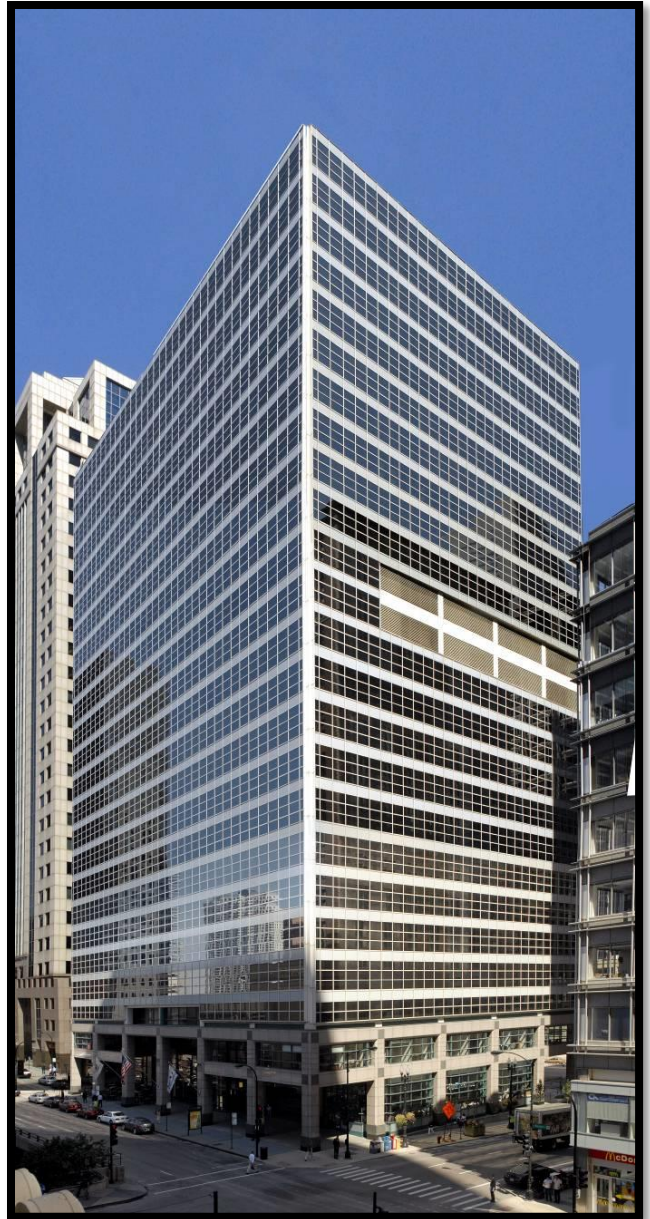


TENANT HANDBOOK

101 NORTH
WACKER



101 N. Wacker Drive
Chicago, IL 60606



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INTRODUCTION

Welcome to 101 North Wacker!

JLL, the building's management team, has designed this Handbook for New Tenants to provide you with basic building information and pertinent procedures/instructions. For information regarding emergency procedures, please refer to the Tenant Emergency Procedure Manual.

Should any of the information in this Handbook differ from that which is contained within your office lease, the lease terms override the contents of this Guidebook.

If you have any questions on the information in this Handbook or need additional information, please contact the Management Office at 312-525-8100.

The Management Team looks forward to serving you as a tenant at 101 North Wacker!

BUILDING INFORMATION

ABOUT 101 NORTH WACKER

101 North Wacker is a 24-story Class-A office building located in the heart of Chicago's coveted West Loop. The property, designed by Perkins & Will, was built in 1980. The property encompasses 613,631 square feet and features a two-story atrium lobby with polished granite floors and flamed granite walls. Amenities include a lounge and conference center, a fitness center, a full-service restaurant, state-of-the-art bicycle parking, a FedEx Office store and a sundry shop. The property enjoys proximity to commuter rail stations, public transportation, parking, restaurants and retail shops.

