

Building Work Rules

POLICY

All contractors, consultants and vendors working in the building must comply with the Building Work Rules. These Rules establish a specific standard of performance. No additional enforcement notifications will be given. Any party deviating from the Building work rules will be subject to removal from the building and termination of agreement.

EMPLOYEES

Continental Towers is a union building. All personnel working on any portion of a project must be union labor.

BUILDING WORK RULES

These Building Work Rules are access and construction rules to be followed by contractors, architects, engineers, consultants, and vendors who require access to the building or who will be designing or installing work in the building.

Any reference to GlenStar Asset Management, LLC (GlenStar Asset Management, LLC) or building management refer to the Property Manager.

Contractor means general contractor and/or its subcontractors and suppliers doing construction or related work in the building either directly for GlenStar Asset Management, LLC, building management, or a tenant of the building.

General building information is listed on the attached Building Information Sheet.

DOCUMENTATION

1. Contractor will provide Property Manager with a list of supervisors including emergency telephone numbers and pager numbers.
2. Contractor will submit weekly ***Access Authorization Requests***.
3. All space plans, construction documents, and engineering drawings must have the written approval of GlenStar Asset Management, LLC prior to the commencement of work.
4. Architectural, mechanical, plumbing, sprinkler, and electrical as-built drawings must be forwarded to the property manager at the completion of each project. As-builts shall be accompanied by an air balance report confirming the HVAC system has been balanced with 10% of the design criteria, a copy of the labeled electrical panel schedule, operating manuals, warranties, and all other documents required by the contract documents shall also be forwarded to the property manager.
5. Existing as-built, backgrounds or suite documentation issued by the property manager are intended to assist only and are not to be solely relied upon without field verification by the contractor, consultant or vendor. Architects and engineering consultants must field verify all conditions.
6. All contractors, subcontractors, and suppliers must submit lien releases with each request for payment. Payments will not be made until all complete and accurate lien releases are received and retention will not be released until all contractors, subcontractors and suppliers have submitted final lien releases to GlenStar Asset Management, LLC.

7. All activities and changes that result in a cost to GlenStar Asset Management, LLC must be approved in writing by GlenStar Asset Management, LLC prior to the cost being incurred. Requests for payment for additional costs for activities or changes not previously approved by GlenStar Asset Management, LLC will be denied. All changes from approved plans must be approved by GlenStar Asset Management, LLC.
8. Before any hazardous material is delivered to the building, contractor shall notify the property manager in writing and submit a Material Safety Data Sheet (MSDS). Storage locations for the hazardous material will be approved by the property manager in advance of delivery. Contractor is responsible for providing information (MSDS) to workers regarding all hazardous material and substances used or introduced by the contractor.
9. The attached Indoor Air Quality procedures must be adhered to for each project.
10. All contractors directly working for GlenStar Asset Management, LLC must sign a Construction Agreement or must be a party to a construction agreement with a tenant in a form of a contract acceptable to GlenStar Asset Management, LLC. If a conflict exists or arises between these Building Work Rules and the GlenStar Asset Management, LLC Construction Agreement, the Agreement shall prevail.
11. A copy of the construction permit, the construction schedule, and a list of subcontractors must be submitted to the property manager prior to construction. The approved permit set of drawings will be delivered to the property manager at the completion of the job.
12. A certificate of insurance for each contractor and subcontractor must be submitted to the property manager prior to construction. Each certificate of insurance must list all parties, as property manager shall require. **See sample attached.**
13. The contractor shall notify the property manager at least 48 hours in advance of completion of construction. A completed punchlist will be required for each project before final payment is made.
14. The contractor will be held responsible for its subcontractors' action in all cases. The property manager or other building management personnel will not be responsible for directing subcontractors or liable for any acts or omissions of a subcontractor in the event some direction is given in the absence of the general contractor.
15. All contractors and subcontractors will be approved by GlenStar Asset Management, LLC prior to work commencement.

DAMAGE

16. Any damage caused to the building by the contractor or its subcontractors will be repaired by the contractor as directed by the property manager. GlenStar Asset Management, LLC reserves the right to repair any damage at the contractor's expense if the work is not acceptably repaired within two weeks of written notification.

ELECTRICITY

17. The contractor shall ensure that all utility services (electrical, HVAC, etc.) to each suite will be provided specifically for the suite. No shared services will be accepted. When splitting an existing electrical service, the contractor must restore electrical service to the adjacent suite. Separate metering must be provided.

18. All new, existing and relocated equipment and devices must be easily accessible (i.e. not blocked by new or existing construction).

