



I acknowledge that I have read and am aware of the building rules and regulations for Prudential Plaza:

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_



## PRUDENTIAL PLAZA CONTRACTOR REGULATIONS

### CONTRACTOR, SUBCONTRACTOR AND VENDOR PROCEDURES DEFINITIONS:

"Contractor":	Contractor, Subcontractor, Vendor and related Agents
"Owner":	Owner, Landlord, Owner's Managing Agent or Designated Agents of Owner
"Chief Engineer":	Chief Engineer or Chief Engineer's Agent After
"AWR Form":	Hour Work Request Form

#### A. RESPONSIBILITIES

1. The Contractor shall be directly responsible for the conformance of their work to all codes, rules, regulations, governmental laws and Building Standards as set forth the in these documents. All Contractors must be members of appropriate City and State unions.
2. Prior to commencing work, the Contractor, must have a Certificate of Insurance on file with Owner. Such Insurance documents must meet the requirements as listed in Exhibit A.
3. Prior to commencing with the work, the Contractor, shall be responsible for visiting the site and familiarizing themselves with local conditions under which the work is to be performed.
4. The Contractor, shall be responsible for conformance to proper construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work.
5. The Contractor shall be responsible for adequately bracing and protecting all work and materials during construction against damage, breakage, collapse, distortion and misalignment according to applicable codes, standards and good practice.
6. Under no circumstances shall the Contractor cut, drill, burn or fasten to any structural component including reinforced concrete or steel members without written consent of Owner. Such consent may be covered by Owner's architect's approval of plans and specs.
7. The Contractor shall replace all fireproofing which may be removed in making connections to structural members to meet the required hours of fire-resistance for the location of the supporting members, as set forth by the City of Chicago Building Code. The Contractor

also shall replace any insulation on piping installed prior to commencement of subject Tenant improvements.

8. Prior to the commencement of construction the Contractor must arrange a walk through with MEP subcontractors and Chief Engineer to discuss MEP installation/maintenance requirements.
9. Prior to commencement of work, Contractor is required to furnish all Material Safety Data Sheets (MSDS's) to Owner. Work will not be allowed to commence prior to submission by Contractor and Owner and/or Chief Engineer.
10. Prior to commencement of work on any refrigeration equipment, Contractor are required to submit evidence of EPA 608 Technician Certification to Owner and/or Chief Engineer. Such Certifications must be current and applicable to the type of equipment Contractor is servicing.
11. Prior to the commencement of work, the Owner and/or Chief Engineer must be made aware of any potential products that require extensive cure times and/or may off-gas for an extended period of time. As stated in #8 above, all MSDS sheets shall be required and approval for the use of product must be explicitly be given by the Chief Engineer.
12. Prior to the start of work all MEP demolition/disconnects must be tagged and approved by the Chief Engineer.
13. Building is LEED Certified and does not permit use or application of products that are not "Low or No" VOC (Volatile Organic Compounds) products.
14. Prior to coring, Contractor is required to coordinate with Chief Engineer to review layout of proposed core locations. Floor scans are required to be performed and submitted to Chief Engineer for approval in advance.
15. Contractor delivery companies, etc. must have a certificate of insurance on file with Building Management prior to start of work. Delivery companies must maintain current certificate of insurance in a form satisfactory to Owner as listed in Exhibit A.

#### **DELIVERY AND REMOVAL OF MATERIALS (See Dock Directions as shown in Exhibit F)**

- A. The Contractor shall visit the Building, site and Demised Premises and familiarize himself with the operation of the freight elevators of the Building. No safes or other objects heavier than the lift capacity of the freight elevators shall be brought into or installed on the Demised Premises. No freight, furniture or bulky matter shall be received into the Building or carried into the freight elevators except during hours designated and in a manner approved by the Owner. Under no circumstances are the passenger elevators to be used for transporting workers, materials or any other items directly or indirectly connected with the work