BUILDING HOURS

The building is open 24/7, 365 days a year. After normal business hours, tenants must access the lobby through the south revolving door, as this entrance remains open. The north side revolving door on Wacker Drive is open between the hours of 7:00 a.m. – 6:30 p.m., Monday – Friday. The lobby entrance located on Washington Street is open between the hours of 7:00 a.m. – 6:30 p.m., Monday – Friday.

Authorized persons may enter the building at any time provided they have a valid identification keycard. All employees entering the building after 6:30 p.m. on weekdays and all day Saturday and Sunday must have after-hours access on their keycard for building access.

BUILDING MANAGEMENT & LEASING

Management:

JLL
101 North Wacker Dr., Suite 350
Chicago, IL 60606
Phone: (312) 525-8100 (answered 24 x 7)
Fax: (312) 525-8111

Leasing:

JLL
200 East Randolph Drive Chicago, IL 60601
Leasing Agents:
Melissa Rubenstein: (312) 228-2505
Kim Doyle: (312) 228-3157

Office hours: Monday – Friday, 8:00 a.m. – 5:00 p.m. (except holidays)

The Office of the Building is closed on the following holidays:

New Year's Day	Thanksgiving Day
President's Day	Day After Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

101 NORTH WACKER MANAGEMENT STAFF

General Manager	Jasmina Basic	(312) 525-8080
Assistant General Manager	Daniel Williams	(312) 525-8104
Property Associate	Megan DeLay	(312) 525-8100
Security Director	Marcus Jones	(312) 525-8168
Chief Engineer	Kevin Injeski	(312) 525-8107
Assistant Chief Engineer	Tim Maloney	(312) 525-8108

BUILDING PROCEDURES

TENANT COMMUNICATION

Upon move-in, each tenant will be required to complete a Tenant Contact Information Sheet that includes contacts for general and emergency correspondence, after-hours access, signatories for property removal passes, key control authorities, and persons responsible for lease payments, as well as the option to be included in the electronic lobby directory. Completed forms and attached signature pages must be returned to the Management Office. It is important to update the contact sheets as changes are made and to send any updates to the Management Office. On an annual basis, all tenants will be asked to review and update their forms.

LOCKS & KEYS

The Management Office provides each tenant with two keys to each door in the suite and two keys for each restroom on the floor and will supply additional keys and/or replacements at an additional cost. For your protection, the keying system is proprietary. Unauthorized locksmiths cannot duplicate keys. The Management Office must approve the change or addition of any locks in your office. All keys must be returned to the Management Office at the end of the lease. Keys may only be requested by authorized individuals, specified on the Tenant Contact Information Sheet.

To request a key, please notify the authorized individual within your suite. This individual is responsible for placing a work order request in the work order portal. Requests take up to 24 hours to process.

IDENTIFICATION KEYCARDS

During normal business hours, and after-hours, each tenant employee must carry an access card to gain access to the building. Temporary employees and consultants working in the building for more than one week will also need an ID keycard. Key cards may only be requested by authorized individuals, specified on the Tenant Contact Information Sheet.

To request an access, please notify the authorized individual within your suite. This individual is responsible for placing a work order request in the work order portal along with a photo. Requests take up to 24 hours to process.

Reporting & Replacement of a Lost ID

Please notify the Management Office immediately of lost access cards by sending a work order request through the portal. The keycard will be cancelled and a replacement will be issued. There is a \$10 charge for all replacement cards. This charge will be applied to your next rent statement.

Terminated Employees

Please notify the Management Office immediately when an employee is terminated so that the access card can be cancelled. Only the designated tenant representatives are authorized to make these requests. Please submit a work order through the tenant services portal. The work order should include the full name of the employee, the effective date of the termination, and if there will be any special circumstances that must be followed (*example*: terminated employee will be back to pick up belongings and must be escorted.)

Forgotten ID'S

All individuals with an active access card, who have forgotten their ID, will be required to register at the security desk in order to access the building. Upon verification of access permission, either by verification in our security system or via contact with the designated tenant representative, verified employees will then be allowed access to their suite. Further access to tenant space will be allowed using tenant-specific security procedures. After three (3) consecutive days of a forgotten ID keycard, the individual will be required to obtain a new keycard on the fourth day.

