

ONE SOUTH DEARBORN TENANT INFORMATION MANUAL



Hines

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EXHIBITS

- A. Fitness Center Rules and Regulations
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- F. Standard Janitorial Services

Section 1: General Information

1.1 BUILDING OVERVIEW

One South Dearborn is a 40-story, world-class office tower located at the southeast corner of South Dearborn Street and Madison Street in downtown Chicago. The office building consists of 820,915 square feet of office space sitting on top of a 4-level, above-grade parking garage and the building's ground-level Main Lobby which includes a bank, restaurant and sundry shop.

One South Dearborn is the first office building in Illinois to receive Silver precertification under the U.S. Green Building Council's Leadership in Energy and Environmental Design – Core and Shell (LEED-CS) program. LEED is a nationally-recognized rating system for sustainable real estate design, development and operation. One South Dearborn is outfitted with several technologically-advanced engineering systems and unique architectural elements designed to maximize energy efficiency and minimize consumption of nonrenewable resources. In accordance with LEED guidelines, we have also implemented a number of policies and procedures highlighted in this manual to further promote environmental stewardship. We thank you in advance for your strict adherence to these rules and salute you for your commitment to environmental sustainability.

Building Address:

ONE SOUTH DEARBORN

1 S. Dearborn St.
Chicago, IL 60603

1.2 PROPERTY MANAGEMENT

One South Dearborn is staffed with professionally trained property management and engineering personnel. We are here to answer any questions you may have about the building or its operation. Please feel free to call or stop by with any comments or concerns that you may have. The Management Office, located on the 7th floor, is open on weekdays from 8:00 a.m. - 5:00 p.m.

Management & Leasing:

HINES
Management Office
1 S. Dearborn St., Suite 700
Chicago, IL 60603
Phone: (312) 386-8300

Other Important Numbers:

Security Office	(312) 386-8315
Security Desk	(312) 386-8316
Messenger Office	(312) 386-8317
Dock Office	(312) 386-8318
Parking Office	(312) 386-8319

1.3 BUILDING DIRECTORY

Interactive, touch screen building directories located at the security desk in the Main Lobby enable visitors to lookup contact information and employee names as provided by the tenants of the building. A web-based system allows tenants to update directory listings in real time.

1.4 VISITOR REGISTRATION

One South Dearborn offers a state-of-the-art visitor registration system linked to the building directory. Tenants may add visitors to the registration system via a secure internet site. Upon arrival, visitors may self register using the kiosks located at the security desk in the Main Lobby. Simply insert your drivers license or swipe your credit card and a visitor badge will be printed at the security desk. The visitor then presents a photo ID to the security staff before receiving the badge. Unregistered visitors speak with security personnel to contact tenants and request access.

1.5 ACCESS CONTROL CARDS

Tenants have access to One South Dearborn 24 hours a day, seven days per week with the use of their access cards. An access card is first required to pass through the optical turnstiles located at the entrances to the passenger elevator banks in the Main Lobby. To use the access control card in an elevator during after hours (Mon- Fri 6pm to 6am, 24 hours on Sat & Sun), hold the card up to the card reader (small, black glass panel located on the right-hand side within the elevator) until the light turns green. Within three seconds, press the floor button. To use the access control card at a card-controlled door, hold the card in close proximity to the card reader until the light turns green. Within three seconds after hearing the door control mechanism release, open the door.

Building access cards are initially provided to all designated employees free of charge. Replacement cards will be billed at \$15.00 each to cover the cost of the card. To obtain a new or replacement access card, a request from authorized tenant contacts must be submitted to the Management Office. Please allow at least 24 hours to process a new access card. To deactivate or modify an access card, please contact the Management Office.

Security staff officers are strictly prohibited from allowing access to secured tenant spaces. Tenant employees and visitors without an access card will not be granted admission to their floor unless they are pre-registered in the visitor registration system or permission is received from a designated tenant contact.

1.6 PASSENGER ELEVATORS

One South Dearborn is equipped with fifteen passenger elevators in the Main Building and two passenger elevators serving the parking levels. The passenger elevators operate in non-security mode (no floor access card needed) between 6:00 a.m. and 6:00 p.m. Monday through Friday (except holidays) and in security mode at all other times. The passenger elevators are outfitted with Captivate video monitors that broadcast news, weather and stock updates as well as building announcements.

Elevator emergency calls are monitored 24 hours a day, seven days a week by security staff personnel. Should you encounter a problem with an elevator, please call for assistance by pressing the "Press to Call" button provided in each car. Our security staff personnel will immediately respond with instructions. Please report any elevator problems to the Management Office immediately.

Elevator Service:

Low Rise Elevators: Main Lobby and Floors 7 - 23

High Rise Elevators: Main Lobby and Floors 23 - 38

Garage Elevators: Main Lobby and Floors 3 – 6

1.7 LOADING DOCK AND FREIGHT ELEVATORS

All deliveries including messenger services must occur via the Loading Dock and freight elevators. The loading dock is located on the south side of the building and is accessible from Dearborn Street via the alley running east to west along the south perimeter of the building. The dock includes three loading bays approximately 10' Wide x 28' Deep and 14' High. Normal hours of operation for the Loading Dock are from 6:00 a.m. to 6:00 p.m. Monday through Friday (except holidays). To schedule deliveries, please contact the Management Office to reserve time at both the Loading Dock and on the freight elevators. Please make arrangements for someone from your firm to accept the delivery. For liability reasons, the One South Dearborn security staff is instructed not to accept deliveries.