- B. All rubbish and debris shall be removed from the Building site and Demised Premises as quickly as it accumulates. While removing any rubbish and debris, none shall be staged in any public area (lobbies, corridors, freight lobbies, etc.) on floors currently occupied or where public area improvements are complete. All areas occupied by the Contractor for the purpose of the work shall be kept clean at all times. The Contractor shall confine his operations within reasonable limits to the specific project area and shall maintain this area in presentable condition.
- C. All demolished materials to be removed from the site and project area shall be transported through and out of the Building in rubber-tired containers at times designated by the Owner, and shall be executed in an orderly and careful manner, with due consideration for neighbors and the public. These areas shall be kept broom-swept clean at all times. Any damage caused by Contractor shall be repaired at Contractor's expense.
- D. Contractor is required to provide waste manifests and/or recycling reports on all materials removed from the Building. Such reports shall be provided to Owner.
- E. All requests to schedule Delivery or Removal of Materials should be submitted to Owner via AWR Form.

#### **AFTER-HOURS WORK**

The activities listed below generally require the submission of an AWR Form as listed in Exhibit B.

- A. No work shall be done before or after normal business hours (8:00 A.M. to 6:00 P.M.) or on weekends without approval of the Owner. If required, Contractor should fill out overtime work requests and submit to Building Management for approval. The overtime work request does not equal approval for contractor extras for working beyond normal construction hours (7:00 A.M. to 3:30 P.M.).
- B. All floor coring, pneumatic jackhammer work, ram set work or any work where the noise level is such as to disturb any other tenant in the Building requires prior Owner written approval, shall not be permitted during normal business hours and will then only be permitted during hours approved in writing by Owner.
- C. The Owner has the option of shutting down construction activities, outside those allowed by these Rules and Regulations, and those activities considered normal by any given Tenant's lease, that compromise existing Tenant's rights to peace and quiet. The Contractor must realize it is working in an occupied building.
- D. HVAC Riser Shutdowns must be scheduled in advance with the Chief Engineer. Riser Shutdowns that impact HVAC obligations of Owner are required to be performed outside of regular business hours at Owner's discretion. Such activities should be submitted via AWR Form.

- E. Sprinkler Isolations and Drain Downs must be scheduled in advance via submission of AWR form and are subject to Chief Engineer's approval. Contractor personnel must remain in the designated work area until the system is restored. Chief Engineer shall confirm with Contractor.

### **WORK IN ADJACENT TENANT SPACES**

- A. The Owner must be notified during preliminary stages in the planning of any work which may involve installation through adjacent tenant spaces, such as floor coring, piping, cables, etc. No work of this nature will be permitted unless absolutely necessary and will only be permitted with the prior written consent of the Owner. The Owner's decision to refuse such consent shall be conclusive. Owner may require a security guard to be with the Contractor while in the adjacent tenant's space at the Contractor's cost.
- B. When and if permitted, the work shall be performed only after normal business hours or on weekends agreeable to the adjacent tenant and the Owner.
- C. The work shall be done in a neat and orderly manner. Contractor shall be responsible for replacing disturbed materials back to their original form. The work shall only be done by tradesmen experienced and skilled for the work involved.
- D. The Contractors shall protect all finishes from damage. The flooring, walls, ceiling, lighting, furnishings, etc. shall be protected from dust and debris. If materials are transported the flooring shall be protected with Masonite, and construction paper.
- E. Air Scrubbers or other devices as directed by Owner shall be used whenever there is potential for generation of fumes during business hours (i.e. cutting, soldering, welding).

### **PROTECTION OF PERSONS & PROPERTY**

(for additional information on contractor safety program development,  
please reference [section 6.01](#) of the [Health and Safety Program](#))

During your work at Prudential Plaza, you must comply with the Prudential Plaza/Sterling Bay safety rules and regulations. These rules and regulations are designed to supplement any rules your employer may have.

