

300 East Randolph Tenant Handbook



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I. MOVE-IN INFORMATION

Move-In Forms

In preparation for your move-in to 300 East Randolph, we have included the following checklist of forms and other information required by Building Management. These forms, as well as other forms you will need over the life of your tenancy, can be found in the forms page of this manual.

When using forms, please keep one copy for your records and return an electronic copy to the Building Management Office.

It is required that you complete the following forms and return them to the Building Management Office prior to your move-in date. If you have any questions, please contact the Building Management Office at (312) 202 – 3800.

Forms required prior to move-in:

- Move-In Day Information
- Access Card Request
- Service Request/Visitor Access Authorization
- Suite Entry Signage Order Form (if applicable)
- Authorized Individuals & After Hours Emergency Contact List

Explanation of Move-In Forms

Move-In Day Information

This form requests information regarding your move-in day. If there are any changes, please notify our office as soon as possible. We want to ensure there will be no scheduling conflicts and that all the proper information has been received.

Access Card Request

At 300 East Randolph, one building ID badge is issued for both building and freight elevator access. Please provide Building Management with the names of individuals who need access to your suite. A tenant badge will be issued to you upon receipt of names following a short production process, including taking a photo of the employee. The employee may also submit their own photo for their badge as long as it features a neutral background.

There is a \$25.00 non-refundable fee plus the service fee allowed per your lease for each 300 East Randolph replacement badge. This fee applies to badges that are issued to replace a badge that has been lost or damaged.

Service Request/Visitor Access Authorization

This form lists the employees in your firm who have authority to make service requests via online work order and to request after-hours HVAC (billed at the hourly charge specified in your lease).

Request for maintenance and after-hours HVAC can be made via the Angus work order system at www.300eastrandolph.com.

Your Office Manager or authorized representative should notify Building Management via the work order system of any maintenance or repair requests, or requests requiring immediate attention. A building day porter, building engineer, or other appropriate tradesman will assist you as soon as possible.

After-hours HVAC will be billed accordingly each month per the terms of your lease. Requests for after-hours HVAC requests should be made 48 hours in advance.

Visitor Access can be created through the Symmetry portal. Symmetry is the 300 East Randolph visitor registration system. Please email 300ERandolph@jll.com to get registered and create an account for Symmetry. All tenant building visitors are required to be registered in Symmetry ahead of time.

Suite Entry Signage Order

If applicable, please fill out the enclosed form with the name of your company as you wish it to be displayed outside your suite door. A proof of your suite entry sign will be provided to you for your approval before signage is ordered.

Authorized Individuals & After-Hours Emergency Contact List

These lists will be used by Security and Building Management in case of after-hours emergencies or to allow after-hours access into the building. The desired action will take place only with the approval from an authorized individual from the list.

Additional Forms Required

Please refer to the Emergency Safety Manual for the following additional required forms.

Fire/Life Safety Team

This form designates individuals from your staff who will serve as members of your fire/life safety team (floor captains, searchers, etc.) in the event of a building emergency. Please refer to the Emergency Safety Manual for details regarding the responsibilities of each of these Team Members.

Physically Impaired Individuals

Please list those who needed assistance in case of fire or other emergency. It is your responsibility to always keep this list up to date, removing or adding individuals as needed.

Pertinent Information for your Move-In

Moving-In

There are specific rules and regulations regarding moving furniture into your offices upon occupancy and for periodic movement of freight, furnishings, and equipment that you will typically have as you continue to occupy the premises.

Here we will discuss the specifics of moving in, in particular the timing and use of elevators critical in the early stages of occupancy of an office. Often the tenant will schedule the moving of furniture without notice to the building, only to find that the elevators are being used to move construction materials, or perhaps, conflicting move already scheduled. Please contact the

management office to schedule your move-in.

When you elect to use a mover, we strongly recommend you provide them with copies of the moving guidelines and the building rules and regulations to ensure your mover fully complies with the requirements of the building. Please note that it is mandatory that all movers are UNION compliant.

Dock Access

Deliveries of materials can be made to the building in accordance with the regular dock hours:

6:00am – 6:00pm	Monday – Friday
Closed	Saturday/Sunday

After-hours access may be granted by using the intercom outside the dock entrance on Lower Randolph to call security. There is a 30-minute loading/unloading restriction within the dock unless pre-arranged with Building Management (312) 202 – 3800 for larger deliveries or pick-ups.

Elevator Usage – Freight and other large deliveries

The building is equipped with three freight elevators. Freight cars #5 and #6 service all floors. Freight car #23 services all floors excluding the 3rd and 41st floor food service floors. There is no Floor 2. These elevators may be used to move small deliveries during regular dock hours.

Deliveries to be made outside of regular dock hours must be scheduled in advance with Building Management. To schedule dock access, please contact Building Management at 300ERandolph@jll.com.

Minimum 4-hour freight reservation: \$300 **estimate**

Extra hours past 4-hour mark: \$75/hour **estimate**

The dimensions of the freight elevators are as follows:

Freight Car #5

Door opening: 54"W
Interior Dimensions: 72"W x 120" D x 144" H
Load Capacity: 6,000 lbs.

Freight Car #6

Door opening: 54"W

Interior Dimensions: 72"W x 120" D x 144" H
Load Capacity: 6,000 lbs.

Freight Car #23 Door opening: 54'W
Interior Dimensions: 72"W x 120" D x 144" H
Load Capacity: 6,000 lbs.

Service Car Local 150 Operators must be asked to manage loading of large/heavy loads to ensure even distribution of weight (including passengers traveling with heavy loads).

Loading of service elevators with fork trucks (manual or powered) must be managed carefully to ensure side and/or back walls are not struck during loading. Any damage must be reported immediately.

If at any time any elevator is striking or scraping as it travels, the elevator must be removed from service immediately to allow Mitsubishi personnel to correct the cause of such impacts.

Please contact Security Control Room immediately via the call button on elevator control panel to report any issues or elevator damage.

Instructions to Movers

General

The mover will perform all services required to move the furniture contents, office machines, records and supplies. These services will include delivery of the equipment to the designated location on the appropriate floor in the building.

Each employee of the mover will wear a uniform shirt plainly lettered with the moving company's name and a building issued temporary badge. These requirements will be strictly adhered to in order to maintain the security of the premises and to provide easy identification by building personnel. All movers should have their union identification available to present upon request.

Inspection of the Premises

The mover will be responsible for inspecting the property to be moved and the facilities of the present and new locations so that he may furnish such equipment and labor necessary to provide for the orderly, timely, and efficient movement of the property. He will acquaint himself with all available information regarding difficulties which may be encountered and the conditions, including safety precautions, under which the work must be accomplished. The mover will not be relieved of the responsibility of properly estimating the difficulty and the cost of performing the services required herein because of his failure to investigate the conditions or to become acquainted with all information concerning the services to be performed.

Since it is the obligation of the mover to inspect all involved properties of the company prior to the move, he will assume full responsibility for any damages to property occurring during his handling of the property.

Services to be Furnished by Mover

Supervision, Labor, Materials and Equipment

The mover will furnish all supervision, labor, materials, and equipment necessary to perform all services contemplated in an orderly, timely and efficient manner. Such equipment will include, among other things, dollies, hand trucks, etc., as may be required. All material handling vehicles used in the interior of the building must have rubber tired wheels and must be maintained free from grease and dirt. All filing equipment must be transported upright.

Crating, Padding, and Packing Material

The mover will take every precaution by means of crating and padding to safeguard property from damage. The mover will also furnish, install and remove floor, carpet, wall and glass protective materials wherever necessary to protect the building from damage. Protection must also be provided to the interior and exterior trim of all elevators used in the move. All padding and packing materials are to be removed from the Premises by the mover.

Floor and Wall Protection

The mover will at all times protect and preserve all materials, supplies and equipment. All reasonable requests to enclose or specially protect such property will be complied with. That means:

- All corners must be taped
- Masonite floor protection must be used on all marble and carpeted areas

Unions – Employees

ALL EMPLOYEES OF MOVER WILL BE UNION MEMBERS.

Permits, Franchises, or Other Lawful Authority

The mover, at his own expense, will 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 may be required to produce evidence of such authorities to building personnel.

Moving Insurance

When moving into 300 East Randolph, your moving company will be required to provide a Certificate of Insurance with coverage for General Liability, Worker's Compensation, and Auto Liability as specified in the details below. Once complete, the insurance information should be emailed to 300ERandolph@jll.com.