PRE-JOB WALK THROUGH AND WEEKLY MEETINGS

19. A pre-job walkthrough must be arranged by the contractor with the property manager. All on site staging areas must be approved by the property manager. Weekly progress meetings must be held. The contractor must conduct and issue minutes for weekly progress meetings which will be attended by GlenStar Asset Management, LLC representatives.

LOCKS AND KEYS

20. All lock changes and new locks must be completed by the building's engineering staff at contractor's expenses.
21. Contractor must furnish all building standard lock cylinders. All door hardware must be compatible with Schlage Cylinder Keyway #1246.

COMMON AREAS

22. The contractor shall coordinate the installation of common area finished with the property manager.

BUILDING SYSTEMS / STANDARDS

23. The building's systems are not to be tampered with by any contractor unless approved in advance by the Chief Engineer.
24. Nothing should be secured or fastened to existing metal, glass or masonry building components.
25. Contractor furnished fluorescent lamps must be building standard wattage and color.
26. No changes to the perimeter window treatment will be accepted unless otherwise noted and approved in the construction documents.
27. No improvements will be accepted that would alter the building's appearance from the exterior.
28. All building standard must be adhered to when shown or indicated on the construction documents.
29. The contractor shall notify the property manager in writing to obtain property manager's approval at least 48 hours prior to any interruption of a building service. The contractor will be responsible for damages arising out of a loss of a building service not approved by the property manager.
30. All work on the building's life safety systems and related drawings will be performed by Environmental Systems Design (ESD) and coordinated with the property manager.
31. All work that may activate, deactivate or alter any smoke detectors, fire doors, sprinklers, fire protections or life safety devices will require approved drawings from the Fire Prevention Bureau. Such work shall not commence until ESD has completed and Contractor has submitted the appropriate drawings to the Fire Prevention Bureau.

32. The contractor shall protect drains to prevent clogging and shall clear all drains that become clogged during construction.

NOISE / ODOR / WELDING

33. No odor causing or noise causing activities will be performed from 7A.M. to 6 P.M. After-hours work will be permitted with the property manager's consent. The contractor must schedule after-hours work in advance.
34. Welding and burning with an open flame will not be permitted without prior approval of the property manager. Permitted welding or burning must comply with all applicable codes. All necessary permits must be obtained, and a fire extinguisher must be provided within 50 feet of welding or burning.
35. The contractor shall notify the property manager 48 hours prior to commencing any work that may be cause objectionable noise or odor so that management can notify tenants.
36. The contractor is responsible for controlling and keeping noise levels to a minimum. Voices, machinery, tools and radios heard in the common areas or in adjacent spaces will not be permitted, and all such activities will be suspended at the direction of the property manager.
37. When contractors are working above an occupied suite, ladders must be picked up to be moved or proper noise dampening padding should be attached to the feet of the ladder.

ADVERTISING

38. No signs for the purpose of advertising the services of the contractor or subcontractor shall be posted or visible from the outside or from internal common areas of the Building.

JOB SAFETY

39. The contractor is responsible for insuring job site safety. This includes safety for the work force as well as anyone entering the construction area. The contractor shall provide protection and barricades as required to ensure personnel safety and shall strictly comply with OSHA at a minimum.

LOADING DOCK

40. Use of the loading dock will be limited to the building hours of operation unless 48 hours notice of request is provided and approved by the property manager for deliveries requiring less than 1 hour. Larger deliveries must be performed so that they are complete prior to 8:00 a.m. or after 6:00 p.m. Monday thru Friday or on Saturdays.

ELEVATORS

41. Use of the freight elevator will be limited to the building hours of operation and will be restricted by the scheduling restraints unless 48 hour notice of request is provided and approved by the property manager.
42. Contractors shall not use passenger elevators, without prior written approval of the property manager.
43. Contractors are not allowed to disconnect or alter the elevator controls, signals button, etc.

Elevator Dimension

Towers Freight Cars

- Depth: 8'2"
- Width: 5'5"
- Height: 7'10"
- Door: 4' wide by 7' tall
- Capacity: 5,000 lbs

Commercium Freight Car:

- Depth: 7'8"
- Width: 5'2"
- Height: 7'4"
- Door: 4' wide by 7' tall
- Capacity: 4,000 lbs

Loading Dock:

- Height: 42"
- Dock Doors: 5' wide by 7'3" tall

ACCESS TO PHONE CLOSETS

44. Access to the building's telecommunication riser closets on each floor will be provided only by the building's riser management company.

CONSTRUCTION MATERIAL

45. Construction materials and equipment shall not be staged or stored in any area without prior written approval of the property manager.