One South Dearborn's two freight elevators are located just past the double doors to the rear of the Loading Dock. Use of the freight elevators is restricted to designated building occupants and their pre-approved vendors, contractors or guests via access control cards. The freight elevators serve the

Loading Dock, Mezzanine Level and Floors 2 – 39. Tenants requiring either the use of either freight elevator after normal operating hours or both freight elevators at any time must contact the Management Office to reserve time on the freight elevator(s).

Freight Elevator Dimensions:

- Cab Dimensions: 5'-8" Wide x 7'-11" Deep x 12'-0" High
- Door Dimensions: 4'-0" Wide x 8'-9" High opening at floors 1-3 and 7-39
4'-0" Wide x 7'-6" High opening at floors 4-6
- Weight Capacity: 4,500 lbs. at 500 fpm

Vendors making deliveries must obtain an access card from the Dock Office located in the Loading Dock in order to operate the freight elevator. All vendor deliveries will require tenant approval prior to issuance of an access card and a valid certificate of insurance. For routine deliveries, please submit a list of pre-approved vendors to the Management Office.

To ensure that all tenants have equitable use of the Loading Dock, please instruct your vendors to adhere to the following policies:

- Loading Dock is for loading and unloading only. Parking is not permitted.
- All vehicles have a maximum of 15 minutes to unload their items.
- Large deliveries requiring extended periods of time should be scheduled after normal hours of operation.

1.8 EMERGENCY PROCEDURES

We consider safety to be the highest priority at One South Dearborn and have developed an emergency awareness and procedures program to ensure safe occupancy. A member of the Property Management staff will arrange for emergency procedures training which will take place once per year. Each tenant will be asked to designate Emergency Contacts and Wardens who will receive additional training to serve as a point person for updating and implementing building safety and emergency protocol. Emergency Wardens are instrumental in ensuring employee safety in the event of a building emergency.

In addition to emergency awareness and procedures training, Hines also provides the following resources:

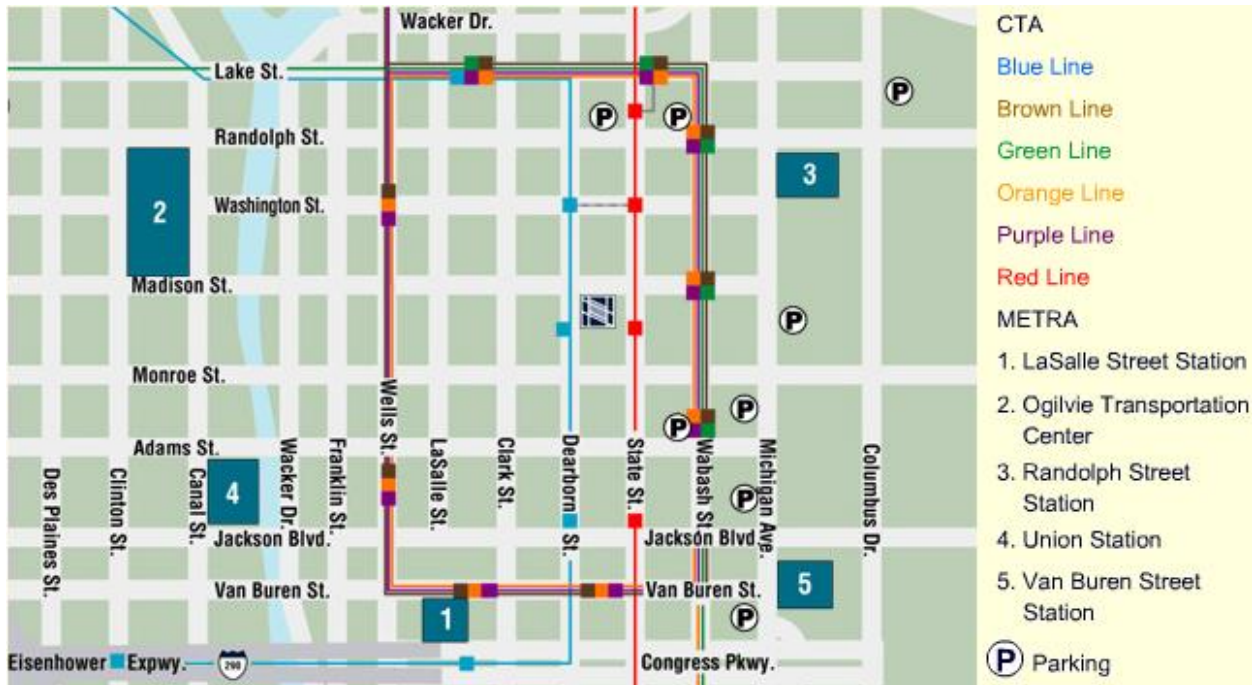
- The **TENANT EMERGENCY PROCEDURES MANUAL** fully explains the systems, procedures, and responsibilities for dealing with emergency situations and supplements the emergency procedures training. You can view this manual [here](#).

1.9 PUBLIC TRANSPORTATION

Located in the heart of Chicago's Central Loop, One South Dearborn is accessible to tenants and visitors:

- The Chicago Transit Authority's *El* has multiple stations located within close proximity to One South Dearborn. The Monroe Station entrance to the Blue Line, serving O'Hare International Airport and the western neighborhoods, is located on the southwest corner of the One South Dearborn plaza. The Red Line's Monroe and Washington Stations, located one block southeast of One South Dearborn along State Street, serve both the southern neighborhoods and northern neighborhoods. One may also access the Orange, Purple, Green, Pink and Brown lines via the Madison Station, located two blocks east at the intersection of Madison Avenue and Wabash Avenue. For more information, see the below map or visit www.transitchicago.com.
- Northeastern Illinois' commuter rail line, *Metra*, serves Cook, DuPage, Lake, Will, McHenry and Kane Counties. *Metra* has five stations located within walking distance to One South Dearborn. For train schedules, see the below map or visit www.metrarail.com.
- The Chicago Transit Authority also operates several bus routes serving the north, south, east and west sides of Chicago with stops located within blocks of One South Dearborn. For route maps and bus schedules, visit www.transitchicago.com.
- Numerous taxicab companies also serve downtown Chicago. Phone numbers for a few popular taxicab companies that offer pick-up service are listed for your convenience:

Ace Cab	(773) 381-8000
American United Cab	(773) 248-7600
Checker Taxi	(312) 243-2537
Flash Cab	(773) 561-1444
Yellow Cab	(773) 907-0909



Section 2: Tenant Amenities

2.1 CONFERENCE CENTER

One South Dearborn's Conference Center is located on the 7th floor and is available to building tenants 24 hours a day, seven days a week.

