

Burnham Center – 111 West Washington
Tenant Handbook



TFO REVA Golub Burnham, LLC
111 West Washington Street
Chicago, IL 60602
312-368-5320

Table of Contents

Section 1: General Building Information (pages 3-9)	
Management Office Information	3
Building Contact Information	3
Important Numbers to Know	4
Building Mailing Information	4
Holidays	4
Rental Remittance	5
Tenant Contact Information	5
Building Access	5
Elevators	6
Loading Dock	6
Major Deliveries and Moves	6-7
Mail Drop Off	7
Signage	7
Telecommunications	8
Satellite Television	8
Alterations and Remodeling	8-9
Tenant Functions and Guidelines	9
Section 2: Tenant Amenities (pages 10-11)	
Retail Amenities	10
Umbrellas	10
Bicycle Storage and Programs	10
Fitness Center	10
Transportation	10
Conference Room	10
Tenant Lounge	11
Storage	11
Lost & Found	11
Section 3: Building Services (pages 12-14)	
General Maintenance	12
Overtime Heating/Air Conditioning	12
Energy Conservation	12
Window Washing	13
Housekeeping, Trash & Recycling	13
Building Services – Price List	14
Section 4: Security (page 15)	
Security	15
Security Tips	15
Exhibits:	
Exhibit A: Tenant Information Sheet	Exhibit E: Certificate of Insurance Requirements
Exhibit B: Tenant Fire Safety Team Information	Exhibit F: Building App Introduction
Exhibit C: Contractor Rules & Regulations	Exhibit G: Acceptable Recyclable Items
Exhibit D: Moving Guidelines	Exhibit H: Parking Near Burnham Center

WELCOME TO BURNHAM CENTER

On behalf of building ownership and the entire building staff, we extend a warm welcome to 111 West Washington Street, the Burnham Center! We are delighted to have you as our Tenant and will do everything possible to make your tenancy enjoyable and rewarding.

This guide is intended to be a resource for the various services and amenities that are offered at the Burnham Center, as well as the general operating procedures in place at the building. Please call our office if you have any questions: 312-368-5320.

STAY IN TOUCH

Communication between our management team and yours is crucial. Please ensure that your contacts on file with our office are up to date. Designate 1-2 “tenant representatives” to be the contact between your company and the management office staff. Your tenant representatives are responsible for making billable service requests or reporting problems as well as conveying important information from our office to your employees.

We will directly email you and/or your tenant representative as fire drills or building maintenance is scheduled. For emergencies, we have use of building alarm and public announcement systems, telephone calls to emergency contacts, and direct office visits, but we do suggest downloading the Burnham Center app: **Rise Office** from the iTunes app store or Google Play.

<p>PLEASE NOTE THAT THIS PORTION OF THE GUIDE WAS DESIGNED TO PROVIDE YOU WITH GENERAL INFORMATION ABOUT BUILDING SERVICES AND OPERATIONS. IN THE EVENT OF A CONFLICT BETWEEN THE INFORMATION CONTAINED IN THIS GUIDE AND THE SPECIFIC TERMS OF YOUR LEASE, THE TERMS OF YOUR LEASE SHALL SUPERSEDE THIS GUIDE.</p>
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GENERAL BUILDING INFORMATION

MANAGEMENT OFFICE INFORMATION

TFO REVA Golub Burnham, LLC
111 W. Washington, Ste. 901
Chicago, IL 60602

Phone: (312) 368-5320

Office of the Building Hours: 8:30 a.m. – 5:00 p.m., Monday - Friday

The Burnham Center offers a variety of services and conveniences. Please direct all requests and questions concerning the building to the office of the building at the above number. Security is on site 24 hours a day, seven days a week, for building emergencies.

