NORTH 203 LASALLE

MEMORANDUM

TO: Construction Contractors/Space Planners/Architects & Tenants

FROM: Management Office – 203 North LaSalle Street Building

RE: Construction – Rules & Regulations

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1 CONTRACT AIA 104

- A signed copy of the Abbreviated Form of Agreement between Owner and Contractor must be on file in the Management Office prior to any work commencing. Bid, space and plans should also be on file in the management office along with a construction schedule indicating the commencement and completion dates of all phases of work, including final clean-up and move in.

2 CERTIFICATE OF INSURANCE

- General Contractor shall not be allowed to deliver materials or begin construction activities without a current and compliant Certificate of Insurance meeting all insurance requirements. The COI requirements can be found in Exhibit A.

3 COMPLIANCE

- All City, state and federal codes and laws shall be complied with.

4 LIEN WAIVERS

- General Contractor and subcontractors must supply the necessary lien waivers pursuant to the contract before payments are made.

5 SUBCONTRACTORS

- Management is to be provided with a complete list of all subcontractors including after-hour emergency phone numbers. Certificates of insurance will be required from each subcontractor, making deliveries, or working in the building. The contractor shall comply with all union requirements in conducting work. The contractor agrees to employ only labor which shall not result in jurisdictional disputes, strikes or cause disharmony with other contractors, building management, building employees, or various other occupants of the building.

6 IDENTIFICATION & ACCESS

- (Contractor Registration) – Construction workers must register with the loading dock officer, presenting union identification, each morning to receive a building pass prior to entering the building. This pass must be worn at all times and returned to the dock office at the end of the day. All tradesmen, while working in the building, shall act in a professional manner and any individual found violating these rules will be immediately removed from the property:
  - No abusive or objectionable language
  - No smoking anywhere in the building
  - No alcohol or illegal substance
  - No physical violence or fighting
  - No standing in lobbies or unauthorized congregations throughout building common areas.
  - Access – All construction personnel shall use the freight elevators. Use of passenger elevators is prohibited.
  - Use of washroom facilities - Use of washroom for anything other than their designated purpose is prohibited. Washrooms and clean-up areas are to be returned to the original condition on the completion of the job. Contractor will be billed for any clean-up.
  - No stealing
  - No loitering in or around the building
  - No possession of any article(s) deemed hazardous, such as a firearms

7 DELIVERIES TO BUILDING - All deliveries (i.e., materials, tools, equipment, etc.) must be directed through the loading dock located on the north side of the building. Large deliveries must be made in the early morning, prior to normal building operations. Deliveries must be accepted by the General Contractor and delivered directly to the construction site in the building. Dock hours are 6:00 a.m. to 5:00 p.m. Large deliveries, including but not limited to drywall, conduit, carpet, etc., in excess of ½ hour, will require delivery to be scheduled after hours under the supervision of a security officer at the rate of $60.00 per hour with a 4-hour minimum. An additional cost for security will be incurred for use of the dock and beyond regular building hours. This cost should be included as a cost to the project and will be billed direct to the General Contractor.

Dock Dimensions:

1. Bay #1 Height 16'; Width 9' 5 ½"; Length 28'
2. Bay #2 Height 15' 8"; Width 10'; Length 28'
3. Bay #3 Height 13' 5"; Width 10'; Length 28'
4. Dock Curb Height: 2' 6 ½"

Freight Car Dimensions:

Door Opening 4'; Depth 7' 1"; Width 5' 8"; Height 9', Across 9' 1"

Freight Car Capacity;

6000 lbs.

8 NOISE

- Floor coring, plumbing, demolition, etc., which causes excessive noise or disruption to tenants, shall be done after regular building hours. (6:00 p.m. to 8:00 a.m.). After hours, work should be scheduled through the management office. Radios and other noise will be kept to a reasonable level as not to disturb the tenants and/or their guests.

9 DEMOLITION / RECOVERY OF MATERIALS

- Prior to demolition, the General Contractor must identify with the Chief Engineer items to be removed and make arrangements for restocking of same.

10 TRASH REMOVAL

- The General Contractor shall contact SBC Waste Solutions or their own trash hauler (approved by management) to arrange for a dumpster and billing. There is one loading dock available for a construction dumpster. Actual demolition shall occur after regular building hours to avoid noise disruption to other tenants. All waste removal shall be conducted during regular building hours, in order to comply with the City of Chicago noise ordinance and removed from the space via the freight elevator under the supervision of a security officer (at an additional cost). Each General Contractor is responsible for removal of their construction debris. If more than one General Contractor is working in the building, arrangements should be made between contractors to share the cost of the dumpsters. Management is not responsible for unauthorized use of dumpsters.
- The General Contractor is expected to keep the construction area clean and free of debris accumulation. Trash and other materials must go directly into the dumpster. Trash is not to be left in elevator lobbies, corridors or lying on the dock. Proper care must be given to building floors, walls, doors, and elevators.