While on this property, you may be confronted with potentially hazardous conditions. These conditions can be kept under safe control when the rules governing their handling and control are understood and followed. Before starting work, make sure you are familiar with these rules and the safety responsibilities you will assume while working at this site. If violations of these safety rules jeopardizes your welfare and that of others, your expulsion from the facility may be warranted.



If you do not clearly understand these rules or if safety problems arise that are not covered by these rules, contact your supervisor who will notify your Sterling Bay contact for assistance.

## **Compliance with Laws/Regulations**

Contractors shall perform in accordance with all pertinent local, state and federal rules, regulations and standards including those issued under the Occupational Safety and Health Act of 1970 as amended.

The following is a summary of the Owner rules and regulations that you are responsible for adhering to while working at the property.

### **1. Contractor Daily Work Permits**

A contractor work permit shall be issued daily by your site contact or Project Manager. This shall be signed by each individual employee of the contractor. At this time, it shall be determined what permits are needed and what non-obvious hazards exist. Completion of this is covered in the contractor orientation.

### **2. Traffic Regulations**

All warning, instructional and traffic regulation signs posted on the facility grounds must be obeyed. All vehicles driven into the facility must park in designated areas approved by the contractor coordinator. Construction equipment may not proceed into any area that is designated as restricted. These areas will be made known to contractors during their safety orientation.

### **3. Smoking**

Smoking is never permitted on the property.

### **4. Restricted Areas**

Contractors are restricted to the areas where they are authorized to perform work. Washroom, break and eating facilities available to contractors will be specified by the contractor coordinator. All other areas are to be considered off-limits unless accompanied by the proper facility representative.

### **5. Flammable and Combustible Gases and Liquids**

Contractors will advise the Project Manager or their site contact when flammable and combustible gases and liquids will be brought onto the facility grounds. Storage for these products will be designated by their site contact after consultation with the safety department. Proper labeling and identification of these materials are required.

### **6. Hot Work Permits (As Listed in Exhibit D)**

Hot Work permits are required any time welding, cutting or grinding is done at a property. Hot work may not be started until the contractor performing the work has obtained a Hot Work

Permit issued by the Chief Engineer or designated representative. The Project Manager must be advised of all Hot Work requirements in advance. Appropriate fire-fighting equipment shall be on hand prior to beginning any Hot Work and shall be furnished by the contractor.

Hot Work includes, but is not limited to use of the following:

- Acetylene burning torches
- Electric and gas welding equipment
- Open fire (salamanders, heaters, etc.)
- Tar pots and lead melting pots
- Lead burning
- Blow torches and Presto-lite outfits
- Powder actuated tools
- Grinders

Hot Work includes the following, if performed in an electrically rated area:

1. Sandblasting equipment
2. Soldering irons
3. Electrical heating elements
4. Non-explosion proof electric motor driven tools or equipment
5. Wire brushing (powered or manual)

Hot Work permits shall be valid for the time designated on the permit only. Permits may be cancelled due to any changes in the work environment, which may create a hazard.

## 7. Other Permission Required

In addition to the requirements pertaining to hot work in Section 6, permission must be obtained from the Owner or Chief Engineer, in advance, each time that:

- a. Valves or other control devices on facility equipment are used or operated by contractors.
- b. Work is to be performed on pipelines.
- c. Electrical or piping tie-ins are made.
- d. Blanks are removed from lines or piping.
- e. Excavation work is to be done.

## 8. Electrical Work (Energized Work Permit as listed in Exhibit C)

Specific authorization must be obtained from the Project Manager before:

- Using or connecting electrical equipment into existing electrical systems, circuits plugs, etc. This electrical equipment includes, but is not limited to welding machines, extension lights, and portable tools.
- Conducting work on electrical circuits, wiring, and electrically operated equipment, etc., that is tied into existing facility electrical systems or circuits. This includes motors, breakers, transformers, etc.

The Project Manager must be advised of any work being done on alarm systems, sprinkler systems, or fire water systems BEFORE the work begins.