The meeting room can be arranged to suit a variety of needs and can seat up to 75. Complimentary wifi is available for use during the Conference Center rental.

The Conference Center supplies 60 chairs and enough tables to seat 30. Tenants are welcome to coordinate with an outside vendor if more tables or chairs are needed to accommodate an event.

Also included in the Conference Center upon request are:

- 65" TV
- Podium
- Speaker/Bluetooth
- Flip Chart

Tenants may have food and refreshments catered by a vendor of their choice. A Liquor Liability insurance (if applicable) and certificate of insurance must be provided prior to the event for any outside vendor. Tenants are responsible for registering visitors/vendors into the **iVisitor system**.

Reservations require a 48-hour advance notice, any reservations for Monday must be received by 12 noon to previous Friday. Cancellations must be made 24 hours in advance to avoid being charged the rate at which the Conference Center was reserved for.

Please contact the Management Office at 312-386-8300 or email **osd@hines.com** for reservations or additional information.

2.2 TENANT LOUNGE

The One South Dearborn's modern Tenant Lounge is located on the 7th floor adjacent to the Fitness Center. Couches, cafeteria-style tables and booths are available to all tenants 24 hours a day. Music and TV plays during office hours, which can be changed or adjusted by the Management Office next door at Tenant's request. Fully equipped with a communal kitchenette with a mini-fridge and dishwasher, this space is perfect for a quiet lunch, a work breakaway or a team happy hour.

Please contact the Management Office at **osd@hines.com** or 312-386-8300 for more information or to reserve this area.

2.3 FITNESS FACILITY

One South Dearborn's state-of-the-art Fitness Facility is located on the 7th floor along the southwest corner of the building. The Fitness Facility is open 24 hours a day, seven days week. The facility includes towel service as well as changing rooms with showers and lockers. The following equipment is provided in the fitness facility:

Cardio Machines

Treadmills
Elliptical Cross Trainers
Exercise Bicycle

Strength Training

Smith Machine
Dual-Pulley, Cable Action Machine
Upper-body, Dual Purpose Machines

Recumbent Bicycle
Concept2 Model D Rower
TRX Double-Bay Suspension Rack

Lower-body, Dual Purpose Machines
Body Weight Ab, Back and Pull-up Presses
Dumbbells and Weight Benches

Located within the Fitness Center, an 800-square foot Workout Studio is available for use for all tenants 24 hours per day, seven days per week.

One South Dearborn tenants may sign up for a fitness class membership serviced through Kinema Fitness. Membership costs \$25 per month and includes unlimited classes hosted by professional trainers. To sign up for a membership and to view a full schedule of classes, please visit 1sdearbornkinemafitness.com

Use of the Fitness Center is free to all employees working at One South Dearborn, however, access is limited to individuals that have completed and signed the Fitness Center Waiver. Please refer to Exhibit A for the *Fitness Center Rules* and Exhibit B for the *Fitness Center Waiver and Release of Claims*.

2.4 INTERNAL MESSENGER SERVICE

For the convenience and safety of all tenants, One South Dearborn offers an Internal Messenger Service which interfaces directly with all commercial messengers making deliveries to or from the building. For outbound deliveries, please contact the Messenger Office at (312) 386-8317 to arrange a pick-up. Commercial messengers may then pick-up up the package from the Messenger Office located in the Loading Dock. For security purposes, all commercial messengers making deliveries to One South Dearborn will be asked to leave packages at the Messenger Office. For food related deliveries, please schedule the delivery with the Management Office at (312) 386-8300. An internal messenger will then deliver the package directly to the tenant. Internal Messenger Service is available from 7:00 a.m. to 6:00 p.m. Monday through Friday (except holidays).

2.5 PARKING

One South Dearborn's Parking Garage is located above the lobby and below the 7th floor. The Parking Garage entrance/exit is accessed via the northeast corner of the building at the intersection of Madison Street and the alley running north to south along the east perimeter of the building. Elevators located on the north side of the garage provide access directly to the Main Lobby.

The garage is accessible to tenants on a monthly basis as available. Monthly and daily debit card parkers will be issued a transponder which can be used to access the garage 24 hours a day, seven days a week. Weekend debit card parking is also available. Please contact the Management Office for additional information on parking.

Please observe all designated parking signage pertaining to reserved spaces for specific tenant use and drivers with disabilities. All parking restrictions will be strictly enforced.

2.6 RETAIL TENANTS

Rosebud Prime restaurant, operated by **Rosebud Restaurants**, is located on the ground level to the south of the Main Lobby. The restaurant offers a variety of fresh salads, signature pasta dishes, and flavorful meat, fish and poultry entrees. Ample seating is available within the restaurant's main dining area. Outdoor seating is also offered seasonally on the One South Dearborn plaza.