VISITOR REGISTRATION

All visitors to the tenants of 101 N. Wacker are required to check-in at the security desk located in the lobby. It is the designated tenant representative's responsibility to register the visitor in the online system by providing the visitor's name and the date/time of the visit. For any vendors/contractors, a Certificate of Insurance must be on file with the Office of the Building prior to the scheduled visit.

All visitors will be directed to the main reception floor of the respective tenant company. Visitors arriving after regular business hours will register following the same process as above. However, it is necessary for the tenant employee to escort the visitor into the tenant space.

LOADING DOCK AND DELIVERIES

The loading dock is located on Lower Wacker Drive. The dock can be accessed by the freight elevator from the ground floor (following the service corridor). A call box to the lobby security desk is located on the exterior of the dock near the dock door for after-hours entry. Dock dimensions are as follows:

South overhead door - entrance is 19'6" wide by 12' high

Middle overhead door – entrance is 17'10" wide by 12' high

North overhead door – entrance is 11'9" wide by 8'2" high

The area for the inside of the overhead doors to the dock curb is 34'

When opened, the outer swinging doors off of the loading dock create space that is 60" wide by 92" high

The loading dock is available for tenant deliveries between the hours of 7:00 a.m. 4:00 p.m., Monday – Friday. Prior to any delivery, a Certificate of Insurance from the vendor/contractor must be on file in the Office of the Building. Any vendor without a Certificate of Insurance on file will be denied access.

After-hour deliveries must be arranged in advance with the Office of the Building. The shipments included below will require after-hour delivery:

1. Oversized items
2. Extremely heavy items
3. Before or after normal business hours, including weekends
4. Large orders involving many items (e.g., tenant move-in or move-out)

Each tenant must make the necessary arrangements to transport such items to their space at the time of delivery. Building personnel are not equipped for such tasks, and no item may be stored on the dock for removal at a later time.

Building Management reserves the right to stop any unauthorized deliveries and may request that they be rescheduled at an appropriate time.

FOOD DELIVERIES

During regular building hours, Monday through Friday, food deliveries may be brought up to the tenant suites. Delivery personnel will be directed to the tenant's main reception floor. After hours, tenant employees will be required to meet the delivery personnel in the Lobby.

PROPERTY REMOVAL PASSES

Property Removal Passes are used for the removal of any bulk items and packages that may appear to be property of the tenant company. Such items can be but are not limited to: computers and electronic equipment, furniture, artwork, and personal property, not including briefcases or other luggage.

The passes can be accessed through the property website at www.101-nwacker.com. Each tenant is to provide the Management Office with a list of authorized signers for property removal passes. The signature on the pass will be verified by a security officer before the tenant employee exits the building.

When exiting the building, the security officer will ask for the pass and all contents will be verified to match those listed on the form. The form will be retained by the employee removing the property, with an additional copy provided to the security officer.

SECURITY & LIFE SAFETY

Security staff is on-site 24 hours a day, 7 days a week. 101 N. Wacker is equipped with state-of-the-art life safety systems to protect the tenants and the property. Information regarding these systems can be found in the Tenant Emergency Procedure Manual.

Fire drills and safety training will occur once a year, and all tenants will be asked to participate. A tenant safety team, which includes Fire Wardens, Assistant Fire Wardens, Searchers, Stairwell Monitors and Elevator Monitors must be chosen by each tenant for each suite or floor that is occupied.

If a problem arises after hours, please call Building Security at 312-525-8110. The Management Office main phone number (312-525-8100) is also answered by security outside of regular business hours.

BUILDING FEATURES & AMENITIES

ELEVATOR SERVICE

The property is equipped with two banks of elevators, with a total of twelve passenger elevators, a shuttle elevator and one freight elevator. The freight elevator services all levels, including the loading dock.

Low Rise Elevators: Lobby and Floors M - 11

High Rise Elevators: Lobby and Floors 12 - 23

Freight Elevator: LL – 23rd Floor

Shuttle Elevator: Lobby and LL

In the event of an elevator malfunction, please press the “help button” located on the right side of the elevator. This will alert our security staff of the issue, allowing them to take proper action. A security guard will remain in constant communication while the issue is being resolved.