Elevator door openings at the floor must be sealed off and protected from debris, with extra precautions taken to prevent the accumulation of rubbish in the sill and into the shaft itself. Any charges incurred by the building with regard to elevator repair as a direct result of the demolition will be passed along to the Contractor. Contractor will also be charged for necessary cleanup by building staff.

- GC is responsible to provide waste reports of all waste trash removal throughout the project as part of the close out documents. Reports needs to have recyclables and landfill separated.

11 WORK HOURS / AFTER HOURS WORK

- Building Management is to be advised of the daily work hours on the project. All coring, cutting, hammer drilling, and repetitive noise work requiring access to an existing tenant's space shall be done after hours. (Minor work may be allowed during regular hours but will require advance approval from management). Existing tenants should be given a minimum of 48 hour's notice. General Contractor will assure that a management representative or engineer will be present at all meetings with existing tenants. Cost of engineer's supervision for after-hours work will be an expense of the General Contractor.

12 DISRUPTION OF SERVICES TO TENANTS

- Management is to be notified at least 48 hours in advance when contractor requires shut down of electricity, water, sprinkler or HVAC systems.

13 WORKING IN EXISTING TENANT SPACES

- All work in existing tenant spaces must be coordinated with the Management Office. Advance notice of 24 hours shall be given to any Tenant whose space must be entered to complete the work. A security officer shall be hired to monitor any work in another tenant's space if it is so required by that tenant. This expense shall be borne by the General Contractor. Contractor shall not contact the Tenant directly without prior approval from Management.

14 SAFETY

- Work area is to be kept neat and orderly at all times. Lunch and other perishables, which may attract rodents and pests, must be removed from the premises as soon as possible, but no later than the end of each workday. Fire extinguishers and a first aid kit should be kept in the work areas at all times. Any injuries and/or accidents must be reported to Management. (After hours and/or weekends, notify security at the LaSalle Street console.)

15 HOT WORK PERMIT

- The following procedures shall be strictly adhered to when contractor and/or subcontractor employs any method of welding, gas or electric, flame cutting or performing open flame soldering.
  - Contractors must contact Building Engineers at least 48 hours in advance to obtain the necessary hot work permit for any open-flame work to be performed on the premises. Before any cutting, soldering or welding can commence, the work must be reviewed by the Project Superintendent and a representative from the Subcontractor responsible for performing the work along with a Building Engineer.

- After the contractor fills out the provided hot work permit, Building Engineering will approve and sign off. Once the permit is executed by all parties the contractor must keep the permit posted at the work site while the hot work is performed. After the hot work is complete the permit must be returned to the Building Engineering Department at the end of the contractor/subcontractor's shift.
- 1 hour after burning/welding is complete; a fire watch will be conducted by the contractor.
- All penetrations through any Building wall(s), floor(s), and/or ceiling must be sealed with City of Chicago approved fire-rated material(s).
- Building Engineers and/or Management may conduct periodic checks of all construction areas while hot work is being performed. If open flame practices differ from those outlined herein are observed, the building may suspend all open flame work for the remainder of the shift.
- Suitable fire extinguishing equipment must be maintained in a state of readiness.

16 CORING

- No coring or cutting of concrete slab is permitted without prior approval from Building Management. Any work of this nature will require the approval of a structural engineer with an X- ray or radar scan of the slab. The structural engineer is designated by Building Management at the contractor's expense unless otherwise noted. Any coring through rebar is to be approved by a structural engineer. Coring will be completed after regular business hours with supervision by the building engineer. Cost for the supervision will be at the expense of the general contractor retained to perform the work.

NOTE: Set forth below are the basic mechanical, electrical and plumbing guidelines for the building. Any deviation reflected in the plans and specifications should be brought to the attention of Management. The mechanical, electrical, and plumbing plans are subject to review and approval by the building's Consulting Engineer.

17 MECHANICAL/ELECTRICAL/STRUCTURAL TIES TO THE BUILDING

- All tie-ins and shutdowns to existing building and building equipment must be done after hours under building engineer supervision at the contractor's expense. 48-hour advance notification of building tie-ins and shutdowns is required and is to be coordinated through the management office. Testing of equipment should be coordinated with Management. All tests require no less than 24-hour notice.