2.7 OTHER AMENITIES

Farmer's Fridge – A Farmer's Fridge vending machine is located in the 7th Floor Tenant Lounge and available for 24/7 use. The fridge offers farm fresh, locally grown options for breakfast, lunch, a snacktime. All times are restocked daily and guaranteed fresh.

Bicycle Storage Room - One South Dearborn offers secure, enclosed bicycle parking within two Bicycle Storage Rooms. One room is located on the northeast exterior of the building adjacent to the Parking Garage entrance and the other is located on the dock adjacent to the messenger center office. The Bicycle Storage Rooms are for daily use only. It is accessible to tenants via key card. To arrange access, individuals must register at the Management Office. Please refer to Exhibit C for the *Bicycle Storage Room Rules* and Exhibit D for the *Bicycle Storage Room Waiver and Release of Claims*. Additional bicycle parking racks are located in the east alley near the parking garage entrance and are available for use by all tenants.

Fitness Center Classes – Kinema Fitness provides onsite fitness classes and personal training to tenants of the Building. Kinema offers daily classes lead by certified instructors. To request a single class pass, a personal trainer or to sign up for a monthly membership, please visit www.1sdearbornkinemafitness.com

Bike Share - In addition to our bike storage facilities, bicycles are also available to tenants on a rental basis between 6:00am and 6:00pm, Monday through Friday and are located in the in the Loading Dock off the east alley. Tenants can check out the bikes with the Dock Supervisor, who will supply the key to the lock on an available bicycle. Signage has been posted in the loading dock to direct tenants to the Dock Office.

Electric Vehicle Charging Stations – There are two (2) universal electric vehicle charging stations located on the 5th Floor of the Parking Garage. Both stations are free to use with a 4-hour charging time limit and available on a first come, first served basis to all garage parkers. Signage has been placed to mark both parking stalls.

Car Wash – One South Dearborn offers a convenient, in-house, car wash service. Car wash services are offered Monday through Friday from 7:00am to 2:00pm and can be done as a same-day service. Car Wash cost is based on current market pricing. Please contact the Parking Garage Office for more information.

Shoe Repair – One South Dearborn offers a convenient shoe shine service. Contact the Management Office for more information.

Parcel and U.S. Mail Drop Boxes – U.S. mailboxes are located on the lobby level behind the dock office. See security for directions.

Dry-Cleaning Services- One South Dearborn offers a dry-cleaning service serviced by DRYV. The service can be managed directly from the website or mobile phones by creating a profile [here](#). Dry-cleaning lockers are located in the east corridor on the first floor, across from the USPS mailboxes and near the Shoe Shine stand, accessible through the door in the first floor parking garage elevator lobby. For more information on services, pricing and existing orders, visit the [DRYV website](#).

Masseuse- An on-site masseuse is available for our tenants in the Massage Room located within the Fitness Center. Appointments can be made at www.utopiachair.com.

Section 3: Building Services

The following is a description of the services provided at One South Dearborn, details on how they can be requested and their current cost. To request routine services, please contact the Management Office at OSD@Hines.com. Requests that are more detailed, such as moving, painting and lock changes should be submitted in writing via e-mail to ensure that the work is completed per the tenant's directions. When requesting services, we require that it come from an authorized tenant contact, particularly those that incur costs on your company's behalf in order to simplify monthly invoicing. Please distribute a copy of all written requests for building services to an appropriate staff member. Current *Building Services Pricing* is summarized in Exhibit E.

3.1 HOUSEKEEPING

A complete list of our *Standard Janitorial Services* for tenant areas is presented in Exhibit F. Any item not listed or requiring a greater frequency would be considered a billable request unless otherwise specified in your lease. Please contact the Management Office for a quote. A four-hour minimum applies to additional services provided on weekends.

3.2 TRASH REMOVAL & RECYCLING

In keeping with our commitment to environmental sustainability, One South Dearborn has adopted a proactive recycling and waste management program per guidelines approved by LEED. The goal of our recycling program is to provide a user-friendly system that maximizes both the quality and quantity of the recyclable material collected from tenant quarters. A partnership consisting of building personnel and tenants is required in order for the program to be successful.

Tenant quarters will be outfitted with a variety of containers and color-coded bags to assist in the collection and separation of recyclables (green, blue and black). All trash and recycling containers will be emptied nightly. Please promote the following practices in your work areas.

- **ALL UNSORTED RECYCLABLES: Green Bags**

Bins with green bags will be located in kitchens and break areas for bottle and can recycling. Typical recyclables appropriate for bins with green bags include:

Aluminum Cans	Plastic Bottles
Glass Bottles	Steel Cans

- **COPIER/PRINTER PAPER RECYCLING: Clear Bags/Blue Recycle Bins**

For paper recycling, bins with clear bags are located in copy rooms and production areas, whereas blue recycle bins are located in each office and workstation. Please note that food waste and unclean ("contaminated") recyclables should not be placed in these bins. These bins are for the collection of:

Office and Colored Paper	Letterhead and Glossy Paper
Newspapers and Magazines	Flyers and Junk Mail
Plain, Window, or Manila Envelopes	Cardboard and Telephone Books

- **CORRUGATED BOXES**

Tenants looking to dispose of small packages and boxes should mark them with orange "Throw Away" stickers, which can be found on each floor in the freight elevator lobby. This system helps janitorial staff avoid misunderstandings.

- **BATTERY RECYCLING**

Battery recycling tubes can be requested from the Management Office. Please place used batteries in the designated battery recycling tube for disposal. All batteries should be capped at the end terminal. The Management Office will provide a sign with tape to remind employees to tape the terminals. Once the tube is full, please contact the Management Office in order to properly recycle batteries.