RISER CLOSET ACCESS

The building has contracted Rex Electric & Technologies, LLC to maintain all telephone risers and satellite closets within the building. Rex Electric & Technologies, LLC is the only vendor permitted in these areas and will be the primary contact for any communication/network needs you may have.

If you require access to these areas, please email the Rex Electric and Technologies Riser Division at risermanagement@rexelectric.com or call (312) 251-2410 to schedule a visit. Please also notify the Office of the Building at (312) 525-8100.

BICYCLE PARKING

Bicycle parking is available to the employees of tenants at 101 North Wacker Drive. Individuals wishing to participate must sign/return a Bike Room Waiver. Signed waivers should be emailed directly to security at 101NWackerSecurity@am.jll.com. Access to the bicycle room will be granted with 24 hours.

The bicycle parking room, Cycle 101, is located off of the Washington Stairway Entrance on the east side deck of the building. No bicycles are ever to be taken through the lobby or inside the passenger elevators.

The bicycle parking room may be accessed 24/7, 365 days a year. Bicycle parking will be on a first come, first served basis.

FITNESS CENTER

101 N. Wacker features a Fitness Center on the Lower Level of the building. The Fitness Center includes a mixture of cardio machines, free weights, and strength machines. The facility includes Comcast service and towel service. Locker rooms (both men’s and women’s), include two showers with shampoo/conditioner available. The Fitness Center may be accessed 24/7, 365 days a year.

Use of the Fitness Center Facility is available to employees of tenants at 101 North Wacker Drive only. Individuals wishing to participate must sign/return a Fitness Center Waiver. Signed waivers should be emailed directly to security at 101NWackerSecurity@am.jll.com. Access to the Fitness Center will be granted with 24 hours.

MAIL SERVICE

The U.S. Postal Service delivers incoming mail Monday through Friday to each tenant's suite. The U.S. Postal Service normally delivers mail between 11 a.m. and 2 p.m. To ensure your mail is delivered to the proper suite, it must be addressed as follows:

Tenant Name
101 North Wacker Drive
Suite Number
Chicago, IL 60606

If you experience any issues with your mail service, please contact your mail carrier. You may also contact the Post Office at the following address:

Post Office – Haymarket
168 North Clinton Street
Chicago, IL 60661
Telephone Number: (312) 906-8557

Federal Express, DHL, and UPS overnight services will pick up mail from your suite upon request. There are UPS and FedEx drop boxes located in the Lobby of the Building.

Outgoing mail may be given to the postal carrier when the mail delivery is made. There is an outgoing mailbox located in the Lobby of the Building.

WORK ORDER SYSTEM

Tenants may utilize the online work order system (Aware) to submit any requests, such as hot/cold calls, plumbing issues, and minor repairs/maintenance. Individuals included as tenant contacts are granted access to the system. The portal may be accessed from the following link:
<https://101northwacker.awareportal.com>. Instructions may be requested from the Office of the Building.

TENANT SERVICES

RENTAL PAYMENTS & BILLING PROCEDURES

The Office of the Building will send out monthly rent statements, which include any additional service charges incurred. Rent is due on the first day of each month.

Please make your check payable to **BAEV-LaSalle Chicago North Wacker Drive, LLC**

Rent payments can be paid:

By Wire:

Bank: Harris N.A.

Wire Transfer ABA/Routing Number: 071000288

ACH ABA/Routing Number: 071000288

Account Number: 318-270-6

Account Title: LaSalle Investment Management, Inc., as Agent for BAEV-LaSalle U.S. Holdings, Inc. – BAEV-LaSalle Chicago North Wacker Drive, LLC – Depository Account

Reference: Attn: Megan DeLay

Remittance Notification Email: 101NWacker@am.jll.com

By Regular Mail:

BAEV- LaSalle Chicago North Wacker Drive, LLC

P.O. Box 71683

Chicago, IL 60694

By Overnight Mail:

BMO Harris Bank

Attn: Bank by Mail

Account Number: 318-270-6

1200 Warrenville Road

Naperville, IL 60563

ABOVE STANDARD SERVICES

The Management Office is able to provide additional services, such as carpet cleaning, exterminating, extra security service or extra window cleaning through building contractors, for an additional charge. Tenants choosing to use an outside contractor for additional services must obtain approval from the Management Office in advance, and must provide a Certificate of Insurance that meets the building's requirements.