18 HVAC

- All return duct grills must be covered with filter media before work commences, should be changed throughout the project as needed, and be removed at the completion of the project.
- Provide access panel for the relocation of any constant air volume boxes, balancing dampers, baseboard heater junction boxes, and life safety junction boxes etc. located in any drywall ceiling areas. Keep all electric, phone conduits, plumbing pipes, sprinkler pipes, and ductwork clear of constant air volume boxes so as not to block access to unit for servicing.
- All new constant air volume boxes must match base building design.
- All baseboard heat covers need to be accessible and removable for servicing

and proper air flow.
- It should be verified with the City Inspectional Department whether a toilet exhaust booster fan will be required to compensate for long duct runs.
- All new and relocated primary ductwork is to be sealed and insulated (if need to) by the mechanical contractor to match base building design.
- All condenser piping is to be cleaned and pressure tested for 24 hours. (This procedure must be witnessed by a building engineer)
- All package unit condenser water piping should include isolation valves, thermometers, strainers, bypass lines with strainers, and gauges.
- Provide a drip pan piped to a floor drain for all package air conditioning units. Systems with condensate pumps require constant maintenance due to frequent clogging and pump failure causing floods.
- Provide drip pans under booster pumps, condensing units, HVAC units, and hot water heaters.
- At new connections to Building risers, provide full size futures with caps or plugs.

19 ELECTRICAL

- All devices installed above ceiling shall be plenum rated or installed within a plenum rated enclosure
- All wire and cable (including low voltage) must be installed per code – above ceiling is plenum which requires conduit.
- Comply with building's requirement and specifications for colored conduit and box covers.
- All vertical riser work within building riser closets and contiguous horizontal run must be completed by building approved vendor.
- All new and removed conduit penetrations in walls of electrical and riser closets shall be fire sealed to maintain fire rating of walls.
- All ledgers in new and existing electrical panels need to be installed or updated before job is commenced.

20 FIRE ALARM and LIFE SAFETY

- Comply with all applicable Electrical Building Standards.
- Contract with building approved Fire Alarm and Life Safety contractors for final tie ins, programming, testing and documentation for all fire alarm and life safety systems. Provide documentation to required agencies and Landlord.
- End of line resistors shall be noted on junction box and as-built drawings.
- Mechanical tees and braided lines shall not be used for any branch connections and sprinkler head connections.

21 PLUMBING

- All vents and sanitary piping should have cleanouts every 50 feet and with every change of direction.
- Sufficient waste and grease trap cleanout access must be provided.
- All water shut off valves and clean outs should be accessible. If located behind drywall ceiling and/or walls, alternatively provide access panels.
- At new connections to building domestic water risers, provide full size futures with caps or plugs.
- Sprinkler piping to clear all constant air volume boxes so as not to block access to controls and servicing needs.

- Fire system piping shall be rated as schedule 40 or higher.
- All pipe fittings shall be threaded (screwed) or mechanically grooved. Class shall match or exceed existing system pressure. **No braided lines shall be used for fire sprinkler head connections.**

22 CLOSE-OUT DOCUMENTS

- Reference Exhibit B, to ensure all required close-out documents are received at the end of the project.

23 OTHER MISCELLANEOUS

- The contractor is responsible for removal back to source and capping of unused or abandoned conduit, cables, ductwork, pipe or other materials.
- Partitions containing plumbing pipes, valves, fixtures, etc. must be inspected by the applicable inspectional agencies and the building engineer prior to being closed in.
- Access to all mechanical, electrical, plumbing controls, valves, switches, and motors must be kept free from obstructions.
    - A 4” clearance from the ceiling is required for all mechanical and electrical infrastructure.
- Perimeter metal windowsills will not support workers and should not be used as a work platform or support for heavy tools, materials, etc. Any damage sustained to such sills will be the responsibility of the General Contractor.
- No penetrations shall be made through the perimeter walls without approval from management. These walls contain a vapor barrier, and the integrity of this vapor barrier must be maintained.
- Please provide keying schedule as soon as possible. Engineering will pin all locks.
- All locks must be building standard: Corbin Russwin 6 pin 60 keyway.
- All window blinds must either a) be rolled up and covered with plastic for the duration of the project, or b) removed, temporarily stored, and re-installed at the completion of the project. General Contractor is responsible for the storage location of the blinds and for any and all damages occurred to the blinds.
- For the installation of heavy equipment such as, but not limited to U.P.S. systems, a floor loading survey is to be conducted by a structural engineer to confirm loading requirements.