- **INK/TONER RECYCLING: Printer Cartridges, Ink, and Copier Toner Only**

Tenants looking to dispose of ink and toner for recycling should mark them with a green "Printer Cartridge Please Recycle" sticker. These stickers can be requested from the Management Office. Placing a green sticker on ink or toner will communicate the proper information to the night cleaning staff, to process for recycling.

- **ELECTRONIC RECYCLING**

If you would like to recycle electronics, please contact the Management Office. We will arrange to remove all unwanted electronic waste to be processed for recycling.

- **PLASTIC BAG RECYCLING**

Tenants can now collect plastic bags for recycling. One recycling container will be placed in each tenant's freight elevator lobby on a designated floor of their choice. The container will be lined with a clear bag and labeled for plastic bag recycling only.

- **WET WASTE AND NON-RECYCLABLES: Black Bags**

Bins with black bags are located in pantries, offices, workstations, dining rooms and break areas. These bins are for the collection of food products, wet waste and non-recyclable office supplies and equipment. If the office equipment or supplies are too large for the black bag container, please request a dumpster from the Management Office to assist in removal.

Nightly janitorial service includes removal of routine office waste and recyclables. For larger trash removal, tenants can rent dumpsters.

- The cost for a dumpster rental is \$10.00 per day along with a ½ hour minimum labor charge for delivery and removal of the dumpster.

3.3 GENERAL MAINTENANCE

Many general maintenance items can be handled by our on-site engineering staff. Maintenance requests regarding building standard restrooms or building-provided heat and air conditioning are handled free of charge. Repairs and maintenance to items within tenant spaces such as doors, locks, private restrooms, kitchens, supplemental air conditioning units, etc. are considered billable services.

3.4 LOCKSMITH

Key duplication is performed on site. Please contact the Management Office or via the online work order portal, via email, with the key(s) identification number and quantity. If you are requesting an entry key, include the name of the recipient. Requests for installing new locks and/or for lock repairs should be sent via email.

3.5 LIGHT BULB REPLACEMENT

All tenant spaces undergo monthly inspection for light bulb replacement, provided that a light bulb list (type and location) has been issued to the Management Office. Immediate or additional needs should be requested of the Management Office. When reporting a light out, please include a full description of the location. Charges are per light bulb and for labor. Please contact the Management Office for a current price list.

3.6 FURNITURE MOVING

For small amounts of furniture that can be moved during normal working hours (i.e. less than five items), service may be contracted through our janitorial contractor at the prevailing bill rate. Tenant moves should be requested through the OSD@Hines.com email address with a minimum notice of one business day. For large amounts of furniture (i.e. more than five items), we recommend the use of a commercial moving contractor. We will be happy to supply you with the names of reputable moving companies.

3.7 SECURITY STAFF

If a security staff officer is needed for any special event, you may request service by calling the Management Office for a quote. Please allow at least two business days for the quote. Requests with less than the minimum two business day notice will incur an increased rate. Our Security Staff Manager will contact you to arrange for special instructions.

3.8 OVERTIME HEATING, VENTILATING AND AIR CONDITIONING

As part of One South Dearborn's normal operating procedures, heating, ventilating and air conditioning (HVAC) is provided as directed in each Tenant's lease. Any HVAC provided outside of normal business hours will be on an "as requested" basis only.

We ask that the requests are submitted before 5:00 p.m. on the day that overtime HVAC is needed.

The best way to contact for HVAC Requests is as follows:

- *Standing Requests* - Please submit to the Management Office if your firm regularly operates beyond normal business hours.
- *Weekend Requests* - Please submit to the Management Office prior to 5:00 pm on the preceding Friday.
- *After Business Hours Request* - Please call Lobby Security at 312-386-8316 to place request.

If an engineering staff member is not on site at the time of the request, the tenant will be responsible for paying additional over time engineering labor charge of 2 hours (per call) to schedule the request.

3.9 TELECOMMUNICATIONS

Each tenant is responsible for contacting a telecommunications provider of their choice prior to moving in. Resolution of service related issues

One South Dearborn also has the following telecommunications providers for tenant use:

- AT&T Smart Moves is (888) 722-7627.
- Cogent: Provides fiber optic internet service – Contact: Jim Bubeck (312) 960-6901

- MCI Verizon: Provides internet and data services – Contact the management office for contact information
- Level 3 Communications: Provides fiber optic internet and data services – Contact the management office for contact information
- Crown Castle Fiber- Provides Fiber Optic internet and data services. Contact the management office for contact information.

IMG Technologies is One South Dearborn's riser manager and oversees the installation, maintenance and removal of all voice and data services distributed throughout the building. As part of this program, IMG Technologies has the responsibility of maintaining the telecommunications riser cable from the Netpop (the room where the building's telecommunications service originates) to the service termination block in tenants' suites. IMG Technologies Service Desk can be reached at (312) 423-7707.

The following examples outline routine telecommunications services and procedures.

Tenant needs to add a new voice or data circuit to their existing suite:

- Tenant should call their telecommunications provider and order the necessary circuit.
- Call the IMG Technologies Service Desk with the provider's order number, due date and circuit number(s).
- IMG Technologies will then install circuit(s) from the building Netpop to the termination blocks in the tenant's suite.

Tenant needs to relocate an existing voice or data circuit within the building:

- Tenant should call the IMG Technologies Service Desk with the due date, suite numbers (existing and future) and circuit number(s).
- IMG Technologies will then install circuit(s) from the existing suite to the future locations on the designated due date.

Tenant equipment vendor requests access to the telecommunications closet:

- Tenant should call the IMG Technologies Service Desk at least 24 hours prior to the vendor's service call time.
- IMG Technologies will send a technician to the tenant's suite at the designated time.