Service Charges:

Engineer Request Regular: \$56.47 per hour
Engineer Request Overtime*: \$84.71 per hour
Additional Cleaning Regular: \$31.80 per hour
Additional Cleaning Overtime*: \$47.70 per hour

*A four (4) hour minimum required for overtime labor services.

HEATING, VENTILATION & AIR CONDITIONING

Unless otherwise specified in the Lease, regular heating, ventilating and air conditioning hours are:

Monday – Friday 8:00 a.m. – 6:00 p.m.
Saturday 8:00 a.m. – 1:00 p.m.

Tenants must receive written approval from the Management Office prior to using any other form of supplemental heating or air conditioning in their suites, such as units servicing a computer equipment room. For all temperature-related issues, please contact the Management Office and an engineer will be dispatched to address the concern.

After-Hours HVAC Service

Tenants requiring after-hours HVAC service should place a work order request for the service prior to 12:00 p.m. on the day service is required, and no later than 5:00 p.m. on Friday for weekend service. When placing the request please specify start and stop times. Charges for additional HVAC services will appear on the monthly rent statement.

Energy Conservation

Tenants of 101 N. Wacker are asked to help curtail energy use by turning off all unnecessary lights and appliances at the end of the working day. Building cleaning staff will turn off lights when they are finished cleaning the tenant space.

JANITORIAL SERVICES

During the weekdays, 101 N. Wacker provides janitorial services in all tenant and public areas. Our janitorial services staff maintains the building’s cleanliness and can quickly respond to tenant needs. Janitorial staff are on duty during regular business hours to accommodate additional cleaning requirements. Should additional cleaning or trash removal services be required, please submit a work order request through the work order system or contact the Management Office to arrange for service.

Cleaning in tenant suites is provided each week night beginning at 5:00 p.m. On a nightly basis, our staff will empty trash, vacuum, dust, spot clean glass, dust mop hard floors, etc. For an additional charge; refrigerator cleaning, kitchen maintenance, dishwashing, microwave cleaning and other special cleaning services can be arranged through a work order request or by contacting the Management Office.

RECYCLING

101 N. Wacker has an active recycling program available to all tenants of the building. Upon request, each tenant employee will be furnished with a blue desk side container for recycling paper only. For additional blue desk side containers, please contact the Management Office.

If paper is contaminated by food or liquid left in coffee cups or pop cans, it cannot be recycled. Because this has been the main obstacle in recycling trash, please keep wet trash separate from dry trash. Dispose of all wet trash (cups, pop cans, juice bottles, cans, left-over food and its containers) in the appropriate receptacles in your coffee area/lunch room or cafeteria.

Acceptable Recycling Materials for Desk Side Containers:

White Paper	Magazines	Post-It Notes
Colored Paper	*All Envelopes	Blue Prints
Glossy Paper	Newspaper	Manila Folders
Junk Mail	Brochures	Cardboard

*Tyvek envelopes cannot be recycled.

Paperclips, staples, rubber bands and envelope windows do not need to be removed.

Unacceptable Recycling Materials for Desk Side Containers:

Food Waste	Paper Towels	Photographs
Tissue	Waxed Paper	Plastic Coated Paper
Napkins	Food Wrappers	

Electronic recycling (e-waste) can be completed upon request. Please issue a work order through the work order system to schedule a pick up.

SIGNAGE

Building Directory

The Management Office maintains the electronic directory that is located in the lobby. Company and individual employee names are listed at each tenant's discretion. Changes to the directory must be submitted in writing to the Management Office on the Tenant Information Sheet.