24 SUSTAINABILITY STATEMENT

- The Building has adopted the United States Green Building Council’s (USGBC) for Existing Buildings: Operation & Maintenance (LEED-EB:OM). LEED-EB: OM requires that tenant spaces under design, construction or remodel adhere to additional policies in order to maintain certification status. The policies seek to improve energy efficiency and water efficiency while reducing waste, improving environmental quality and promoting the use of sustainable materials. The LEED-EB: OM certification is a commitment to proving an enhanced environment for all tenants to work and enjoy. All contractors performing alterations are to perform work in compliance with the building indoor environmental quality procedures. Management will audit spaces during construction to verify environmental quality procedures are being adhered to and can stop construction if environmental procedures are not being followed.

Exhibit A

203 NORTH LASALLE STREET
Insurance Requirements

The Service Provider shall provide and maintain at its own expense the following project-specific insurance coverage written by companies with an AM Best rating of A-X or better and as approved by the Manager or Owner in the following amounts:

I. Commercial and General Liability (ISO Form)

a. Commercial General Liability (naming Owner and Manager as additional insureds) - $2,000,000 per occurrence Combined Single Limit; $5,000,000 aggregate (i.e., such insurance shall include contractual liability, personal injury protection and completed operations coverage);

b. "Occurrence" Form required.

c. Insurance should be primary and non-contributory as evidenced by a copy of the endorsement, a copy of the insurance policy provision that covers primary and non-contributory provision or wording on the COI under "description of operations".

II. Worker's Compensation

a. Statutory Coverage in accordance with the laws of the state of Illinois with jurisdiction, including Voluntary Compensation and other States.

b. Employer's Liability with limits of not less than $500,000 each accident/injury, $500,000 each employee/disease, $500,000 disease/policy limit.

III. Automobile Liability

a. $1,000,000 each occurrence Liability Insurance combined single limit for bodily injury and property damage. Evidence should indicate that liability coverage extends to both owned and non-owned vehicles.

IV. Umbrella Liability

a. Bodily Injury Liability and Property Damage Liability in an amount not less than $15,000,000 per project general aggregate.

V. Waiver of Subrogation

a. Waiver of Subrogation endorsement to the CGL, Worker's Compensation & Employer's Liability policies should be provided in favor of TKOS II, LLC, Sumitomo Corporation of Americas, Transwestern Commercial Services Illinois, LLC, and Transwestern Real Estate Services

VI. Cancellation Notice

a. Notice of Cancellation Endorsement required stating the policies shall not be cancelled, non-renewed, reduced, or materially changed without 30 days' prior written notice, by certified mail, return receipt requested, to TKOS II, LLC c/o Sumitomo Corporation of Americas

Additional Insureds

Project and Certificate Holder: TKOS II, LLC, Sumitomo Corporation of Americas, Transwestern Commercial Services Illinois, LLC, Transwestern Real Estate Services
203 North LaSalle, Suite 295
Chicago, IL 60601

1 . TKOS II, LLC and all of the respective partners, venturers, agents, representatives, servants, officers, directors, shareholders, employees, successors and assigns of TKOS II, LLC2.
2. Sumitomo Corporations of Americas and all of the respective partners, venturers, agents, representatives, servants, officers, directors, shareholders, employees, successors and assigns of same.
3. Transwestern Commercial Services Illinois, LLC, dba Transwestern and all of the respective partners, venturers, agents, representatives, servants, officers, directors, shareholders, employees, successors and assigns of same.
4. Transwestern Real Estate Services and all of the respective partners, venturers, agents, representatives, servants, officers, directors, shareholders, employees, successors and assigns of same.

Are ADDITIONAL INSUREDS pertaining to general liability (including all such coverage afforded by excess or umbrella liability coverage indicated on this Certificate) with respect to any liability arising out of operations related to the aforementioned project. The coverage afforded the Additional Insureds is primary insurance of any other coverage, which any of the Additional Insureds may have with respect to any losses under such policy. Endorsement required to be provided.

Exhibit B

Project Close-out Requirements
Updated 6/2025

Tenant or Project Name:
Suite Number:
General Contractor:
Substantial Completion Date:

All Landlord and Tenant Managed Contractors shall provide the following close-out documents to the Landlord upon completion of the project.
Tenant to include the following in the final reimbursement package in order to fund TI reimbursement
-Invoice from the Tenant with the total reimbursement request amount listed.
-Requet for Disbursement Form filled out in its entirety
-Final job cost summary/Invoice (on Contractor's letterhead, broken down by subcontractor and supplier, and totaling the final Contract amount).
-Unconditional final mechanic's lien waivers from Contractor and all subcontractors (of every tier) and suppliers.
-Proof of payment that Contractors/Vendors have been paid.
Note that all drawings are required to be submitted in physical format (minimum 24" x 36" paper), pdf format and CAD format.
Items shall be provided in the sequence below, each in a separate section or file. Electronic files shall be provided on a USB Flash Drive.