PLEASE NOTE: All prices and service times are subject to adjustment.

Section 4: Security Tips

Building management and security staff take many precautions to protect employee property; however, employees are wholly responsible for the security of all persons and property within their areas. By following a few simple rules, much can be done to eliminate or reduce theft or intruders.

- Never leave a floor access door unlocked or propped open, even if it is only momentarily. This may be the single most important rule to prevent intruders from entering office areas.
- Rear doors or secondary entrances should be kept locked at all times.
- Keep valuables out of sight at all times. A minimum amount of cash should be kept in the office. Both stamps and cash should be locked in an office safe.
- Keep purses and gift packages out of sight and locked inside a cabinet or desk if possible.
- Lock desks when not seated at them.
- The building prohibits all solicitors and peddlers. Please call the building's security office immediately to report solicitors and peddlers so they may be properly escorted from the building.
- Do not let persons other than employees and clients into building restrooms.
- Building personnel are always ready to properly identify themselves. Persons posing as building workers who you do not recognize should be reported to the building's security services immediately. Every employee has the right to question and request proper identification from all those who enter the floor.
- Legitimate messenger service personnel carry proper identification. If a messenger does not produce identification when asked for it, the building's security services should be notified immediately.
- To reduce the possibility of unauthorized persons entering an employee space, all visitors should wait in the floor common area until an escort arrives to greet the visitor. Do not allow unknown persons to follow through an access controlled door.

Section 5: Building Rules and Regulations

1. No sign, lettering, picture (excluding artwork within the premises), notice or advertisement shall be placed on any outside window or in a position to be visible from outside the premises. If visible from the outside or public corridors within the building, the article shall be installed in such manner and be of such character and style as landlord shall approve in writing.
2. Tenant shall not use the name of the building for any purpose other than the tenant's business address. Tenant shall not use the name of the building for tenant's business address after vacating the premises. Tenant shall not use any picture or likeness of the building in any circulars, notices, advertisements or correspondence.
3. No article which is explosive or inherently dangerous is allowed in the building.
4. Tenant shall not represent itself as being associated with any company or corporation by which the building may be known or named.
5. Sidewalks, entrances, passages, courts, corridors, halls, elevators and stairways in and about the premises and building shall not be obstructed.
6. No animals (except for dogs in the company of a blind person), pets, bicycles or other vehicles shall be brought or permitted to be in the building or the premises except for in areas specifically designated for such a use.
7. 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 association or organization pertaining to such business, profession or activities.
8. Tenant shall not waste electricity, water or air-conditioning and shall cooperate reasonably with landlord to assure the most effective and efficient operation of the building's heating and air conditioning systems. Space heaters are not allowed and will be removed from the building by engineering staff.
9. 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.
10. Tenant assumes full responsibility of protecting the premises from theft, robbery and pilferage. Landlord 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 to the premises closed and secured. All corridor doors shall remain closed at all times.
11. If Tenant desires telegraphic, telephones, burglar alarms or other electronic mechanical devices, then landlord will, upon request, direct where and how connections and all wiring for such services shall be installed. Landlord will not allow boring, cutting or installing of wires or cables is permitted without prior approval.
12. Except with the prior approval of landlord or as otherwise provided in the tenant's lease, all cleaning, repairing, janitorial, decorating, painting or other services and work in and about the premises shall be done only by authorized building personnel.
13. The weight, size and location of safes, equipment, machines and other large or bulky articles shall be subject to landlord's approval and shall be brought into and out of the building at times and in a manner as the landlord shall direct. Prior to tenant's removal of any of such articles from the building, the tenant shall obtain written authorization of the Management Office and shall present such authorization to a designated employee of the landlord.
14. Tenant shall not overload the safe capacity of the electrical wiring of the building and the premises or exceed the capacity of the feeders to the building or risers.

15. To the extent permitted by law, tenant shall not cause picketing or other activity which would interfere with the business of landlord or any other tenant or occupant of the building. Tenant shall not permit or promote distribution of written materials involving its employees in or about the building except in locations and subject to time and other limitations as to which landlord may give prior written consent.
16. Tenant shall not cook, otherwise prepare or sell any food or beverages in or from the premises or use the premises for housing accommodations or lodging or sleeping purposes except that tenant may install and maintain vending machines, coffee/beverage 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.
17. Tenant shall not permit the use of any apparatus for sound production or transmission in such a manner that the sound so transmitted or produced shall be audible or vibrations there from shall be detectable beyond the premises. Nor shall tenant permit objectionable odors or vapors to emanate from the premises.
18. 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. Landlord's consent shall be deemed given as to any such matters included as part of the plans and specifications for Tenant's Work or for subsequent alterations which are otherwise approved by landlord.
19. Tenant shall only use the freight elevator for mail carts, dollies and other similar devices used for delivering material between floors that Tenant may occupy.
20. No eating, drinking or loitering is permitted in the common areas of the building except in designated areas.
21. In accordance with the building's LEED-CS Silver status, smoking is not permitted anywhere in the building or parking garage. As of January 16, 2006, the City of Chicago passed a new Clean Indoor Air Ordinance, which prohibits smoking in most public places and places of employment in the City of Chicago. Smoking is prohibited within 15 feet of public building entrances. This policy will be strictly enforced by building security. There are two designated smoking areas located on the north and west side of the building. If you need assistance finding the designated area, building security will be happy to direct you to the area.
22. 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.
23. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by any governmental agency or reasonably established by landlord and shall cooperate and participate in all reasonable security and safety programs affecting the building.
24. Tenant shall cooperate and participate in all recycling programs established for the building by any governmental agency or reasonably established by landlord.
25. The use of space heaters is strictly prohibited in the building as they are a substantial fire hazard. We kindly ask that tenants comply with the building rules and regulations and take all precautionary measures to eliminate any risk from occurring. If the temperature is not at a comfortable level, please call the Management Office and an Engineer will adjust the temperature.
26. Effective January 2014, One South Dearborn strictly prohibits all building employees and visitors from carrying any firearms onto the property. Signage is posted at designated building entrances to reflect this regulation.