Please note, the loading dock has a height restriction of 13 feet 11 inches.

Loading dock hours: Monday – Friday 6:00am to 6:00pm, Saturday & Sunday as scheduled

Deliveries to be made outside of regular dock hours must be scheduled in advance with Building Management. To schedule dock access, please contact Building Management at 300ERandolph@jll.com.

The building is equipped with three freight elevators. Freight cars #5 and #6 service all floors. Freight car #23 services all floors excluding the 3rd and 41st floor food service floors. The dimensions of the freight elevators are as follows:

Freight Car #5

Door opening: 54'W
Interior Dimensions: 72"W x 120" D x 144" H
Load Capacity: 6,000 lbs.

Freight Car #6

Door opening: 54'W
Interior Dimensions: 72"W x 120" D x 144" H
Load Capacity: 6,000 lbs.

Freight Car #23

Door opening: 54'W
Interior Dimensions: 72"W x 120" D x 144" H
Load Capacity: 6,000 lbs.

Move-In Checklist

Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new office.

- Contact ComEd as soon as possible to transfer or initiate service, if applicable
- Order new stationary, envelopes and business cards with new address and phone numbers. Please note, the mailing address for the building is 300 East Randolph, your suite number, Chicago, IL 60601. The use of "Blue Cross Blue Shield" or "Blue Cross Blue Shield Headquarters" in your building address is prohibited.
- Contact your phone/data carrier(s) – see Telecommunications page below – regarding installation of phone/data service to your suite
- Notify the post office of your change of address
- Send a change of address card or note to clients/vendors
- Complete required building forms and provide electronic copy to Building Management Office
- Furnish your moving company with a copy of Moving Guidelines and Building Rules and Regulations included in this manual

II. Building Management Office

Office of the Building

Contact Information:

- Building Management Office
300 East Randolph
Suite 900
Chicago, IL 60601
Phone Number: (312) 202 – 3800
Email: 300ERandolph@jll.com

Business Hours & Holidays:

- Office Hours:
8:00am – 5:00pm Monday – Friday
- Building Management Office Holidays:
New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Building Management Office Staff:

- Matt Noonan – Assistant General Manager
- Juan Martinez – Property Accountant
- Jack Stewart – Property Associate

III. Building Operations

Building Access/Security

Access

Main Lobby – open 24/7

Pedway – Monday through Friday, 5:00am through 8:00pm

Saturday, 6:00am – 8:00pm

A building access badge or visitor badge is required at all times for access to the tower and Corporate Activity Level. Only authorized representatives of Landlord will be permitted in areas housing mechanical, electrical or other machinery of any kind.

Building Security

Security is provided on a 24-hour basis, 7 days a week. All security assistance calls or questions should be directed to Building Security at (312) 653-6560.

Access Card Request

At move-in, tenants are required to provide a list of employees who are authorized to receive a building access badge for access to the building on a 24-hour basis, 7 days a week. Building Management should be notified any time a new employee is hired, a keycard is lost, or the access status of an employee has changed. Tenants may request restricted access for certain employees (i.e. specify times employees may access the tower, etc.).

If an employee forgets their building access badge, they must visit the front lobby desk to request temporary access. If the employee is not listed as having a valid access card in our system, then Building Security will contact an authorized representative to approve access and issue a temporary badge.

Badge requests can be made by submitting a work order online at www.300eastrandolph.com.

The cost for a building access badge replacement is \$25.00.

Card Access is open from 12:00pm – 2:00pm Monday, and 7:00am – 2:00pm Tuesday-Friday, with a one-hour break from 11:00 – 12:00pm for new hire and replacement badges. Please notify Building Management at the time of employee termination to remove access from an individual's badge.

Please note, all tenants must display their building access badge above the waist while in common areas. The appearance of the badge must not be defaced or changed in any way.

Visitor Access

Visitor requests can be made via www.300eastrandolph.com.

All visitors are required to check in with Building Security upon arrival. All guests require valid government issued identification (drivers license, passport, state ID, etc.) for admittance into the building. An authorized representative of the tenant will be contacted should an unregistered guest require access.

Children under the age of 16 are not allowed to be left unattended in the building common area unless supervised by an adult or a responsible teen who is at least 16 years of age or older, with valid government issued identification.

General Safety Guidelines

For your safety, your cooperation is asked in observing the following building safety guidelines:

- Immediately notify Building Management Office or Building Security of loiterers or suspicious persons in corridors or restrooms.
- Turn away all solicitors and report solicitors to Building Management Office or Building Security.
- Always lock your suite when there is no one in the office – even if you have just stepped out for a quick moment.
- Always remember to take your suite keys and tenant badge with you when you leave the premises.
- Keep corridor and stairwell doors closed at all times.
- Do not leave personal valuable unguarded in reception areas, on desk tops, or in unlocked drawers.
- Security is available to provide an escort to 300 East Randolph or Millennium/Lakeside garages if your employees leave the building after building hours.
- Notify the police and Building Security of any criminal activity.
- Collect keys and building ID badges from employees who have resigned or have been terminated from your firm. Notify Building Management immediately of any terminations via the work order system to have all access cards deactivated.
- Copy and distribute these general guidelines to your office staff.

Building Maintenance

Building Engineers are on duty 24/7. They are here to maintain building operations and provide standard building maintenance.

Maintenance and After-Hours HVAC Requests

Requests for maintenance and after-hours HVAC can be made via the Angus work order system at www.300eastrandolph.com.

Your Office Manager or authorized representative should notify Building Management via the work order system of any maintenance or repair requests, or requests requiring immediate attention. A building day porter, building engineer, or other appropriate tradesman will assist you as soon as possible.

After-hours HVAC will be billed accordingly each month per the terms of your lease. Requests for after-hours HVAC requests should be made 48 hours in advance.

Janitorial Service

Janitorial services are provided Monday through Friday evenings after normal business hours. Routine office cleaning includes vacuuming, dusting, and emptying wastebaskets. Service to your suite will commence on the first regular business day after your move-in unless you have requested otherwise.

As a reminder, please do not place any objects near or against trash receptacles if they are not meant to be thrown away. For your convenience, stickers are available in the Building Management Office to designate boxes or other items for disposal.

Please note that the janitorial crew will not dust any computer equipment, including terminals, hard drives, or keyboards, nor will they vacuum or dust near any computer cables or wires. This is for your protection to avoid disrupting any sensitive computer equipment.

Special Janitorial Requests

If you have any special requests or require emergency janitorial assistance, please submit a work order through the Angus work order system.

Recycling

The building has a recycling program for paper, cardboard, plastic, glass, and aluminum. Collection bins for your suite are available through the Building Management office. All bins are emptied by the nighttime janitorial staff as part of the nightly suite cleaning.

Metal, light bulbs, ballasts, batteries and construction materials and electronics are also included in the building recycling program. For more detailed information, please call Building Management at (312) 202 – 3800.

Composting

300 East Randolph implemented a composting program in 2021. Building Management can provide all bins and bags needed, and compostable materials would be picked up from your suite by the nighttime janitorial staff as part of the nightly suite cleaning. For more detailed information, please call Building Management at (312) 202 – 3800.

Day Porters

Day porters are on duty Monday through Friday 7:00am – 4:00pm to keep the lobbies, corridors, restrooms and building perimeter clean during working hours. If you observe a janitorial problem in any of these areas, please submit a work order through Angus.

Parking

Monthly parking and valet parking service at 300 East Randolph are subject to the terms of each tenant lease. Parking is available at Millennium Garages.

Bicycle Parking

Outdoor bicycle racks are located on the east side of the building under the building canopy.

Bicycle racks are for the use of building employees, free of charge, on a first-come, first-served basis. Bicyclists are responsible for providing their own locks and securing their bikes to the racks.

Mopeds, scooters, and motorcycles are not permitted to be parked in the east plaza bicycle parking area. This space is designated specifically for bicycles and is not suitable for motorized vehicles.

Owners of scooters, motorcycles, or any other motorized vehicle are prohibited from utilizing the on-site bicycle racks. There are racks directly across the street near the entrance to Millennium Park that can be utilized.