The attached Energized Work Permit Form must be submitted to the Chief Engineer. Approval on work must be explicitly given prior to any Energized Work

## 9. Equipment Lockout Tagout

Lockout/Tagout (LOTO) is required anytime there is a threat of release of hazardous energy from equipment. The need for LOTO will be determined on the daily contractor work permit and the LOTO permit will be arranged by the Project Manager.

A written plan must be developed which includes isolation/lockout point, energy type being isolated, isolation/lockout method, and verification method must be included on the contractor work permit.

No work shall proceed on any equipment until the equipment has been locked out, and the operator verifies that the equipment cannot be energized. If equipment is not capable of being locked out, then the equipment must be tagged out. Contractors performing work on electrical or mechanical equipment must properly lock out and tag the equipment before working. Contractor must use approved locks that have only one key. This key is to remain in the possession of the worker at all times.

## 10. Confined Space Entry Permits

No tank, pit, tunnel, manhole or other confined enclosure shall be entered until a Confined Entry Permit has been obtained by the Project Manager. The need will be determined when the daily contractor work permit is issued.

No entry permit shall be issued until the confined space has been tested for oxygen deficiency, flammable mixtures, and toxic gases. Entry permits will not be issued until all working tools and protective clothing have been inspected by the Project Manager or their designee and determined to be safe for the work to be performed. During an excavation, the walls of the confined space may have to be braced before an entry permit can be issued. These and all safety requirements should be included in the Work Permit.

## 11. Trailer Entry

Utilizing a motorized vehicle (fork truck, motorized walk behind, etc.) to enter into/onto any trailer, is a highly formalized procedure that requires considerable training, procedural review, and issuance of a Trailer Entry Permit. Any contractor wishing to enter any trailer with a fork truck must be certified.



**12. Isolation Blanks**

No work shall be done by contractors on piping, tanks, or equipment prior to the installation of isolation blanks as required by the Project Manager for all piping and line tie-ins. These blanks may be required to prevent additional liquid or vapors from entering piping, tanks or equipment on which work is to be done. Contractors shall stop work immediately if there is any evidence of unanticipated liquids or vapors. Isolation blanks are not to be removed by contractors until authorized by the Project Manager.

**13. Protection of Openings**

Excavations and other openings must be protected with adequate barriers and identified with necessary lights as specified by the Project Manager.

**14. Compressed Gas Cylinders**

Compressed gas cylinders must be stored, handled and used in accordance with the provisions of 29 CFR 1926.350 - Transporting, Moving, and Storing Compressed Gas Cylinders.

**15. Report of Damage**

All damage to property equipment, piping wiring or other property must be reported to the site contact IMMEDIATELY.

**16. Emergencies**

IN THE CASE OF LIFE THREATENING INJURIES OR ILLNESSES, ACTIVATE THE NEAREST EMERGENCY ALARM.

Contractors may request the property security officer contact the local EMS or may dial 911 on an in-house phone. The security personnel must be notified to assist in directing the EMS to the proper location when directly contacted.

**17. Reporting Fires**

In the event of fire, activate the nearest Emergency alarm.

**18. Safety Equipment**

Contractors shall wear hard hats, safety glasses and other such protective clothing and equipment as required by the Project Manager or any regulatory agency. All such equipment shall be provided by the contractor except in special circumstances as deemed by the Project Manager.



**19. Cameras**

Cameras of any type are strictly forbidden on the property except with permission from the Project Manager. Contact the Project Manager or site contact before bringing a camera on to the facility grounds.

**20. Working Hours**

Contract work will normally be performed Monday through Friday from 7:00 a.m. to 3:30 p.m., excluding facility holidays and emergency shutdowns. Permission must be obtained to work outside of these hours, and a site contact must be present.