BUILDING CONTACT INFORMATION

MANAGEMENT CONTACTS

Ami Ritschdorff
General Manager
(312) 368-5320
aritschdorff@goco.com

Sarah Henry
Assistant Manager
(312) 368-5320
shenry@goco.com

Allie Goldstein
Tenant Services Coordinator
(312) 368-5320
agoldstein@goco.com

Don DeSanti
Chief Engineer
(312) 368-5320
ddesanti@goco.com

Karl Ashford
Director of Security
(312) 368-5320
kashford@goco.com

LEASING CONTACTS

Olivia Wirth
Golub & Company
(312) 535-5648
owirth@goco.com

IMPORTANT NUMBERS TO KNOW

All Emergencies	911
Non-Emergency	311
Office of the Building	(312) 368-5320
After Hours Building Security Desk	(312) 807-4960
After Hours Security Mobile Phone	(312) 402-5461
Local Police Department	(312) 746-6000
Fire Department	(312) 744-6666
Area Hospital: Northwestern Hospital	(312) 908-2000

BUILDING MAILING INFORMATION

Your mailing address is:
Your Firm Name (or individual name)
111 West Washington Street
Your Suite Number
Chicago, IL 60602

HOLIDAY

The Office of the Building will be closed in observance of the following holidays:

- New Year's Day*
- Presidents' Day
- Memorial Day
- Independence Day*
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day*
- New Year's Eve

*When these holidays fall on a weekend, the Office of the Building observes the Monday or Friday designated as the Federal Holiday.

RENTAL REMITTANCE

Rent should be paid by the first day of each calendar month during the term of the lease.
Three methods of rent remittance are available to tenants:

US POSTAL SERVICE

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

ACH OR WIRE TRANSFER

Account Title: TFO REVA Golub Burnham, LLC
Account #: 1826003925
ABA/Routing #: 322270288
Bank Name: CIT Bank, N.A.
Bank Address: 75 N. Fair Oaks Ave.
Pasadena, CA 91103

TENANT CONTACT INFORMATION

The management office will ask for a “Tenant Information Sheet” form each tenant upon move in. This sheet will need to be updated annually and/or if there have been any employment changes within your company. Please see Exhibit A for the Tenant Information Sheet.

BUILDING ACCESS

Tenants will have access to the building 24 hours a day 7 days a week with the use of their access card. Building personnel are strictly forbidden to grant access to a tenant space without proper approval from an authorized tenant contact. The Tenant Information Sheet will provide the Office of the Building with a list of the names and numbers of at least three individuals who may be called to authorize admittance into the building for an employee or visitor.

ACCESS CARDS: Each approved and requested employee will receive an access card from Security. This card will give tenants access to the building after normal building hours, on the weekends. To receive an after-hours access card, an approved tenant contact will need to submit a work order in Rise.

AFTER HOUR VISITOR ACCESS: Employees must meet any visitors arriving after hours or over the weekend in the building lobby and escort them to their suite. Security will not give access to any visitors without proper authorization from a tenant contact.

ADA ACCESS: The ADA accessible doors are located on the Clark Street and Washington Street entrance. After business hours, however, only the Washington ADA door will be open.

ELEVATORS

Burnham Center is equipped with 14 passenger elevators and one freight elevator. Passenger elevators are available for tenant use 24 hours a day 7 days a week.

<u>LOW RISE ELEVATORS</u>	<u>FLOORS</u>
North Elevators – Cars 5-8	1-12
South Elevators – Cars 10-12	1-12
<u>HIGH RISE ELEVATORS</u>	<u>FLOORS</u>
North Elevators – Cars 1-4	12-21
South Elevators – Cars 13&14	12-21
<u>FREIGHT ELEVATOR</u>	<u>FLOORS</u>
Dock – Car 17	Sub-Basement – 23

FREIGHT ELEVATOR: The use of the freight elevator (Car #17) is available for use on a first come first serve basis during normal business hours (6 a.m. – 6 p.m. Monday – Friday). Scheduled deliveries outside business hours and on the weekends will need to be scheduled through the Office of the Building. Please call (312) 368-5320 for more information.

FREIGHT ELEVATOR DIMENSIONS

5'0" W x 9'6" H x 10'2" L
Weight Capacity – 5,000 lbs.

LOADING DOCK

The loading dock is open Monday through Friday 6am – 6pm on a first come first serve basis and is accessible off LaSalle or Clark Street. All deliveries must be directed through the dock. Delivery personnel will need to show proper identification and sign in with security before they will be given access to tenant floors.

