & Company of Illinois, LLC and its members”  
“Golub Realty Services, LLC as managing agent”  
“Golub Real Estate Corp”

**\*Please Include Endorsement Page**

Golub Realty Services must receive 30 days written notice prior to any policy change, lapse, or cancellation. All contractors must be prepared to show Union cards.

Please email all certificates to shenry@goco.com. Hard copies are not necessary if certificates have been emailed.

Please feel free to contact us with any inquiries, including questions regarding the building dock and elevator reservation and use policies.

**5. PERMITS**

- No work is to be performed without a permit posted on-site.
- Each subcontractor must obtain and pay for his own tenant improvement permits.
- Tenant improvement contractor is responsible for any damage and fines to base building resulting from work completed without proper permits.
- Permit must be posted at the construction site and a copy submitted to Landlord’s Construction Representative.

**6. WORKING HOURS**

- Regular working hours (contractor access) are 6:00 a.m. to 5:00 p.m., Monday through Friday.
- Dock hours are 6:00 a.m. to 6:00 p.m., Monday through Friday.
- If you are working on Saturdays or Sundays, or after hours, you may be charged an additional charge as required for security/HVAC/access/hoisting/housekeeping. Prior to work, this work must be approved in writing by Tenant.

**7. HOISTING/FREIGHT ELEVATOR**

**Man/Material Hoist**

- All freight elevator usage must be scheduled with Landlord outside of regular business hours: between 6:00 p.m. and 6:00 a.m. Monday through Friday, all day Saturday and all day Sunday. Additional costs may apply and must be approved in writing by Tenant.
- Straight time hoist limited to labor and small tools only.
- Hoisting must be scheduled a minimum of 24 hours, first come first served basis in advance. Please contact the Management Office to schedule freight and/or dock time.
- No deliveries through Lobby.
- If there are any issues with elevators, please contact Security.

**Freight Elevator/Hoist Details**

**WEIGHT**

**5,000 lbs.**

**CAB DIMENSIONS**

**5’0” W x 9’6” H X 10’2” L**

**8. CLEAN-UP**

- Each tenant improvement contractor is responsible for his own clean up, from point of origin to off-site.
- Clean-up your own lunch trash – no pests!!!
- Keep your work area broom clean at all times.
- Tenant improvement work debris is to be deposited into GC dumpster unless otherwise directed by Landlord.
- Waste Management handles building waste hauling for Landlord. All other waste haulers must have a valid certificate of insurance on file.
- At the completion of a project, no materials, debris or attic stock is to remain in any portion of the building common areas. The tenant will be charged back for any costs associated with removal of these materials by building personnel.
- The building does not store Tenant attic stock. The storage of these materials must be arranged within the Tenant space or at an off-site facility.

**9. TEMPORARY UTILITIES AND SERVICES**

- No Building HVAC is available in the space until construction is complete and balancing is underway. All returns will be blocked throughout the construction process, and supply will be cut off. If you need HVAC in the space during the project, please contact the General Manager.
- Contractors are to provide their own temporary water, unless use of hosebibs are approved by Landlord. Tenant improvement contractors are responsible for flooding/water damage resulting from their negligence.
- All MEP and life safety shutdowns are to be coordinated with the Chief Engineer. All smoke detectors are to remain uncovered unless approved by General Manager or Chief Engineer, and they must be restored when the worksite it closed.

- Access to electrical/mechanical closets shall be granted on an as needed basis. Said doors shall not be propped open, or in any other way prevented from closing.
- Contractors are NOT to use tenant restrooms unless prior arrangements have been made with the General Manager.

**10. PROTECTION & SAFETY**

- All contractors must abide by all legal City of Chicago codes, OSHA, NFPA and EPA guidelines.
- Tenant improvement contractors are responsible for all temporary protection for their own work and for areas they impact outside of their work area.
- Tenant improvement contractors are responsible for code-mandated temporary provisions as required for tenant early/phased occupancy, including temporary partitions/fire separation/egress.
- Tenant improvement contractors are responsible for their own temporary fire protection.
- All accidents that occur on the premises must be reported to the Management Office.
- Copied of SDS sheets for all chemicals used must be on site for all trades.

**11. GENERAL**

- All floor cores require Landlord approval prior to coring. Present coring plan to the General Manager for review and approval.
- All “hot” work must be scheduled with the Chief Engineer, and a Hot Work Permit must be completed. Arrangements must be made at least 24 hours in advance.
- When work is performed in a locked area, all doors are to be locked when contractor is not in the room.
- All contractors are to notify the General Manager when any work is being performed on the fire/life safety system: when it will be shut down and when you anticipate the work to be completed.
- All piping work must be pressure tested at 1 ½ times the operating pressure for a period of 24 hours and must be witnessed by Chief Engineer prior to acceptance. Please contact the Chief Engineer to schedule.
- For all keying and cylinder pinning, please contact the Chief Engineer.
- Hardt Electric is the riser manager at the Burnham Center. Please contact the General Manager for contact information.
- At the completion of the project, Landlord is to receive a copy of all as-built drawings, which should include a copy of any HVAC balancing reports. This will include a disc, drawings, warranties and manuals.

I have read and understand the Burnham Center Rules & Regulations and shared the Rules & Regulations with all sub-contractors.

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Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_ Date