Limited indoor bicycle parking is available in the 300 East Randolph parking garage. Due to the limited number of spaces available, registration for the bicycle parking spots will be on a first come, first served basis with a complete registration form. Please note, a wait list is compiled and a registration form must be completed in order to hold your space on the list. Completed registration forms can be emailed to 300ERandolph@jll.com or delivered in person to the Building Management Office on the 9th floor.

Vendor Regulations

When arranging for services provided by an outside vendor for work in individual office suites, tenants and their vendors are asked to comply with the following guidelines:

- Inform Building Management
- A vendor will be permitted access to the building only pursuant to the request of the tenant and only for the purpose of direct deliveries to the specified suite
- Vendors requiring more frequent access may be authorized by the tenant to receive a building access badge
- Tenants' outside vendors are allowed access to the building during normal business hours. Vendors requiring after-hours access will only be admitted if tenant has made previous arrangements with Building Management.
- Vendors may not solicit work from other tenants in the building or access any other floor other than that of the authorizing tenant.
- All vendors must be union if the trade is represented by a union in the City of Chicago
- All vendors must comply with building certificate of insurance requirements

For a copy of the insurance requirements, please email 300ERandolph@jll.com.

Rent Payment Information

Rent payments are due in accordance with your lease agreement.

Please see remittance details below.

Standard mail **USD P.O. Box Address: Account # 1092249632 – 300 Randolph**
Health Care service Corporation, a Mutual Legal Reserve Company
PO BOX 713289
CHICAGO IL 60677-1289

Overnight mail **USD Street Address: Account # 1092249632 – 300 Randolph**
Health Care service Corporation, a Mutual Legal Reserve Company
LOCKBOX NUMBER 713289
350 EAST DEVON AVE
ITASCA IL 60143

Wire instructions:

Account Title: A Mutual Legal Reserve Company (DBA Blue Cross Blue Shield of IL or Blue Cross) OP 300
Randolph, Jones Lang Lasalle Americas AAF
Account #: 1092249632
ABA: 043000096

Mail & Other Deliveries

Incoming Mail

All incoming mail should be addressed as follows:

Tenant Name
300 East Randolph
Tenant Suite Number
Chicago, IL 60601

Please notify all client and other business associates of your proper mailing address. The use of the following entities in your building address is prohibited:

- Blue Cross Blue Shield
- Blue Cross Blue Shield Headquarters
- BCBS
- Health Care Service Corporation
- HCSC

USPS Mailbox Locations

Tenant mailboxes are located in the mail/messenger area on the pedway level (West side).
Assigned mailbox keys are available from the Building Management Office.

Pick-Up/Delivery Hours

Mail delivery, distribution and pick-up hours are determined by the U.S. Postal Service and are as follows:

Pick-up Hours:

Monday through Friday: 9:45am – 3:30pm

Hours are subject to change at the discretion of the U.S. Postal Service

Drop boxes are located near the west entrance at the main lobby level.

Express Mail Service

Federal Express and UPS make express deliveries at the building. Please check FedEx and UPS's websites for their closest pickup locations if you have a package to send out.

Messenger Center

More details to follow in this handbook.

Oversized Deliveries (Loading Dock)

All oversized deliveries should be made via the building's loading dock.

All delivery drivers are required to show photo identification and vehicles will be logged in with Security and kept on file in building records.

After-hours access may be granted by using the intercom outside the dock entrance on Lower Randolph to call security.

Smoking

300 East Randolph is a smoke-free property. The use of any tobacco products in the building or anywhere on the grounds, including the plaza, loading docks, service drive and parking garage is prohibited.

The use of tobacco products is not allowed in front of the building, at the Divvy bike station, or in the Randolph street bus stop shelter.

The use of tobacco products is only permitted outside at the intermediate or lower Randolph southwest entrances to the building, keeping in mind the minimum distance of 15 feet from building entrances for smoking as required by Illinois law.

Please do not discard smoking materials on walkways, planters or building landscaping.

IV. Building Rules & Regulations

Tenants will observe and comply with the following Rules and Regulations:

- No sign, lettering, picture, 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 a manner and be of such character and style as Landlord shall approve in writing in advance. Window coverings on exterior windows shall only consist of the Building Standard shades provided by Landlord as part of the Base Building Conditions.
- Tenant shall not use the name of the building for Tenant's business address during occupancy or after Tenant vacates the Premises. Tenant shall not use any picture of likeness of the Building in any circulars, notices, advertisements, or correspondence (other than Tenant's firm brochures, marketing materials, and/or website).
- No article which is explosive or inherently dangerous is allowed in the Building.
- Tenant shall not represent itself as being associated with any company or corporation by which the Building may be known or named.
- Sidewalks, entrances, passages, courts, corridors, halls, elevators, and stairways in and about the Premises shall not be obstructed.
- No animals (except for bona fide service animals in the company of a disabled person) pets, bicycles, electric vehicles or other vehicles (except for bona fide service vehicles (such as electric wheelchairs) used by disabled persons) shall be brought or permitted to be in the Building or Premises.
- 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 associated or organization pertaining to such business, profession or activities.

- Tenant shall not knowingly waste electricity, water or air-conditioning and shall cooperate fully with Landlord to assure the most effective and efficient operation of the Building's heating and air-conditioning systems.
- 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. Tenant may not install any locks without Landlord's prior approval, which consent shall not be unreasonably withheld, conditioned or delayed.
- Tenant assumes full responsibility of protecting the Premises from theft, robbery, and pilferage; except to the extent otherwise provided in the Lease, the Landlord Protected Parties shall not be liable for damage thereto or theft or misappropriation thereof. Except during Tenant's normal business hours, Tenant shall keep all doors to the Premises locked and other means of entry into 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, reasonable 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.

- The weight, size, and location of safes, furniture, equipment, machines and other large or bulky articles shall be subject to Landlord's reasonable approval and shall be brought to the Building into and out of the Premises at such times and in such manner as 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 and shall present such authorization to a designated employee of Landlord. Tenant shall not overload the safe capacity of the electrical wiring of the Building and the Premises to exceed the capacity of the feeders to the Building or risers.
- To the extent permitted by Law, Tenant shall not cause or permit 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.
- Except to the extent otherwise specifically provided in the Lease, Tenant shall not cook, otherwise prepare or sell any food or beverages in or from the Premises, or use the Premises or use the Premises for housing accommodations or lodging or sleeping purposes, except that Tenant may prepare food in its kitchen facilities and install and maintain vending machines, coffee/beverages stations and food warming equipment and eating facilities 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.
- 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.
- Tenant shall only use the freight elevator (or a passenger elevator designated by Landlord) for mail carts, dollies, and other similar devices for delivering material between floors that Tenant may occupy.
- The use of tobacco products is prohibited anywhere in the Building and on the Landlord's property including the Plaza, Loading Docks, Service Drive and Parking Garage. The use of tobacco products is not allowed in front of the Building, at the Divvy Bike Station or in the Randolph Street Bus Stop Shelter.
- No eating, drinking or loitering is permitted in the common areas of the Building except in designated areas.
- 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 except to the extent otherwise provided by applicable laws. Tenant shall assume full responsibility for protecting the Premises, including keeping all doors to the Premises locked after the close of business.

- Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency and shall cooperate and participate in all fire and safety drills and other reasonable security and safety programs affecting the Building.
- Unless provided by the Lease or with the prior approval of Landlord, all cleaning, repairs, painting, and/or other services of work in and about the Premises shall be completed by authorized Building personnel only. The charges for these services will not exceed similar work performed by Landlord personnel in other comparable "Class A" office buildings in the Downtown Chicago, Illinois area.
- 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, including in connection with any such action proposed to be a part of any Alteration Work.
- Tenant shall reasonably cooperate and participate in all recycling programs established for the Building by any governmental agency or reasonably established by Landlord.
- Landlord does not permit 3rd party solicitations in or around the Building in the form of lobby sales, common area table presentations, distribution of flyers, etc.
- Scrap Metal Disposal – Clean aluminum, copper pipe, insulated copper wire and stainless steel must be disposed of in the designated scrap metal container located on the dock (Bay #2). The disposal of clean scrap metal for construction projects should be coordinated directly with Building Management. Construction debris and other waste is prohibited.
- Tenant shall comply with all social distancing procedures and regulations established by Landlord or government agency.
- Tenant badges belong to the employee they were issued to, and shall not be shared nor given to anyone else to access the building.
- The foregoing Rules and Regulations have been adopted for the purpose of maintaining good order and safety in the building; however, Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for Management, safety, care and cleanliness of the Premises and Building, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants. Each Tenant will be liable for any injury or damage caused by infraction of any of the foregoing Rules and Regulations but Landlord will not be responsible for its failure to enforce any of the Rules and Regulations or for any damage or injury caused by any tenant's violation of the foregoing Rules and Regulations.