The Office of the Building reserves the right to stop any unauthorized deliveries and may request the delivery be rescheduled after hours.

MAJOR DELIVERIES AND MOVES

Any large moves and/or deliveries that require more than 20-30 minutes must take place before 6am or after 6pm Monday – Friday, or any time Saturday or Sunday. A freight reservation is required and can be coordinated with the Office of the Building.

Here are a few guidelines to keep in mind:

1. All movers and/or delivery personnel must protect all doors and door bucks, including elevators. In addition, movers must protect all building flooring and carpeting with 4' x 8' sheets of plywood, Masonite or other comparable protectant.
2. Only union movers who have been approved by building management are permitted to work on the premises. All union employees must present their union identification to security before access in to the building is allowed. Please see Exhibit D for the approved union movers list.

3. All moves need to go through the loading dock, which is accessible off LaSalle or Clark Street. The use of the lobby entrance for large moves and deliveries is strictly prohibited.
4. During the move, only the freight elevator may be used. Passenger elevators are not to be used for moving of personal or business property.
5. Because tenants are responsible for any damage to the premises or persons resulting from the actions of their movers, an appropriately worded certificate of insurance is required from a **union** moving company. The certificate must name the proper additional insureds and meet the building limit requirements. Vendor COI's must be sent to Compliance Depot no later than 48 hours in advance. Please see Exhibit E for TFO REVA Golub Burnham, LLC's COI requirements.
6. A freight operator is required for all major moves and deliveries to open the dock and operate the elevator. This expense is the tenant's responsibility and they will be billed accordingly on their monthly rent statement. **We require at least 48 hours written request prior to the move to schedule the additional guard needed.**
7. All tenant premises shall be left in good order, repair, and condition, and shall be left in a broom clean condition as set forth in the lease. The loading dock area and service elevator shall also be left in good order, repair, and condition. Tenants not doing so after any move will be charged accordingly and enforced under the terms of their lease.
8. Unless the above procedures are met and strictly adhered to for all moves, the move will not be authorized. Please know in any instance that a move has commenced and the above procedures are not being met and strictly adhered to, the move may be delayed.

US POSTAL SERVICE AND SHIPPING INFORMATION

There are US Postal Service drop boxes located in both building lobbies, near the entrances. The US Postal Service delivers mail directly to your suite each afternoon. The closest US Post Office is located at the State of Illinois Building, only one block away, at 100 West Randolph Street (entrance on LaSalle Street).

The nearest Federal Express and UPS drop boxes are located at 33 North LaSalle Street, which is conveniently accessible through the covered walkway between the buildings along the west corridor from the Washington Street Entrance.

SIGNS, LETTERING, AND NOTICES

Only building standard signage can be displayed outside your suite and orders must be coordinated through the Office of the Building. Any deviation requires prior written approval from the Office of the Building.

TELECOMMUNICATIONS

The Riser Management Company for the property is **Hardt Electric**. Hardt will be responsible for maintaining and servicing the telecommunications infrastructure from the Netpop (the room where all telecommunications service originates) to the service block in each space.

If you require riser management services, please contact the Office of the Building.



Lou Ehmke

☎ (312) 533 - 1833

✉ l.ehmke@hardtelectric.com

Telecommunication providers currently in use:

Providers	Contact	Email	Phone Number
AT&T	Raul Delgado	Rd9691@att.com	(312) 982 - 6761
Zayo Group	Customer Service	sales@zayo.com	1 - 866 364 - 6033
Comcast Business	Customer Service	N/A	1 - 800 - 934 - 6489
Birch / Cebeyond	Customer Service	N/A	1 - 866 -424 - 5544
XO Communications	Customer Service	N/A	1 - 800 - 421 - 3887
RCN	Dan Donato	Dan.donato@rcn.net	(312) 955 - 2080

SATELLITE TELEVISION

Comcast and USA Wireless (DirecTV) provide satellite television services in the building. If you require this service, please use the contact below:



Steve Schoen

☎ (847) 579-4248

☎ (847) 831-5063

✉ steve@usawireless.tv

ALTERATIONS AND REMODELING

Alterations to tenant suites require the approval of the Office of the Building and may require a building permit. Requests to make alterations should be sent in writing to the General Manager. Only contractors approved by the Office of the Building can perform alterations. All construction contractors including general, electrical, plumbing and phone contractors must register with the Office of the Building at least one week prior to performing any work in the building and a current certificate of insurance must be on file.