CLEANING / DUMPSTERS

46. Protection and clean-up of existing finishes in common areas and freight elevator shall be performed by the contractor to the satisfaction of the property manager. The contractor shall provide adequate protection of all building finishes. Walk-off mats shall also be provided and cleaned periodically by the contractor as well as wet shoe pads at all construction entries to prevent tracking of dust through the building.
47. Clean-up of construction tools and equipment will be confined to the janitor's closet. All janitorial, electrical and telephone closets utilized must be cleaned and free from construction debris after the construction is complete. No paints, thinners, or hazardous material will be poured in sinks.
48. The contractor has the option to arrange for a construction waste dumpster to be delivered to the loading dock. If the contractor elects to provide a dumpster, it must be dropped in the loading dock after 5:00 P.M. and picked up before 6:30 A.M. The delivery date and placement of the dumpster will be directed by the property manager. A proper certificate of insurance will be required from the waste hauler. All costs associated with dumpster are contractor's responsibility. Building dumpsters are not to be used without prior authorization of property manager; any unauthorized use will result in costs being billed back to tenant.

49. All areas the contractor or its subcontractors work in must be kept clean daily. A post construction cleaning of each work area will include cleaning of all window sills, blinds inside of perimeter windows, light diffusers, HVAC grilles, cabinets, sinks, carpet, resilient floors, perimeter induction units, and doors. Common areas (flooring, walls, elevators) must be protected. The final clean must meet the standards established by the buildings cleaning company.
50. The contractor shall maintain cleanliness throughout the building, and will not block hallways, exits, elevators lobbies, electrical closets, or loading docks.

EXTRA COSTS

51. Contractor shall provide the following at contractor's expense:
- Expense related to Indoor Air Quality Protection
 - Security service, if required.
 - Protection and repair of all finished existing surfaces to remain (i.e. carpet, glass, aluminum, ceilings, wall covering, paint hardware, etc.)
 - Keying of locks
 - Cleaning of work areas
 - Dumpster use
 - Sprinkler riser drained in excess of permitted amount
 - Re-lamping of existing light fixtures
 - Building engineer's time, if required

BUILDING HOURLY RATES

Building Carpenters	current market rates
Building Laborers	current market rates
Building Engineers	current market rates
Building Security Supervisors	current market rates
Building Security	current market rates
General Maintenance	current market rates

*Hourly labor rates are subject to change without notice
Hourly labor rates are based on straight time*

HVAC

52. All HVAC work will be inspected by the building's engineer. The following procedures shall be observed by the contractor.
- A preliminary inspection of the HVAC work shall be scheduled through the property manager prior to the installation or re-installation of the ceiling grid.
 - A Second inspection of the HVAC work in progress shall be scheduled with the building's engineer and HVAC subcontractor's air balance engineer. This inspection shall take place when the suite is ready to be balanced. All diffusers will be balanced within 10% of design criteria.
 - The building's engineer will inspect the construction on a periodic basis.
53. The location of all thermostats and diffusers shall be approved by the building' engineer prior to installation or relocation.
54. The building's engineer and contractor shall ensure that furniture plans allow for proper air flow to and from perimeter induction units and that thermostats are mounted away from file cabinets, shelves, etc.

ELECTRIC

55. Electrical panel schedules must be completed replaced and dated, identifying all circuits. All panel schedules must be typewritten.
56. All electrical outlets and lighting circuits shall be properly identified. Outlets shall be labeled on the back side of cover plates.
57. Doors to suite, equipment and electrical rooms shall not be left open when the contractor is not present. Any electrical closet that is open with an exposed electrical panel must have a licensed electrician present.

ETIQUETTE

58. The Continental Towers are **non-smoking buildings**. Smoking is permitted in designated smoking areas outside of the building. Smoking is only permitted in the middle of the Plaza Deck near the ashtrays. Smoking is not permitted near building doorways, entrances, or windows.
59. Construction personnel are not allowed to park at the loading docks, driveways, or visitor parking.
60. All contractor's employees must enter through loading dock entrances.

- 61. Restroom use by contractor and its subcontractors is restricted to Lower Level restrooms or others as specified by the property manager.
- 62. Food and related debris will not be left in the suite under construction or anywhere else in the building at any time.
- 63. No loitering of personnel is allowed in front of the building or in the common areas to include the lobby and Commonium. Breaks are to be taken in the construction area or off the premises, not in the building common areas.
- 64. No obscene or foul language will be permitted. No yelling is allowed.
- 65. No radio playing is allowed.
- 66. Contractor personnel shall be attired in clothing that is appropriate in nature and is in keeping with a safe work environment.
- 67. All contractor employees will be expected to obey all building and tenant rules.