V. Building Amenities

Building Amenities & Services

Conference Center

On-site meeting facilities with seating capacity ranging from 32 – 300 people are available to all building tenants on a reservation basis. Fees for usage, audio-visual equipment usage and set up will apply.

Special Event Space

On-site special event space for weekday business functions is available to all building tenants on a reservation basis. Depending on the type of event and required set up, approximately 350-450 people can be accommodated. A rental rate and additional charges for equipment usage and set up will apply.

On-Site Cafe

Café 300 is open Monday through Friday for breakfast from 7:00am to 10:00am, lunch from 11:00am – 1:30pm with the grill closing at 2. Snacks and beverages are available 24/7.

Choices available include salad bar, grille, culinary theater, pizza, soup and deli. For additional details, contact CorporateConferenceCenterIL@bcbsil.com

The Tree House, located on Floors 41 & 42, is open Monday through Friday for breakfast from 7:00am to 10:00am, lunch from 11:00am to 1:30pm.

Choices available include juice bar, smoothies, plant-based items, and international cuisine. For additional details, contact CorporateConferenceCenterIL@bcbsil.com

The Tree House (41st & 42nd Floor)

The Tree House

41st & 42nd Floor Amenity Space – Rules and Regulations

The 41st & 42nd floors of 300 East Randolph have been reimaged and transformed into a collaboration lounge, called “The Tree House” to provide our tenants with an experience like no other amenity space. Emphasizing a welcoming, shared space, the design draws inspiration from nature and hospitality, using a variety of materials, foliage, and lighting to create a unique space for meeting with colleagues or focusing.

The Tree House features include:

- Food & Beverage Stations – Floor 41

- Starbucks:

Hours of Operation: Monday – Friday 7:00am – 4:00pm

- Orchard Bar:

Hours of Operation: Monday – Friday 7:00am – 10:00am

Orchard Bar is centrally located in the Tree House and will offer a selection of made-to-order smoothies and bottled cold pressed juices

- Canopy and Arbor:
 - Hours of Operation: Monday – Friday
 - Breakfast: 7:00am – 10:00am
 - Lunch: 11:00am – 1:30pm
 - Menus will focus on plant-based items and international cuisine
- Amenity Spaces – Floor 42
 - These spaces were designed to serve as connectors, encouraging all building occupants to use the social hubs, breakout rooms, food and beverage stations, game rooms and winter gardens to meet, share and socialize.
 - There are a variety of workspaces for collaboration throughout both levels that are available on a first-come, first-served basis
- Winter Gardens – Floor 42
 - To complement the breathtaking views and natural light, the integration of winter gardens throughout the space leverages biophilia, offering a peaceful place to enjoy greenery year-round.

To help provide a safe and enjoyable experience for all visitors to the Tree House, Building Management has developed the following rules and regulations. All tenant employees utilizing the Tree House must abide by the rules and regulations.

GENERAL RULES:

- The hours of operation of the Tree House are Monday – Friday, 7:00am – 8:00pm, and closed on weekends and holidays.
- Access and use of the Tree House is for the exclusive use of 300 East Randolph tenants.
- Free Wi-Fi is available.
- Absolutely no sleeping or lying on furniture is allowed in the Tree House.
- Private rooms and seating are available on a first-come, first-serve basis.
- Employees are not permitted to store any articles or equipment in the Tree House. All personal items left in the Tree House will be confiscated by Building Management and held in the Lost and Found.
- Professional courtesy to others at all times is required. Because the Tree House is open to all tenants of 300 East Randolph, all tenants are expected to show professional courtesy to others by acting and speaking in a normal voice. In Building Management's complete discretion, any person exhibiting unprofessional behavior will be asked to leave.
- No children under 18 years of age shall be permitted in the Tenant Lounge unless directly supervised by an adult.
- Visitors are allowed in the Tree House during operating hours. All visitors must be accompanied by a tenant and follow the same lounge rules and regulations.
- Smoking, including electronic cigarettes, is prohibited in the Tree House and the building.
- No signs shall be displayed and no flashlights/laser beams, etc. shall be used that are visible from outside the building.
- Report any suspicious activities or security concerns to Building Management or building security.
- Tenants using the Tree House must immediately report any damages to Building Management Office or Building Security.
- Tenants are expected to clean up after use of the Tree House. Please throw away all trash, etc. prior to leaving the area in the designated bins.
- Tenants are expected to use proper care not to damage furniture.
- Food and drinks are permitted in the Tree House; however, tenants are expected to eat and drink in a

respectful manner and use appropriate table manners. Avoid spilling or dropping food on the furniture and clean up any mess promptly to maintain cleanliness.

- Rearranging or removal of furniture is not permitted. No feet shall be placed on furniture (chairs, tables, benches, counters, etc.).
- The Tree House has two Wellness Rooms located on the 42nd floor. The Wellness Rooms are available on a first come, first served basis.
- The Tree House is not available to rent for private reservations.

Thank you for your cooperation with these policies and procedures. Building Management reserves the right to revoke Tree House privileges at any time if tenant employees are not adhering to the above rules and regulations. Building Management also reserves the right, in its sole discretion, to revise or amend the 41st & 42nd Floor Amenity Space Rules and Regulations at any time.

Please contact the Management Office at (312) 202 – 3800 or 300ERandolph@jll.com for any questions or concerns.

Automated Teller Machines

Health Care Service Corporation Credit Union ATMs are located on the Pedway near the escalators and on the north side of the 3rd floor. These may be used to the general public.

Retail Tenants

The following retail tenants are located on the Pedway level:

Subway

T: 312.540.1087

Hours: Monday – Friday 7:00am – 3:00pm

Starbucks

T: 312.233.0012

Hours: Monday – Friday 7:00am – 4:00pm

Gateway Newstand

T: 312.233.0222

Hours: Monday – Friday 8:30am – 4:30pm

Fitness Center

Motiva Fitness Center, located on the CAL level, features treadmills, recumbent bikes, elliptical machines, free weights and weight machines. There are locker rooms with fully stocked showers and towel service. The Fitness Center hours are Monday – Thursday 5:30am – 7:00pm and Friday 5:30am – 6:00pm. For further information or to arrange a tour, contact Fitness Center Manager Jennifer Brazen at 312.653.8001 or Jennifer_Brazen@bcbsil.com.

Premise Health Wellness Center

Premise Health Wellness Center is open to all tenants of 300 East Randolph and is located on the CAL level by appointment only.

Location: CAL Level, CL404, behind the up escalator

Phone: (312) 653-3300

Hours: Monday – Friday, 8:00am – 5:00pm

Master Blaster Shoe Shine & Repair

Location: Pedway

Phone: 312.532.9816

Hours: Monday – Thursday, 8:00am-3:30pm

Chair Massages

Hired Hands is currently offering chair massages on the Pedway (west).

Offered on Wednesdays – appointment required. Appointments available 11:00am – 4:00pm at 15- or 30-minute increments. You can make an appointment at [this link](#) or reach Jenevieve Delk to schedule at jen.delk@yahoo.com or 773.547.1040.

Commuter Bus Service

Express bus service is available to all employees of 300 East Randolph. Morning service begins at 6:00am until 9:30am in 8-10 minute intervals at the following train stations:

- LaSalle Street Station
- Union Station
- Ogilvie Transportation Center

Afternoon service at the same stops begins at 2:30pm until 6:30pm. Currently the shuttle service is free to employees.

MORNING AND EVENING PICK-UP/DROP-OFF LOCATIONS:

LaSalle Street Station

Pickup: Jackson, between LaSalle & Clark (near McDonald's)

Dropoff: Ida B. Wells & Financial

Union Station

Pickup: SW Corner of Clinton St. and Adams St.

Dropoff: SW Corner of Clinton St. and Adams St.

Ogilvie Transportation Center

Pickup: NW Corner of Clinton St. and Washington St.

Dropoff: NW Corner of Clinton St. and Washington St.