Installing or maintaining systems that affect the building’s infrastructure, such as HVAC equipment,

electrical, communication equipment, computer or alarm systems, power or fire protection, must also be coordinated with and approved by office of the building.

No work can be performed without an approved certificate of insurance on file. Additionally, the building will not loan out any tools, equipment or ladders to tenants or contractors.

TENANT FUNCTIONS AND GUIDELINES

If you are planning a function (e.g., party, reception), please notify the Office of the Building at least two weeks in advance. The Office of the Building maintains certain policies and procedures that assist in coordinating events and limiting liability of the building.

The Office of the Building may ask for the following: date and time of event, number of guests, presence of alcohol, parking requirements, overtime HVAC requirements, service elevator use, janitorial needs, electrical requirements (for sound equipment), security requirements, and certificates of insurance. A function may not be held in the common areas or on the building grounds without prior management approval.

TENANT AMENITIES

RETAIL TENANT AMENITIES

Athletico – Clark Street entrance, (312) 450-6468
Jimmy John's – Clark Street entrance, (312) 629-1800
Jasmine Nails – Clark Street entrance, (312) 263-0333
DelMonico Gourmet – Interior lobby, (312) 345-0707
Gateway Newstands – Interior lobby
TD Ameritrade – Northeast corner, (312) 516-3185
Fifth Third ATM – Interior lobby

UMBRELLAS

Umbrellas are available for tenant use and are located at the security desk. To borrow an umbrella, please see a member of the security staff in the lobby of the building. Each umbrella borrowed should be returned to the Security Desk the following day.

BICYCLE STORAGE AND PROGRAMS

BIKE STORAGE: 24hr bike storage is available in three areas on the basement level, accessible via freight elevator. A Dero Fixit Station, including an air pump, is also provided for tenant self-maintenance on the basement level.

BIKE LOAN PROGRAM: Bikes are available for check out. Users should bring ID and fill out a registration form at the security desk. Loaner bikes are located in the basement bike rack area and include use of a lock. Bikes must be returned to the building by 5:30pm and checked in by a security officer.

PEDAL TO THE PEOPLE: Free tune-ups are provided during the Summer. Call the office for upcoming dates.

FITNESS CENTER

A tenants-only fitness center is located on the 13th floor in suite 1315 and contains a variety of cardio, weight machines, and fitness equipment, as well as a stretch room. Each locker room features two showers and locker storage. Towel service is included. Hours: 6am-7pm. Access is granted via security card. Please contact the Office of the Building for current membership rates.

TRANSPORTATION

Conveniently located in the heart of The Loop, Metra and CTA "EL" rail stations and bus stops are just a few blocks away. The following websites can provide additional information on public transportation: www.transitchicago.com or www.metrarail.com

CONFERENCE ROOM

Conference room meeting space is available in suite 1212. The room seats up to 32, and tables can be arranged in a board room, lecture hall, or classroom grouping style. Two white boards are mounted on one wall. A Polyphone speakerphone device is available, along with a flat screen television that can be connected to your laptop via HDMI cord. There is also an area for refreshments. *Caterers are required to provide a COI to Compliance Depot 48 hours before the event.

Room rental is \$30/hr. Please email agoldstein@goco.com or check the Rise Office amenity calendar for availability.

TENANT LOUNGE

The Tenant Lounge in suite 960 is available for tenant use 6am-7pm, M-F. To enter, download the app “**Rise Office**” via App Store or Google Play. Hold the QR code found under the couch icon beneath the red lights of the door entry’s reader.

*You may need to increase your phone’s brightness settings for a proper reading.
Call 312-368-5320 if you have difficulty accessing the lounge.

This flexible event space is also available for rental. High tops or other tables available by request. Room rental is \$30/hr., with a 4-hour minimum. *Caterers are required to provide a COI to Compliance Depot 48 hours before the event. Please email agoldstein@goco.com or check the **Rise Office** amenity calendar for availability.