Physical Close-out Package	**Electronic Close-out Package**		
Physical Item Date Received	**Electronic pdf File Date Received**	**Label for Binder Tab and Electronic Folder Name**	**Requirement**
		Building Permit	Copy of Building Permit
		Final Inspection Sign Off	Final Inspection Approval (from the authority having jurisdiction if applicable)
		COO	Certificate of Occupancy (if applicable)
		Waste Manifest	Construction waste detailed manifests and diversion information
		Warranties	Warranties
			Warranty Letters - General Contractor
			Warranty Letters - Demolition and Clean-up
			Warranty Letters - Wood, Plastics and Composites (millwork, etc.)
			Warranty Letters - Thermal and Moisture Protection (fireproofing, sealants)
			Warranty Letters - Openings (doors, frames, hardware, glass and glazing)
			Warranty Letters - Finishes (drywall, ceilings, wall coverings, tile, flooring)
			Warranty Letters - Equipment (appliances, audio-visual, specialty, etc)
			Warranty Letters - Fire Suppresion
			Warranty Letters - Plumbing
			Warranty Letters - HVAC (sheet metal, piping, Building Automation/temperature control)
			Warranty Letters - Electrical
		O&M Manuals	O&M Manuals
			Operating and maintenance manuals, cut sheets and specifications - Wood, Plastics and Composites (millwork, etc.)
			Operating and maintenance manuals, cut sheets and specifications - Openings (doors, frames, hardware, glass and glazing)
			Operating and maintenance manuals, cut sheets and specifications - Finishes (ceilings, wall coverings, tile, flooring)
			Operating and maintenance manuals, cut sheets and specifications - Equipment (appliances, audio-visual, specialty, etc)
			Operating and maintenance manuals, cut sheets and specifications - Fire Suppresion
			Operating and maintenance manuals, cut sheets and specifications - Plumbing
			Operating and maintenance manuals, cut sheets and specifications - HVAC (sheet metal, piping, Automation/temperature control)
			Operating and maintenance manuals, cut sheets and specifications - Electrical (power, lighting, life safety, fire alarm)
		Balance Reports	Reports
			HVAC test and balance reports.
			Condenser water balance reports.
		Life Safety Tests	Life Safety Tests
			Life Safety Speaker/Strobe Test Confirmation Letter

Physical Close-out Package	Electronic Close-out Package		
Physical Item Date Received	**Electronic pdf File Date Received**	**Label for Binder Tab and Electronic Folder Name**	**Requirement**
			Fire Alarm / Smoke Detector/Ansul Connection Test Confirmation Letter
		Electric Panel	Copy of updated electrical panel schedules.
		Punch Lists	Punch Lists
			Completed Architect punch list, in a format suitable to Client, signed off by a designated representative.
			Completed MEP/FP Engineer punch list, in a format suitable to Client, signed off by a designated representative.
			Completed Furniture punch list, in a format suitable to Client, signed off by a designated representative.
			Completed Landlord punch list, in a format suitable to Client, signed off by a designated representative.
		As Builts - PDF	PDF Set of As Builts
			As-built Architectural Drawings - Full Set
			As-built Mechanical Drawings
			As-built Building Automation / Temperature Control Drawings
			As-built Electrical Drawings
			As-built Life Safety Drawings (speaker/strobe)
			As-built Fire Alarm Drawings (smoke detection, flow devices, mag lock interconnection, Ansul sytems, etc.)
			As-built Plumbing Drawings
			As-Built Fire Protection Drawings
			As-built Structural Drawings
		As Builts - CADs	CAD Set of As Builts
			As-built Architectural Drawings - Full Set
			As-built Mechanical Drawings
			As-built Building Automation / Temperature Control Drawings
			As-built Electrical Drawings
			As-built Life Safety Drawings (speaker/strobe)
			As-built Fire Alarm Drawings (smoke detection, flow devices, mag lock interconnection, Ansul sytems, etc.)
			As-built Plumbing Drawings
			As-Built Fire Protection Drawings
			As-built Structural Drawings
		N/A	Physical Stamped Permit Set of Drawings

Confirmed Date	**Confirmed By: (Landlord Representative)**		
		Final clean	
		Stairwell and common area touch-up/damage repair	
		Removal of temporary filtration on return air intakes.	
		Installation of potable water meter (retail spaces)	
		Witness and approval of gas line pressure test (retail spaces)	