VI. Emergency Procedures

The Ownership and Management of 300 East Randolph take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe and comfortable working environment. With this in mind, an Emergency Procedures Manual was developed.

While the Fire/Life Safety systems in the building are engineered to ensure the safety of all occupants in the building in the event of a building emergency, it is important that all individuals working in the building understand the building's emergency procedures. However, each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Please take the time to review the supplemental Emergency Procedures Manual, and familiarize your entire staff with the emergency procedures. If you have any questions regarding these procedures please contact the Building Management Office or Building Security.

Emergency Phone Numbers:

Emergency: 911

Fire Department: 911

Police Department: 911

Non-Emergency Number: 311

Building Management Office: (312) 202 – 3800

After-Hours Emergencies: (312) 653-6560

Building Security: (312) 653- 6560

VII. Telecommunications

300 East Randolph offers tenants a variety of telecommunication provider options. Current providers include:

AT&T
800-340-1734

Comcast
866-594-1234

Lumen
877-453-8353

Zayo Group
866-364-6033

Terrance Electric is contracted to manage the building riser closets. 300 East Randolph is considered a closed-building and Terrance Electric is the only contractor allowed to pull conduit from the building's 17th floor netpop room to tenant spaces.

Terrance Electric can be contacted at (312) 653-1700 or through the Building Management Office at (312) 202-3800.

VIII. Certificate of Insurance

300 EAST RANDOLPH INSURANCE REQUIREMENTS

The following are Insurance Requirements that all vendors will be required to meet prior to commencing any work in the Building or the Premises. Please check your lease for specifics regarding tenant insurance requirements.

Insurance Requirements

The Contractor shall maintain the following project specific insurance coverage written by companies with an A M Best rating of A-VII or better and as approved by the Client in the following amounts:

1. **Commercial and General Liability (ISO Form)**
 - a. Bodily Injury Liability and Property Damage Liability in an amount not less than \$1,000,000 each occurrence.
 - b. "Occurrence" Form required.
 - c. Additional Insured shall be afforded coverage as primary and non-contributing insurance over any other insurance that the Additional Insured may have with respect to any loss under such policy. Additional Insured shall be named as per the attached listing.
2. **Worker's Compensation / Employer's Liability.**
 - a. Statutory Coverage in accordance with the laws of the state with jurisdiction, including Voluntary Compensation and Other States.
3. **Automobile Liability.**
 - a. Bodily Injury Liability and Property Damage Liability in an amount not less than \$1,000,000 Combined Single Limit.
 - b. Above to include Employer's Owned, Non-Owned and Hired Car Coverage.
 - c. Additional Insured shall be named as per the attached listing.
 - d. Policy shall contain a waiver of subrogation in favor of named parties below
4. **Contractors Property Insurance**
 - a. Contractors Property Insurance at appropriate levels to be determined providing all risk coverage with waiver of subrogation against Health Care Service Corporation d/b/a BlueCross BlueShield, Jones Lang LaSalle Americas (Illinois), L.P. or any of the parties named as Additional Insured with respect to General and Umbrella Liability insurance coverage.
5. **Umbrella Liability.**
 - a. Bodily Injury Liability and Property Damage Liability in an amount not less than \$5,000,000 per project general aggregate.

The Contractor shall be required to submit evidence of the above coverage no later than 10 days prior to mobilization on-site. Such evidence, in the form of a Certificate of Insurance, shall provide that a minimum of 30 days notice will be provided by the insurer to be delivered directly to Jones Lang LaSalle Americas (Illinois), L.P. by certified mail in the event of any cancellation, non-renewal, or any modification to the aforementioned policies. All self-insured retentions shall be disclosed to Jones Lang LaSalle Americas (Illinois), L.P. at the same time that the Certificate of Insurance is provided.

Each Contractor shall be obligated to notify Jones Lang LaSalle Americas (Illinois), L.P. within 24 hours of any act or incident which occurs on the premises which might result in any claim or action regarding the above referenced coverage and policies.

CERTIFICATE HOLDER SHOULD READ:

Health Care Service Corporation
300 E Randolph
Chicago, IL 60601

ADDITIONAL INSURED SHOULD READ:

Jones Lang LaSalle Americas (Illinois), L.P., Health Care Service Corporation, a Mutual Legal Reserve Company d/b/a BlueCross BlueShield of Illinois; and all of its shareholders, directors, officers, employees, representatives and agents; are ADDITIONAL INSURED pertaining to general liability (including all such coverage afforded by excess or umbrella liability coverage indicated on this Certificate) and automobile liability with respect to any liability arising out of operations related to the aforementioned project. The coverage afforded the Additional Insured is primary insurance over any other coverage which any of the Additional Insured may have with respect to any losses under such policy.

IX. Construction Rules & Regulations



**300 E RANDOLPH
(BLUE CROSS BLUE SHIELD BUILDING)**

**CONTRACTOR
REGULATIONS & GUIDELINES**

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300 E RANDOLPH

CONTRACTOR REGULATIONS & GUIDELINES

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I.

I. GENERAL POLICIES AND PROCEDURES

A. Property Management Participation

1. The Property Management Team will be involved in the Tenant Improvement (T.I.) process from “kickoff” to “move in”, including plan review, pre-testing, testing, pre-qualification of Contractors and the coordination of building systems tie-in. The Property Management Team will coordinate the use of the loading dock and freight elevators.
2. We reserve the right to inspect work, stop work and/or have workers removed from the job at any time during the project if Rules & Regulations are not adhered to.

B. Vendor/Contractor Cooperation

The Vendor/Contractor’s superintendent is encouraged to make use of the property management team’s experience with the building systems.

Management staff will make themselves available for consultation during the entire process. They will attend all meetings with the Vendors, Contractors, Subcontractors or space planners that involve building systems or major changes of scope, and as such, expect to be informed of all meetings.

C. Landlord Approval of Construction Plans

1. Approval - Plans and specifications *must* be approved prior to commencement of any work. Contractor is responsible for confirming with Landlord or agent on the approval of the plans and specifications.
2. Meeting - If applicable, a “kick-off” meeting will be scheduled with the property management team prior to the start of construction with Tenant representative(s), Designer representative(s), and Contractor(s) to discuss guidelines, procedures, schedules, quality control and other items that will make the job run smoother for all parties.
3. Coordination – All coordination of services (i.e. use of loading dock, freight elevator, deliveries, after-hours access, etc.) will be done by the **General Contractor only**, not individual Subcontractors

II. BUILDING SERVICES

A. After-Hours Access

1. After-hours access will be provided based upon the Vendor/ Contractor/Subcontractor list provided to the Building Management. Any deviation will require written explanation.

B. Freight Elevator

1. The Building is equipped with three (3) freight elevators to serve all floors. All Tenant Improvement contractors and contractor personnel must use only the freight elevator for transportation of workers, materials, and equipment. No Vendor/Contractor/ Subcontractor personnel or equipment are permitted within

the finished passenger cabs. These are reserved for occupants of the Building and their guests only. If any Vendor/Contractor or Subcontractor personnel are found in the passenger cabs, the elevators will be immediately inspected for damage, and all damages, whether a result of said use or not, shall be corrected by Landlord at Vendor/Contractor's expense.

C. Loading Dock

1. Hours: Monday through Friday 6:00 AM – 6:00 PM, unless otherwise specified by tenant lease. Dock can still be accessed for deliveries outside of these hours with enough advance notice, but no officer is specifically assigned to the dock outside normal hours. If the work/ delivery is such that an officer will have to be stationed at the dock during overtime hours, the Vendor/Contractor will be billed at the appropriate hourly rate for their time.
2. Billable rates are based upon local union contracts in place at the time and available from the Building Management Office upon request.

D. Personnel Access to Building

1. All Vendor/Contractor personnel shall enter and exit through the loading dock at all times. Building Security Personnel have the right to inspect tool boxes of all workers upon entry and departure from the Building.

E. Personnel Use of Restrooms

1. Specific restrooms will be designated for Contractor use. Workers found using restrooms or the janitorial closets, other than specified, will be subject to dismissal.
2. No one is permitted to use the janitorial closets without Landlord permission. Janitors' slop sinks cannot be used for disposal of flammable, hazardous waste or drywall taping compound. Vendor/ Contractor is responsible for maintenance while using designated restrooms. At the end of each work day, the Vendor/Contractor will be responsible for restoring the facility to its original state.