STORAGE

Storage spaces is available in the building. If you require additional storage space, please contact the Office of the Building.

LOST AND FOUND

Please report any lost or found items to the office of the building or security desk.

BUILDING SERVICES

GENERAL MAINTENANCE

A service request may be submitted using our online maintenance system, Rise Office. To gain access to Rise and detailed instructions on operating the site, please contact the Office of the Building at (312) 368-5320 or email Allie Goldstein, Tenant Services Coordinator with any Rise Office questions, agoldstein@goco.com. Submitting requests online will ensure our engineers receive work orders directly and allows the management team to track any ongoing issues.

When entering a work order, please be sure to enter as much detail as possible (employee name, location, office location, phone number...etc.) so our engineers can locate the person/area. There may be a charge associated with certain work orders (light bulbs replacement, plumbing, lock repair...etc.). Please see the price list on page 11.

HOT AND COLD CALLS: Please address any temperature calls with the Office of the Building as soon as possible. Please note, space heaters are strictly prohibited. In addition to being a safety hazard and against City of Chicago fire code, space heaters can disturb the accuracy of building thermostats and cause employees in the surrounding areas to be too cold.

OVERTIME HEATING/AIR CONDITIONING (OT HVAC)

Air conditioning and heating will be provided during normal business hours:

Monday – Friday	8:00am – 6:00pm
Saturday	8:00am – 1:00pm

If HVAC is required after hours, please submit a work order in **Rise Office** and be sure to include the date, times, and location. There will be a cost associated with OT HVAC and will be on the monthly rent statement. To ensure the building is staffed appropriately, all requests must be submitted no later than 24 hours in advance.

WINDOWS: Windows must remain closed for your safety and proper building pressurization meeting fire codes. If the building does not maintain a slight positive pressure, the likelihood that a small fire could travel from one space to another increase. Our HVAC system is designed to provide consistent air quality to our tenants at a comfortable temperature. If you feel that you need an adjustment, please submit an electronic request in Rise Office or call our office.

ENERGY CONSERVATION

Tenants can assist in our efforts to reduce building operating costs through energy conservation. Please make a special effort to educate your employees about the importance of using energy wisely.

Following are examples of how your employees can help in our efforts to reduce energy costs:

- Window treatments should be closed during those times when there is direct sun (including weekends).
- Employees should be reminded to turn off all lights, computers, copiers, etc., when not in use or before leaving for the evening or weekend

WINDOW WASHING

The building's interior and exterior windows are washed throughout the year. Prior to each window washing cycle, building management will notify each tenant. All lobby windows and doors are cleaned on a monthly basis.

HOUSEKEEPING

Janitorial services are provided five times a week, Monday – Friday, excluding holidays, after regular business hours. During regular business hours, janitorial service is provided for restrooms and general public areas of the building. Special cleaning requests are available to each tenant for an extra cost that will appear on the monthly rent statements.

TRASH REMOVAL: Normal building trash removal is provided as a standard building service Monday – Friday. Any empty boxes or items that need to be thrown out but are too large to fit inside a trash receptacle, please attach a “Throw-Away” orange sticker to each item that needs to be thrown out. The orange stickers are provided by the Office of the Building. Please feel free to call the main number (312) 328-5320 for immediate removal.

DUMPSTERS: Small dumpsters are available if you would like to dispose of large amounts of debris. The charge for the use of the dumpsters will be billed on the monthly work order invoice.

- Open top dumpsters are also available. The Office of the Building will contact the current trash vendor, and they will be able to provide 20 or 30 yard open top dumpsters. Please contact the Office of the Building at for current rates.

RECYCLING: The building currently recycles most paper and cardboard, batteries, light bulbs, aluminum, glass and plastic bottles. An electronic recycling program will be twice a year (April and November). The program allows tenants to safely recycle computers, phone equipment, fax machines, cell phones...etc. at no cost to the tenant. See Exhibit G for a complete list of acceptable items.

DESK SIDE RECYCLING: Desk-side recycle bins are located at each desk and are used for recyclable paper only. Desk-side recycle bins are provided at no cost at move-in.