EXHIBIT A
One South Dearborn
Fitness Center Rules and Regulations

One South Dearborn contains a Fitness Center available for Tenants' use. The Fitness Center is located on the 7th Floor and is equipped with basic cardiovascular machines and strength stations. There are men's and women's locker rooms with showers and lockers.

1. The Fitness Center will be open 24 hours a day 7 days a week. Please note, heat and air conditioning is provided from 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to 1:00 p.m. Saturdays, except holidays.
2. The Fitness Center is for the use of building employees only. Friends, relatives and visitors are not permitted in this facility.
3. Each tenant is responsible for controlling and monitoring access to these facilities, ensuring the access cards are issued only to an employee and prohibiting its employees from lending their access cards to non-employees.
4. All persons using exercise equipment and showers agree to do so at their own risk and agree to operate all equipment as intended and in accordance with the manufacturers' instructions.
5. Smoking in not permitted in the Fitness Center.
6. The lockers are intended to be used by fitness center members while they are present within the center. Security is instructed to open all lockers after 11:00 p.m. every night and place any contents not belonging to individuals in the Fitness Center at that time into lost and found.
7. Television audio signals are broadcast to receivers located on the cardio machines. Please use your personal headphones to listen to the broadcast of your choice. The television stations are preset and can not be changed.
8. Glass containers and alcoholic beverages are not permitted in the Fitness Center. All radios/walkmans must be used with headphones.
9. Landlord reserves the right to add, change or delete any Rule or Regulation herein contained and to change the method of operation to ensure maximum enjoyment of the facility.

The Fitness Center is for the enjoyment of all One South Dearborn tenants and their employees. Please assist us in maintaining these facilities' cleanliness by disposing of all trash in the receptacles provided. Please report any problems to the Management Office.

Agreed: _____

Print Name: _____

Company: _____

Date: _____

Sex: M or F

EXHIBIT B
Fitness Center Waiver and Release of Claims

I, _____ hereby request permission to use the Fitness Center located on the Seventh Floor of the building ("Building") known as One South Dearborn in Chicago, Illinois, together with any and all equipment and other facilities located therein (the "Fitness Center"). I understand and acknowledge that the Fitness Center is not a public facility, but rather is for the exclusive use of those individuals, such as myself, as are specifically authorized in writing by SOF- Dearborn LP ("Landlord") or its authorized representative to use the facility, and who read and sign this **WAIVER AND RELEASE**. I understand and acknowledge that there are risks associated with vigorous exercise, weight training, or other activities customarily undertaken at the Fitness Center, including but not limited to serious bodily injury or even death. I also understand and acknowledge that I should not engage in vigorous exercise, weight training, or other activities customarily undertaken at the Fitness Center without first consulting my personal physician and considering any particular risks I may incur in participating in these activities. I ACKNOWLEDGE AND AGREE THAT THE USE OF THE FITNESS CENTER, INCLUDING USE OF ALL EQUIPMENT LOCATED THEREIN, WILL BE ENTIRELY AT MY OWN RISK, AND NEITHER LANDLORD NOR ANY OF THE OTHER LANDLORD PARTIES (AS DEFINED BELOW) MAKE ANY REPRESENTATIONS OR WARRANTIES WHATSOEVER REGARDING THE FITNESS CENTER OR SUCH EQUIPMENT WHETHER PERTAINING TO THE QUALITY, CONDITION OF FUNCTIONALITY THEREOF OR OTHERWISE. I FURTHER ACKNOWLEDGE AND AGREE THAT, IN CONSIDERATION FOR BEING PERMITTED TO USE THE FITNESS CENTER, I SHALL BE ENTIRELY RESPONSIBLE FOR, AND I HEREBY WAIVE AND RELEASE ANY AND ALL CLAIMS I HAVE OR MAY HAVE IN THE FUTURE against Landlord, the managing agent for the Building, and their successors (including any successor owner of, and any successor managing agent for the Building), assigns, affiliates, directors, officers, employees, members, owners, agents and partners or any of them (collectively, "Landlord Parties") for any and all losses, costs, expenses (including reasonable attorney's fees), damages or liabilities whatsoever of any nature, including bodily injury or death, arising out of my use of the Fitness Center or any equipment therein, all to the fullest extent permitted by law. I also agree that my use of the Fitness Center shall be in accordance with the Rules and Regulations attached hereto, as the same may be amended, modified or replaced from time to time by Landlord (including any successor owner of the Building) or its authorized representative.

By: _____

Print Name: _____

Company: _____

Date: _____

Access Card: _____

Sex: M or F

EXHIBIT C
One South Dearborn
Bicycle Storage Room Rules and Regulations

One South Dearborn contains an enclosed Bicycle Storage Room available for Tenants' use. The Bicycle Storage Room is located on the northeast exterior of the building adjacent to the Parking Garage entrance.