F. Deliveries

1. When working on a tenant-occupied floor, all deliveries are to be accepted, moved and delivered to the contracted suite by 8:00 AM on a first-come, first-served basis. When accepting deliveries, masonite must be installed to protect wall and floor finishes. It is the Contractor's responsibility to keep public areas clean at all times.
2. All material deliveries shall be made at the loading/service dock. All deliveries consisting of bulk material must be made between the hours of 6:00 PM and 6:00 AM, and must be scheduled in advance with the Building Management Office. If deliveries are to be made at other times, approval must be obtained from the Building Management Office and Vendor/Contractor or customer should schedule security personnel at hourly rate available upon request. At no time will material be

transported through the lobby or public areas unless specifically authorized in writing.

3. Should the use of the freight elevator by the Vendor/Contractor/Subcontractor delay the removal of rubbish from tenant-occupied spaces at night, the Vendor/Contractor/Tenant will bear the extra cost for overtime.

G. Electrical Service

1. The Building shall provide electrical service consisting of 110V/220V outlets with 15A/20A capacity. Any power requirements in excess of that listed per the Lease Agreement shall be the responsibility of the vendor or Contractor/Subcontractor.
2. Vendor/Contractor shall use reasonable measures to minimize energy consumption in the construction area when possible. The Building shall pay for normal electrical consumption during the work/construction process. If doing construction, all lights and equipment must be extinguished at the end of the Contractor's work day. In the event that the Contractor for construction continues to leave lights and equipment on during off hours, Landlord reserves the right to receive just compensation for excessive electrical consumption.

H. Electrical Closets

1. All electrical closets on construction floors are to be kept clean and orderly at all times and must be locked at the end of each workday. These rooms cannot be used as storage for tools or supplies. At the end of each day all garbage and wire remnants are to be removed and a clear pathway maintained to all panels.
2. Initial access to electrical and telephone equipment rooms can be arranged through Building Management. Tenant equipment may not be installed in electrical or telephone rooms. All panel covers are to be replaced and properly labeled upon completion. All penetrations through any floors, walls or ceilings should be properly fire safe upon completion.

I. Availability of HVAC

1. HVAC to the space will not be provided until branch ducting and VAV boxes have been installed and inspected by building engineering staff.

III. CONTRACTOR RESPONSIBILITIES PRIOR TO CONSTRUCTION

A. List of Subcontractors

1. If working on a TI project, the Contractor will be required to furnish Building Management with a list of all subcontractors prior to commencement of the Work. This list will include phone numbers and

contacts for each subcontractor, including home/cellular and emergency telephone numbers.

B. Certificate of Insurance

1. No Vendor/Contractor shall be allowed to start or continue any work in the building without a current Certificate of Insurance on file with the Landlord.
2. For specific information on Certificates of Insurance, refer to Insurance Requirements – (Exhibit A).
3. Vendor/Contractor must keep current insurance certificates on all subcontractors. Any Vendor/Contractor/Subcontractor performing work found to be without current insurance will be immediately ordered off the premises. Vendor/Contractor shall list in subcontractors' Certificates of Insurance, the Certificate holder and all additional insured as stated in the Client Information Package.

C. Permits and Licenses

1. The Vendor/Contractor/Subcontractor shall obtain at its own expense, all permits and licenses necessary to perform the work and shall comply with all laws, ordinances, state and federal government regulations, and with any Board or Commission or other duly qualified body regulations.

D. Accident Prevention Program/Employee Safety Training Program

1. Vendor/Contractor/Subcontractor shall inaugurate and maintain an Accident Prevention Program and an Employee Safety Training Program. All employees on the job, regardless of whose direct payroll they are on, are required to respond to safety instructions from the Contractors' supervisor. Persons who do not respond shall be removed from the job.

IV. CONTRACTOR RESPONSIBILITIES DURING CONSTRUCTION

A. Removal of Construction Waste and Debris

1. All construction waste and debris shall be removed via the freight elevator to the loading dock. No construction waste or debris may be placed in the building dumpster/compactor. The Contractor will provide for removal of waste and debris from the building at its own expense. If a dumpster is required (space allowing), the location shall be authorized by Building Management.
2. All corrective work or work performed in occupied spaces at any time must be cleaned up by the Contractor prior to leaving the premises at the end of each work day. The Contractor shall be responsible for all costs incurred by Building Management if this clean-up work is not performed satisfactorily.
3. Dumpster requests must go through the Building Management Office and will be applicable building rate, available upon request.

B. Containment of Construction Dust

1. All Contractors are required to erect and maintain dust barriers and proper dust covers on the floors at exit areas of construction.
2. Before performing any excessive dust or smoke producing work, the Contractor must request that the Building Engineer open stairwell dampers for better air circulation.
3. The Contractor must:
 - i. Cover air transfers when working next to an occupied space to control the transmission of dust, dirt and noise. Covering must be removed at the completion of daily construction.
 - ii. Keep all tenant entrance and exit doors closed to restrict the movement of dust, dirt or noise.
 - iii. Cover wheel-dumpsters when hauling construction debris from the work areas to the main dumpsters and close both the sliding and the double doors at the dock-level before dumping to minimize dust inside the Building.
 - iv. Close off temporary openings with polyurethane.
 - v. Due to local fire codes, no openings may be made on a tenant occupied floor to the corridor unless the door remains closed except when materials are being delivered. Prefilters should be installed over all return air openings until finished floors are installed. Contractor must verify with Building Engineer prior to installation of prefilters.

C. Prevention of Damage

1. Contractor is responsible for taking extra precautions to safeguard the floors, walls and/or elevators from damage which may be caused by the movement of materials or debris.

D. Access to Another Tenant's Occupied Space

1. Should the Contractor require access to another tenant's occupied space within the building, the Contractor must notify the Building Management Office. The request should include the list of Subcontractors who will be accessing the space, whether or not they will require ceiling access, the areas that will be worked on and the length of time needed to complete or perform work in the space. Building Management also requires the presence of a Building Security Guard during the work at the General Contractor's expense.

E. Control of Noise/Odor

1. No drilling, hammering, welding, loud noises or use of paints or materials causing offensive odors will be allowed during the business day, from 8:00AM to 6:00 PM. No customer or Contractor shall, during occupancy, re-modeling or construction, use any noxious gases or items which produce gases or VOC's (odor producing compounds) that would be hazardous, offensive or objectionable to any other customer in the Building as determined by 300 East

Randolph. The Contractor will be accountable for damage to the project or its customers due to excess noise, fumes, fire alarm activation, etc., which are due to the actions of the Contractor or their subcontractors. Depending upon work and customer adjacencies, activities that may need to be performed after hours include, but are not limited to:

- i. Installation of raised flooring (please discuss with Building Management in advance as this work may require that it be completed after-hours)
- ii. Installation of drywall (please discuss with Building Management in advance as this work may require that it be completed after-hours)
- iii. Welding
- iv. Use of adhesives, solvents, lacquers, paints, thinners or other VOC producing finishing materials
- v. Core drilling and cutting of concrete floors or walls (including raised flooring)
- vi. Hammering, anchoring, chipping or grinding of concrete floors
- vii. Installation of carpet tackless strips
- viii. Concentrated or excessive installation of powder actuated anchors
- ix. Use of impact drills

F. Draining/Filling Fire Sprinkler Systems

1. All draining is to be complete by 7:00 AM and filled no later than 9:30 PM. At no time shall a floor be permitted to be dry after working hours. All work performed on fire sprinklers and/or fire standpipes should be scheduled with the Building Chief Engineer at least 24 hours in advance. Contractor must comply with the conditions of the Building Engineer's approval of shutting down, filling and/or opening up of a fire sprinkler and/or fire standpipe system.
 - i. Prior to start of any work Subcontractor personnel should contact the Building Engineer through Building Management Office.
 - ii. The Subcontractor must provide the Building Management Office the name of the sprinkler fitter, company name, date, time of drain and area(s) to be worked on. A drain down fee of \$150.00, will be billed to the General Contractor.
 - iii. Building Engineers will drain the system for the Subcontractor to complete the necessary work. It should be noted that no more than two (2) floors stacked are to be drained at one time. Riser drain downs will only be permitted between the hours of 6 PM and 7AM.
 - iv. Upon completion of work, Subcontractor shall check system for leaks and verify with Building Engineering that no leaks are visible. System will not be refilled unless fitter is present in the work area.
 - v. Building Engineers will then open the standpipe and reset tamper switches in proper sequence.