PHONE NUMBERS

Office of the Building	847/640-1800
Engineer's Office	847/640-1800
Security Desk	847/640-1814

CONTRACTORS ACKNOWLEDGEMENT OF RECEIPT OF BUILDING WORK RULES:

Company: _____

Name of Representative: _____

Title: _____

Signature: _____

Date: _____

**Building Indoor Air Quality
Policies and Procedures
For Tenant and Building Construction**

1. Contractor shall install 30% efficient pleated fibers at all return air dampers. Filters must be changed, at a minimum, once per week.
2. Contractor shall install on overlapping 6-mil polyethylene barrier at all access doorways to construction area.
3. The HVAC system shall remain in operation in the area of construction provided that the air has been filtered.
4. Contractor is responsible for removing all isolation barriers at the conclusion of all construction, returning the exhaust unit to the Owner, and bringing the HVAC system to normal base operation.

If hazardous conditions/materials exist, the following must be adhered to:

5. Contractor must install a temporary construction isolation barrier around the entire construction area using 6-mil polyethylene. Barriers must extend to the underside of structure.
6. Contractor is required to install an exhaust filtration unit in the work area. The exhaust unit is to be placed so as to achieve an air washing of the space. The exhaust ventilator is to be fitted with a three-stage filtering system consisting of 12" x 12" x 2" 30% efficient pleated filter, an activated carbon and hydrosol filled filter module, and a 2" 30% efficient profiler. The Contractor is responsible for the daily monitoring of the filters and the changing of the filters. The exhaust unit is to run continuously during construction.
7. The exhaust filtration unit may be rented from the Owner at a cost of \$250.00 per month. Contractor must supply all filters and necessary materials and labor to install the unit.

Contractor Access Procedures

- All contractors must be authorized to work in the building through the office of the building as specified on the Contractor Access Authorization Request form.
- Contractors must check in, and be required to enter and exit the building through dock main door at the Lower level of Tower II.
- The Security Office will log the contractor
- The Security Office will issue a "Contractor Badge" in exchange for his drivers licenses to the contractor only after the above criteria is met.
- Access will not be authorized to the building dock, work area, freight elevators, roofs, basements or restricted areas without a badge visibly displayed at all times. Contractors will display their badge by affixing it to their shirt, above the waist.
- If any unauthorized contractors are found in the building, they must report to the Director of Security and Building Management. If found to be unauthorized, they will be escorted off of the property.
- Contractor employees who have lost a badge can have a replacement issued, only when the supervisor has confirmed to Security that the badge is lost and that the employee is assigned to work in the building.
- Contractor supervisory personnel will be authorized to check out keys from Security, with prior approval of the Chief Engineer. Keys to tenant areas will be issued to contractor's supervisory personnel upon written authorization of Tenant Representative of GlenStar Asset Management, LLC, manager, only. Keys lost by the contractor will result in charges to the contractor as are reasonably required

CONTRACTOR ACCESS AUTHORIZATION REQUEST

This request must be completed prior to the commencement of any work being performed at Continental Towers. – Rolling Meadows. Please complete the information requested below for the upcoming week and fax to Property Manager at 847/640-7915 no later that 2 P.M. on Friday of the preceding week.

Access for the Week of: _____

Work Location / Floor No.: _____

CONSTRUCTION COMPANY INFORMATION:

Company Name: _____ Contact Name: _____

Address: _____

Phone #: _____ Fax #: _____

24-Hour Emergency #: _____

On-Site Supervisor Name: _____

Cell #: _____ Pager #: _____

The following representatives / subcontractors are scheduled to work as follows:

Note the Following:

___ Services of the building engineer will be required on the following dates/times:

___ Noise of odor potential is anticipated on the following dates/times require 48-hour advance notice)

___ Freight elevator usage is anticipated on the following dates/times:

___ Dumpster delivery / pick up / exchange approximate dates/times

(For GlenStar Asset Management, LLC Use Only)

Copy to: ___ Asst. Property Mgr ___ Security ___ Engineering ___ Reception

**BUILDING AFTER HOURS CONTRACTOR
WORK REQUEST FORM**

(Form must be received 48 hours in advance of requested starting time)

DATE: _____

CONTRACTOR: _____

CONTACT PERSON: _____

EMERGENCY CONTACT NUMBER: _____

DATE WORK REQUESTED: _____ TIME WORK REQUESTED _____ To _____

WORK TO BE PERFORMED: _____

BUILDING EQUIPMENT AFFECTED: _____

Contractor Representative's Signature: _____

Building Management Use Only:

DATE FORM RECEIVED: _____ TIME FORM RECEIVED: _____

Authorization Signature: _____

Notes: _____