GLASS/ALUMINUM/PLASTIC RECYCLING: Containers for glass, aluminum, plastic recycling should be located in a centralized area, such as a kitchen or break room. If you would like to purchase a container, please contact the Office of the Building.

SERVICE PRICE LIST

LABOR SERVICES

DEPARTMENT	REGULAR	OT	HOLIDAY
Engineering	\$73.60	\$110.40	\$180.00
Janitorial	\$50.00	\$70.00	\$100.00
Security	\$33.14	\$49.71	\$82.87

There is a 1/2 minimum for all labor charges.

SERVICES & MATERIAL

LIGHTS, BULBS & BALLASTS	
Bulbs	Bulb costs plus Janitor labor
Ballast	\$40 plus Engineer Labor
DUMPSTER	
Small Dumpster - 1/2 yard	\$35.00 (includes Janitor's time)
Large Dumpster - 1 yard	\$45.00 (includes Janitor's time)
Recycling Dumpster	\$34.00 (includes Janitor's time)
SIGNAGE	
Suite & Directory Signage	By Quote
Vinyl Decal Lettering (glass suite doors)	By Quote
KEYS	
Suite and Washroom Keys	\$5.00/each
Change lock/core	\$50.00/each + Engineer Labor
ACCESS CARDS	
	\$15.00/each
HVAC – 24 Hour Notice Required	
After-Hours Cooling	\$100.00/hr. plus Engineer's time
After-Hours Heating	\$100.00/hr. plus Engineer's time
After-Hours Fans	\$50.00/hr. plus Engineer's time
GREASE TRAPS	
Clean Grease Trap*	Engineer's Time
Replace Grease Trap	By Quote
* Should be cleaned at least once yearly	
FREIGHT OPERATOR	
Security or Maintenance Labor + use of freight elevator	\$60/hour - 4 hour minimum
RENTABLE ROOMS – (24 Hr Notice Required)	
Conference Room, Suite 1212	\$30/hour – no minimum
Tenant Lounge, Suite 960	\$30/hour – minimum of 4 hours

SECURITY

Building Security is on site 24 hours a day, 7 days a week. Building Security is responsible for monitoring the lobby, loading dock, and all common areas within the building.

Building Security Officers are not armed and are only intended to serve as protection for the building and as a deterrent to crime. Actual enforcement of local laws is the role of the Chicago Police who should be contacted along with the Office of the Building if a crime or situation requiring the use of force occurs.

Valuables should be stored in a safe place and doors locked after hours. Any strange or specious behavior should be reported to the Office of the Building or Building Security immediately.

SOLICITING AND LOITERING: Canvassing, soliciting, peddling and loitering are not allowed anywhere on the property. If you are approached by a solicitor of any kind, or if you observe an individual engaged in such activities, contact the Office of the Building at (312) 368-5320 as soon as possible.

SECURITY TIPS

Building Management and Security take every precaution to protect tenant property. However, tenants are wholly responsible for the security of personal property within their suite. Here are a few security tips to help reduce incidents of theft or intruders:

- Never leave a suite door unlocked while the reception area is unattended.
- Rear doors or secondary entrances should be kept locked at all times.
- Hang coats and wraps away from the entrance to the office to reduce the possibility of their being easily stolen while you are busy.
- Lock desks when not seated at them.
- Instruct employees to keep valuables, including laptops, electronic devices, and personal property in secured areas (locked desks, file cabinets or closets) when leaving areas unattended and over weekends.
- Always keep safes, strongboxes or similar devices locked, particularly when unattended. Do not divulge combinations of safes or leave combinations where they can be found or easily deciphered.
- Record serial numbers of all valuable office equipment. If anything is stolen or missing, a record of serial numbers will aid in the recovery of the items.
- Do not let persons other than your employees and clients into building restrooms.
- Building personnel are always ready to properly identify themselves. Persons posing as working for the building which you may not readily recognize should be reported to the Office of the Building or the Security Control Room immediately. Every tenant has the right to question all those who enter their suite for proper identification.

There is 24-hour security seven days a week at the Burnham Center. If you are working after-hours, feel free to let security know you are on site. After normal business hours, please make sure that all entry doors to your suite are closed and locked.