Signage & Suite Indemnification

Each tenant has the right to display its company name and/or logo on its entry doors or within its suite. The Management Office must approve all new tenant signage or changes to existing signage, and can also help with recommendation of a qualified vendor.

TENANT INTERIORS & ALTERATIONS

Construction Work

Office suites are ordinarily built to suit the needs of individual tenants prior to move-in. Should your office needs change and require alteration of your space, please observe the following rules:

The Management Office must approve all tenant alterations or remodeling in writing before work begins.

Tenant contractors will be required to comply with all building rules and regulations. A certificate of insurance listing the appropriate parties as additional insureds and providing evidence of the required coverage and limits must be submitted prior to beginning any construction. Failure to provide the necessary level of insurance coverage will result in stop of work until compliance can be proven.

Upon arriving at the building, the contractor must provide identification at the loading dock entrance in return for a building pass. The building pass must be worn at all times while in the building. Contractors are expected to utilize only the service elevators for ingress and egress, and to abide by all safety and security policies and procedures of 101 N. Wacker.

Tenant Space Repairs

101 N. Wacker does not loan or rent property-owned tools or equipment to tenants or their vendors and contractors. 101 N. Wacker staff can perform a variety of minor repairs to tenant spaces. The building's engineers repair items such as locks, light fixtures, sinks or supplemental HVAC equipment. The engineering department can also install pictures and shelving. Please have your authorized representative make such requests in advance (except in cases of emergencies) to the Management Office. Appropriate charges for labor and materials will apply and will appear on the tenant rent statements.

MOVING INFORMATION

GUIDELINES FOR TENANTS & MOVERS

All major move ins/outs must take place during non-business hours before 8:00 a.m. or after 5:00 p.m. Monday through Friday or any time Saturday or Sunday. Major moves are those taking more than 45 minutes to load or unload. All major moves must be scheduled at least 72 hours in advance by contacting the Management Office. The request will be reviewed and approved if the hours are available. Tenants will be notified via phone or email of the confirmation.

The moving company must have a current Certificate of Insurance on file with the Management Office prior to any move in activity. The additional insured and dollar amounts must meet or exceed the specified requirements. For a copy of the current insurance requirements, please contact the Management Office.

All Moving companies and vendors must be signatory to a current Labor Agreement and only Union members of those companies may perform the work.

Protection

Freight Elevators: Corner boards must be provided on all doorjamb, including elevators. In common area corridors and lobbies, suitable protection must be provided to protect walls, doors and elevators. Damage to common areas by tenant movers will be repaired at tenant expense.

Passenger Elevators

Passenger Elevators may not be used under any circumstances.

Damaged Elevators

All damage to elevator cars such as broken safety edges, broken doors or damaged controls will be repaired by the building designated contractor at the tenant's expense.

Loading Dock

The loading dock is located on Lower Wacker Drive. Please refer to the loading dock dimensions included below.

Tenant Floors

Carpet protection from elevator to tenant space must be provided either with plywood or Masonite. Walls and doors must be covered as needed.

Clean-Up

Removal of plywood, Masonite, tape, pads, corner boards, empty containers, boxes and carts from public areas (corridors, elevators, lobby, etc.) must be accomplished prior to the following business day.

FREIGHT ELEVATOR/LOADING DOCK DIMENSIONS

Car	Location/Door	Dimensions
Freight Elevator	East side of Building	86 " deep x 67" wide x 115" high (80" from control panel to back wall)
Freight Elevator Door Opening	East side of Building	54" wide x 100" high 12 ' diagonally (from bottom of closed door to top of back wall)
Freight Elevator	Weight capacity	5,500 lbs.

Loading Dock

South Overhead Door	19' 6" wide x 12' high
Middle Overhead Door	17' 10" wide x 12' high
North Overhead Door	11' 9" wide x 8' 2" high
Depth of Dock (inside)	34' from inside of overhead doors to dock curb
Access to/from Dock into Building:	Opening on outer swinging doors off loading dock leading to freight car 60" wide x 92" high

Lower Wacker Drive

Outside Building	12' 6"
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