1. The Bicycle Storage Room will be open 24 hours a day 7 days a week.
2. The Bicycle Storage Room is for the use of building employees only. Friends, relatives and visitors are not permitted to use this amenity.
3. Each tenant is responsible for controlling and monitoring access to the storage room, ensuring the access cards are issued only to an employee and prohibiting its employees from lending their access cards to non-employees.
4. All persons using Bicycle Storage Room agree to do so at their own risk. Bicycle locks should be used to secure bikes stored in the room at all times. Locks will not be provided.
5. Only store bicycles on the rack. If the rack is full, ask building personnel for the location of alternative bike parking areas. Do not block the entrance to the Bicycle Storage Room or position bikes in a manner that will impede others from entering or exiting the area.
6. Smoking in not permitted in the Bicycle Storage Room.
7. The Bicycle Storage Room is intended to be used by tenants of the building while they are present at the building. Security is instructed to take inventory of all bikes left in the Bicycle Storage Room overnight. Bicycles left in the Bicycle Storage Room for more than three consecutive nights without prior permission from the Property Manager will be removed by building security.
8. Report any suspicious activity, vandalism or damage to building security immediately.
9. Landlord reserves the right to add, change or delete any Rule or Regulation herein contained and to change the method of operation to ensure maximum enjoyment of the facility.

The Bicycle Storage Room is for the enjoyment of all One South Dearborn tenants and their employees. Please assist us in maintaining this facility's cleanliness, usefulness and security. Please report any problems to the Management Office.

Agreed: _____

Print Name: _____

Company: _____

Date: _____

Bicycle Make/Model: _____

EXHIBIT D
Bicycle Storage Room Waiver and Release of Claims

I, _____ hereby request permission to use the Bicycle Storage Room located adjacent to the Parking Garage entrance on the ground level of One South Dearborn in Chicago, Illinois, together with any and all equipment and other facilities located therein (the "Bike Storage Room"). I understand and acknowledge that the Bike Storage Room is not a public facility, but rather is for the exclusive use of those individuals, such as myself, as are specifically authorized in writing by SOF-Dearborn LP("Landlord") or its authorized representative to use the facility, and who read and sign this **WAIVER AND RELEASE**. I understand and acknowledge that other users of the Bike Storage Room may inadvertently or purposefully damage or remove any and all contents of the Bike Storage Room. I ACKNOWLEDGE AND AGREE THAT THE USE OF THE BIKE STORAGE ROOM WILL BE ENTIRELY AT MY OWN RISK. I FURTHER ACKNOWLEDGE AND AGREE THAT, IN CONSIDERATION FOR BEING PERMITTED TO USE THE BIKE STORAGE ROOM, I SHALL BE ENTIRELY RESPONSIBLE FOR, AND I HEREBY WAIVE AND RELEASE ANY AND ALL CLAIMS I HAVE OR MAY HAVE IN THE FUTURE against Landlord, and their successors, assigns, affiliates, directors, officers, employees and partners or any of them (collectively, "Landlord Parties") for any and all losses, costs, expenses, including reasonable attorney's fees damages or liabilities whatsoever of any nature, including bodily injury or death, arising out of my use of the Bike Storage Room, provided, however, that the foregoing waiver and indemnification shall not apply to any injuries or damages caused by the gross negligence or willful misconduct of Landlord or its agents or employees. I also agree that my use of the Bike Storage Room shall be in accordance with the rules and regulations attached hereto, as the same may be amended, modified or replaced from time to time by Landlord or its authorized representative.

By: _____

Print Name: _____

Company: _____

Date: _____

Access Card: _____

EXHIBIT E

One South Dearborn Building Services Pricing

One South Dearborn is pleased to be able to provide the services listed below. To arrange any building service or to obtain a quote for services not listed herein, please call the Management Office. Invoicing for extra services will occur in the month following the month in which the work was performed. Some special services may require a letter agreement.

Description	Current Cost
Access Cards	\$15.00 per lost or physically broken card
Housekeeping	Regular Day Cleaner Rate: \$37.80 per hour Overtime After-Hours Rate \$41.71 per hour
Dumpster Rental	Delivery – \$7.00 each plus ½ hour cleaning labor Pick up – ½ hour cleaning labor
General Maintenance and Engineering	Regular Rate – \$69.00 per hour After Hours Rate: \$103.50 (4 hours minimum)
Locksmith	Repinned cylinder – as quoted New cylinder – as quoted Duplicate keys – \$8.00 per key
Overtime HVAC	Heating – \$55.00 per hour per floor Cooling – \$75.00 per hour per floor
Security	\$26.55 per hour (4 hours minimum)

PLEASE NOTE: All prices are subject to adjustment.

Additional services include actual cost plus building mark-up (pursuant to tenant's lease).

EXHIBIT F

One South Dearborn

Standard Janitorial Services

The Landlord shall furnish the following janitorial services:

Daily - Five (5) times a week

- Sweep, dry mop or vacuum all floors. Remove gum, tar, etc. adhering to the floor.
- Dust all horizontal surfaces, including tops of desks, file cabinets and counters, which can be reached without a ladder with a treated cloth, mitt or duster (papers and other objects on horizontal surfaces are not to be disturbed).
- Clean, polish and sanitize all drinking fountains.
- Sweep all steps, sidewalks, plazas and interior landings leading to building.
- Clean freight and passenger elevator cabs and landing doors including floors.
- Empty all waste containers of waste paper and rubbish in quantities normal for office space.
- Clean all common area washrooms and restrooms.
- Spot clean all entrance doors, switch plates, walls and glass areas adjacent to such doors.
- Dust exterior of all light fixtures other than ceiling fixtures with a feather duster.

Weekly

- Dust mop stairwells.
- Damp wipe all waste containers.
- Wash all glass entrance doors and side panels inside and out.

Monthly

- Scrub and recondition all resilient floor areas using buffable non-slip floor finish.
- Damp mop stairwell landings and treads.
- Remove hard water stains from toilet fixtures.
- Dust with treated dusters all blinds.

Quarterly

- Strip and refinish all resilient floors.
- Machine scrub all common area lavatory and vestibule floors.
- High dust