- vi. Subcontractor personnel will notify Engineering of job completion. At this time, Engineering will acknowledge, restore and reset the fire alarm system.
- vii. Open flame work cannot be scheduled during a drain down.

G. Maintenance of Clean Space

1. Contractor shall keep the space clean at all times. All construction debris shall be removed through the service elevator or stairs on a daily basis and shall not be allowed to accumulate. Ceiling plenums must be cleaned of all miscellaneous debris and inspected by a representative of the Building engineering staff prior to closing the ceiling. In the event that the Contractor fails or refuses to keep the demised premises free of accumulated waste, Building Management will remove the debris at the Contractor's expense. Additionally, all public areas, i.e., corridors, restrooms, janitor's closets, etc. shall be maintained and kept free of construction debris, dust, etc.
2. Contractors or Customers are responsible for scheduling and paying for a final cleaning of work areas prior to occupancy. The base building cleaning contractor, A&R Janitorial, is required for use. Building Management must be contacted in advance in order to provide a quote and set up scheduling. The final cleanings will include, but not be limited to the following:
 - i. Fluorescent light fixtures and lenses
 - ii. Windows and window mullions
 - iii. Blinds
 - iv. Doors and frames
 - v. Base
 - vi. Carpet / Flooring
 - vii. Appliances

H. Removal of Combustible Objects

1. Removal of combustible objects such as cardboard, empty paint cans, paint rags and other combustible materials should occur on a daily basis: such objects should be disposed of in an approved receptacle and in accordance with all related codes and laws.

I. Removal of Fluorescent Light Bulbs

1. All fluorescent light bulbs must be removed through the Building recycling program. Building Management will provide recycling bins upon Contractor's request. The Contractor is responsible for placing the lightbulbs in the bins and hauling them to the dock level.

J. Storage of Flammable Liquids

1. The storage of flammable liquids (paint, lacquer thinners, paint thinners, etc.) shall be in UL approved fire rated (for flammable liquids) storage cabinets or the liquids are to be removed from the property daily. If such materials will be stored in the proper storage cabinets, Building Management must be notified of their

existence, location and quantities. Any such materials stored without Building Management's consent will be removed and disposed at the Contractor's expense. At the end of the project, all remaining paint is to be removed from the property in accordance with all related codes and laws.

K. Miscellaneous

1. The following additional miscellaneous provisions may apply:
 - i. Contractor shall provide for the required fireproofing or fire-stopping, resulting from the customer's renovation effort.
 - ii. Any area that is prone to water leakage shall be waterproofed.
 - iii. Any area with a water source requires the installation of the trident leak detection system.
 - iv. No penetrations shall be made into or through the perimeter walls. These walls contain a vapor barrier and the integrity of this vapor barrier must be maintained.

L. Prohibition of Gasoline-Operated Devices

1. No gasoline-operated devices, i.e., concrete saws, coring machines, welding machines, etc., shall be permitted within the building premises. All work requiring such devices shall be performed by means of electrically operated substitutes.

M. Use of Gas and Oxygen Canisters

1. All approved gas and oxygen canisters shall be properly chained and supported to eliminate all potential hazards. At the completion of use, said containers shall be promptly removed from the building.

N. Completion of Electrical Circuits

1. Upon completion and termination of all electrical circuits and before energizing, the Contractor must notify the Building Chief Engineer so that a neutral-to-ground Bonding Test can be performed.

O. Provision of Temporary Electrical Devices

1. Contractor shall provide temporary electrical devices within the demised premises for its subcontractors' use. Contractor will not be permitted to run extension cords through public space on occupied floors or through occupied tenant spaces.

P. Use of Telephone Room Chase Way

1. Any use of telephone room chase way must have prior approval from the Property Manager.

Q. Clearance of Stairwell/Fire Doors

1. During the construction, stairwell or fire doors leading to stairwells may not be blocked with construction debris. Fire doors may not be propped or blocked open in any fashion or in any way. Stairwells may not be used for the

storage of any materials and they are to be kept clear at all times. During construction, air conditioning smoke dampers shall not be propped open.

R. Open Flame Work

1. The following procedures shall be strictly adhered to when employing any method of welding, gas or electric, flame cutting or performing open flame soldering.
 - i. All open flame work must be scheduled with 300 E Randolph's engineering department at least forty-eight (48) hours in advance of any work on the premises. Before any cutting, soldering or welding can take place, the work area must be inspected by a Building engineer with the project superintendent and/or Contractor performing the work. After the inspection and if all concerns have been addressed, the Building engineer will issue an Open Flame Notification Acknowledgement to the Contractor and provide a copy to security, informing them of the date and time of scheduled work. Open flame work cannot be scheduled during a drain down.
 - ii. The Contractor is responsible for notifying 300 E Randolph and security when the open flame work begins. Security will make regular checks of all work areas when open flame work is being performed. If they observe open flame practices different from those outlined herein, they will immediately suspend all open flame work for the remainder of the shift.
 - iii. A dedicated fire watch must be provided by the Contractor during all open flame work and for at least 1/2 hour after completion of the operation to detect any possible fire, extinguish smoldering flames, and/or sound an alarm. Fire watchers shall carry a radio which communicates with security and shall maintain and have readily available, fully functional fire extinguishing equipment. Fire watchers shall be fully trained in its use. Fire watchers and the person doing the welding or cutting must be familiar with the Building's fire and life safety systems. Fire watcher should only try to extinguish a fire when it is within the capacity of the equipment available and must immediately contact security via the Building radio (and by calling 312-653-6560). The specific location and condition of all fire incidents must be immediately reported to 300 E Randolph Building Management and security.

S. Protection of Smoke Detectors

1. All smoke detectors on the base building system are to be protected during construction, demolition, soldering, welding, sweeping or other operations that may cause considerable dust or smoke. At the end of each workday, after

the dust has settled, each smoke detector that had been protected during the day is to be uncovered to ensure proper operation.

T. Prevention of Accidental Tripping of Fire Alarm System

1. All contractors are to take adequate precautions to prevent the accidental tripping of the Fire Alarm System. All management costs connected with resetting false alarms initiated by the Contractor or its subcontractors will be charged to the Contractor.
2. At the completion of each workday, the Fire/Life Safety System shall be left "trouble and alarm free". Contractor must notify Building Engineering of said status before leaving job site.

U. Approval of "Wet Paint" Signs

1. Approved "Wet Paint" signs must be posted in all public areas when appropriate.

V. CONTRACTOR/SUBCONTRACTOR EMPLOYEE PROHIBITIONS

- A. Graffiti or Vandalism
 - i. No graffiti or vandalism will be tolerated. Any individual caught in the act shall be immediately removed from the premises and will not be allowed to return. In addition, all repairs will be at the Contractor's expense.
- B. Smoking
 - ii. No tobacco smoking or chewing tobacco will be permitted in the Building.
- C. Radios/Sound Producing Equipment
 - iii. No radios or other non-functional sound producing equipment will be permitted on any floor (unless required by Code).
- D. Personal Behavior
 - iv. Courtesy must be shown to the building tenants at all times. Rude and obscene behavior, including but not limited to foul, suggestive or abusive language, will not be tolerated. Offenders will be asked to leave the premises and shall not be permitted to return.

VI. INSURANCE REQUIREMENTS

1. The Contractor shall evidence at least the following insurance coverage, provided that the amounts listed below will not act as a limitation on recovery from Contractor's insurance:

A. Commercial General Liability

Commercial General Liability insurance on a form at least as broad as Insurance Services Office ("ISO") commercial general liability coverage "occurrence" form CG 00 01 04 13 or another "occurrence" form providing equivalent coverage, including but not limited to contractual liability coverage, independent contractor's liability, coverage for bodily injury (including death), property damage (including loss of use thereof), ongoing and completed operations, products liability, and personal and advertising injury, in the following amounts:

\$1,000,000 Per Occurrence Limit

\$2,000,000 General Aggregate Limit

This coverage shall be primary to Owner and Agent's coverage, and Owner and Agent's coverage shall be noncontributory.

B. Excess or Umbrella Liability

Contractor shall provide Excess or Umbrella Liability insurance on a follow-form basis with respect to the Commercial General Liability, Employers' Liability, and Commercial Automobile Liability insurance with minimum limits equal to \$2,000,000 each occurrence and \$2,000,000 annual aggregate.

C. Worker's Compensation - Statutory Limits

D. Employers' Liability

With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit, and \$1,000,000 bodily injury each employee.

E. Commercial Automobile Liability

Combined Single Limit - \$1,000,000 per accident.

Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

F. Property Insurance

All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any property by the Contractor.

G. Crime Insurance / Fidelity Bond

Contractor is responsible for loss to Owner and third party property/assets and shall maintain Fidelity Bond or comprehensive crime insurance coverage for the dishonest acts of its employees in a minimum amount of \$1,000,000. Contractor shall name Owner as Loss Payee with respect to the comprehensive crime insurance coverage.

H. Errors and Omissions Liability (applicable for Contractors providing Consulting Services related to their Contract

300 E RANDOLPH

CONTRACTOR REGULATIONS & GUIDELINES

Duties or Uninterrupted Power Source (UPS) services and/or work only)

Contractor shall provide Liability limits of at least \$5,000,000 per claim and \$5,000,000 in the aggregate. The retroactive insurance date of such insurance shall be no later than the commencement date of the contract. Such insurance shall be provided for two years beyond the completion of the work.

I. Cyber Risk or Liability Insurance (applicable to Contractors providing services or working on, receiving, or accessing any Owner computer, computer system, network, data, data stream, program or software in any manner)

Contractor shall carry Cyber Risk or Cyber Liability Insurance for the following risks: a) liability arising from theft, unauthorized dissemination and/or wrongful use of confidential and proprietary information stored or transmitted in electronic form, and b) liability arising from the introduction of a computer virus, or any similar breach into and/or causing damage to the Owner's or Agent's computer, computer system, network and/or similar computer-related property and the data, software and/or programs stored in any of the aforementioned property. Such insurance shall have limits of liability of \$5,000,000 per claim and \$5,000,000 in the aggregate. If this insurance is written on a claims-made basis, the retroactive insurance date shall be no later than the commencement date of this Agreement. Contractor will maintain such insurance for two (2) years following the termination of this Agreement.

J. Environmental Impairment / Pollution Legal Liability (applicable to any disposal, handling, use, and/or transit of any hazardous gas, liquid, and/or solid as part of the services and/ or work related to the Contract Duties)

Contractor shall provide Liability limits of at least \$5,000,000 per claim and \$5,000,000 in the aggregate. Such insurance shall include, but not be limited to, coverage for sudden & accidental and non-sudden pollution conditions, bodily injury (including death), property damage (including its resulting loss of use thereof), clean-up costs, and defense costs. The retroactive insurance date of such insurance shall be no later than the commencement date of the Agreement. Such insurance shall be provided for two years beyond the completion of the work.

2. The Commercial General Liability and Commercial Automobile Liability policies shall include the following as additional insured, including their officers, directors and employees. Additional Insured endorsements CG 20 10 04 13 and CG 20 37 04 13 or their equivalent shall be utilized for the Commercial General Liability policy. Please note that the spelling of these parties must be exactly correct or the Contract Duties will not be allowed to commence.

1. Health Care Service Corporation
2. Jones Lang LaSalle Americas, L.P.

3. Contractor waives any and all rights of subrogation with respect to its commercial Property and Worker's Compensation Insurance policies against the parties identified above in Paragraph 2.

4. All policies will be written by companies licensed to do business in the State of Illinois and which have a rating by Best's Key Rating Guide not less than "A-VIII".

5. Contractor shall furnish Certificate(s) of Insurance evidencing the above coverage, except Property insurance. Certificate(s) of Insurance must be provided before Contractor commences Services or Services will not be allowed to commence.

6. Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following provision:

"Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."

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CONTRACTOR REGULATIONS & GUIDELINES

7. The following should be named as the Certificate Holder:

Health Care Service Corporation

300 E Randolph

Chicago, IL 60601

VII. ACKNOWLEDGEMENT

EXHIBIT B

VENDOR/CONTRACTOR ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF 300 EAST RANDOLPH VENDOR/CONTRACTOR REGULATIONS & GUIDELINES

VENDOR/CONTRACTOR ACKNOWLEDGES THAT THEY HAVE READ THE 300 EAST RANDOLPH "VENDOR/CONTRACTOR REGULATIONS AND GUIDELINES". FURTHERMORE, VENDOR/CONTRACTOR ACKNOWLEDGES THEIR ACCEPTANCE OF AFOREMENTIONED REGULATIONS AND GUIDELINES AND AGREES TO ADHERE TO SAID REGULATIONS AND GUIDELINES. VENDOR/CONTRACTOR ALSO AGREES TO ENSURE THAT ALL THEIR EMPLOYEES AND CONTRACTORS WORKING IN 300 EAST RANDOLPH ALSO ADHERE TO SAID REGULATIONS AND GUIDELINES.

(Vendor/Contractor Company Name – Print)

(Authorized Company Representative, Title – Print)

(Authorized Company Representative – Signature)

(Date)

Please complete and return this form to the Office of the Building 48 hours prior to date of requested access

Phone: 312-202-3800 Email: 300ERandolph@jll.com

X. Tenant Forms

300 EAST RANDOLPH TENANT MOVE-IN DAY INFORMATION

Tenant Name:_____

Tenant Move-In Coordinator:_____

Current Address:_____

Current Phone #:_____

Moving Date:_____

Moving Time: Start:_____ Completion:_____

Moving Company:_____

Moving Company Telephone:_____

Moving Company Supervisor:_____

Moving Company Contacted for Certificate of Insurance? Yes___ No__

Number of Movers:_____ Oversized Furniture or Equipment:_____

Special Move-In Cleaning Requirements:_____

Additional Security Requirements:_____

Emergency Tenant Names and Phone Numbers During Move:

Name:_____ Telephone #:_____

Name:_____ Telephone #:_____

300 EAST RANDOLPH SERVICE REQUEST / VISITOR ACCESS AUTHORIZATION

Name of Company: _____

Date: _____

Employee Name

Service Request
Authorization?
(Yes or No)

Visitor Request?
Authorization?
(Yes or No)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If necessary, please make additional copies of this form.

300 EAST RANDOLPH SUITE ENTRY SIGNAGE ORDER FORM

Sign Cost will be quoted after receipt of order form.

Company Name: _____

Date: _____

Phone #: _____

Suite #: _____

Firm Name as it is to be listed on sign

Form Completed By: _____
Name/Title

Note: Please return completed form as soon as possible, as there is an approximate 3-week turnaround.

ATTACHMENT 1

Blue Cross Blue Shield Tower Tenant Contact Information List

Note: Tenant is required to update this information quarterly (or as data changes) and resubmit this form to the Office of the Building.

Company:	_____	Suite or Floor Number:	_____
Main Phone Number:	_____	Main Fax Number:	_____
Primary Contact:	_____	Email Address of Primary Contact:	_____
Nature of Business:	_____	Completed By:	_____
Date Completed:	_____	Number of Employees (day and night):	_____

The following individuals are to be contacted, in order as they appear, in the event of a **Day-time Emergency**:

Name	Title	Home Phone	Pager/Cell Number	Email Address

The following individuals are to be contacted in the event of an **After-hours Emergency**:

Name	Title	Home Phone	Pager/Cell Number	Email Address

ATTACHMENT 2

Blue Cross Blue Shield Tower Tenant Floor Emergency Teams

Note: Tenant is required to update this information quarterly (or as data changes) and resubmit this form to the Office of the Building.

Floor #:		
Floor Emergency Team/Position	Name, Office Phone and Email of Designated Person	Name, Office Phone, and Email of Alternate
Area Warden		
Floor Leader(s)		
Elevator/Stairwell Monitors		
Aids to Disabled Persons		
Searchers (minimum 2)		
Communicator Between Floor Leaders (if applicable)		

Floor #:		
Floor Emergency Team/Position	Name, Office Phone and Email of Designated Person	Name, Office Phone, and Email of Alternate
Area Warden		
Floor Leader(s)		
Elevator/Stairwell Monitors		
Aids to Disabled Persons		
Searchers (minimum 2)		
Communicator Between Floor Leaders (if applicable)		

Please copy and repeat use of this form for tenancy more than two floors.

Blue Cross Blue Shield Tower
Persons Requiring Assistance

[illegible]