**21. Tools & Equipment**

Contractor shall ensure that all tools and equipment are secured safely in the Work area or other designated areas

**BUILDING IDENTIFICATION - (See Contractor Badge Form Exhibit E)**

1. Contractors and their employees will be required to display a Building identification badge at all times while engaged in work at the Building.
2. There will be two (2) types of Contractor identification badges:
  - a. Laminated badge with picture of individual identified for supervisor personnel.
  - b. Laminated badge with no picture – for general employees.
3. Prior to commencing any work, the Contractor representative is required to fill out a Contractor Badge Authorization Form. Completion and execution of this form by the Building Manager authorizes the Security Department to issue identification badges to the Contractor. Any expansions or additions to the planned work require notification to the Building Manager.
4. The Contractor Badge Authorization Form requires the following information:
  - a. Name of contracting company
  - b. The name of the office based principal, the job site foreman, plus all employee names then available
  - c. Contractors' 24-hour emergency number
  - d. Proposed start-up date and completion date
  - e. Specific location of work
  - f. Areas of Building requiring Contractor access
  - g. Proposed hours of work and if overtime is apparent

5. To issue the required badges, supervisory personnel will be required to report to the security control room where photographs will be taken. The Contractor's representative will be issued a specific number of numbered badges for his general employees.

#### **USE OF IDENTIFICATION BADGES**

1. Contractor employees are required to visibly display badges at all times.
2. No access will be allowed to the dock, freight elevators, roofs, basements, or restricted areas without a badge visibly displayed.
3. Contractor personnel without badges will be escorted out of the Building.
4. Contractor supervisory personnel with picture badges will be authorized to check out badges and keys to specified areas common areas on a daily basis. Keys and badges must be signed out and returned to the security communication center at the beginning and end of each shift. Keys lost by Contractor will result in charges to the Contractor as are reasonably required.
5. Identification badges must be returned to the Security Department when employment or project is terminated. A charge of \$50.00 will be assessed for badges lost, not returned or stolen.

#### **ELEVATOR USAGE**

1. Normal freight elevator usage is available from 6:00 a.m. to 3:30 p.m. daily.
2. The Contractor is required to notify security office staff in advance of all materials arriving that require special freight elevator usage such as drywall, lumber, materials, etc. Large deliveries will require off-hour freight elevator usage i.e. before 6:00 a.m. and after 6:00 p.m. or weekends.
3. Contractor shall notify Chief Engineer or designated representative of deliveries and submit the appropriate After Hours Work Request forms (AWR's) no less than 24 hours in advance.
4. Elevator service and operation costs are Tenant's expense and will be billed to Contractor.
5. All Contractors shall refrain from holding elevators for any extended periods of time without having first notified and obtained permission from the security department.
6. All after-hours hoisting shall be at Contractor's or Tenant's cost, including, but not limited to, union operators.

### **LIFE SAFETY**

1. All personnel working within the Building shall observe safe working habits and conditions.
2. Storage or accumulation of materials will be inspected frequently by safety and security personnel and Contractor will be notified as to unsafe conditions.
3. All materials used and/or stored such as paint or other flammables must comply with all existing fire and safety codes.
4. Hard hats shall be worn during construction hours. The contractor's name must be clearly displayed on all hard hats and gang boxes.

### **ADVERTISEMENTS**

The Contractor shall not place or maintain any signs, bills, posters or other advertisements in or about the Building except by written consent of the Owner. Use of the name of the Building, Prudential Plaza, shall not be permitted without Owner's written consent.

### **CONTRACTOR EXCEPTIONS**

FE Moran and Mechanical Concepts are not allowed as subcontractors at the building.

### **DISTRIBUTED ANTENNA SYSTEM (DAS SYSTEM)**

The Contractor and Subcontractors shall coordinate with Owner regarding any activities that will impact building wide DAS System. Conduit for these systems is blue and should not be demolished, modified or disturbed without prior consent of Owner.

### **ADDITIONAL REGULATIONS**

1. Building office staff must be notified of all off-hour work (such as late evening, nights or weekends) prior to 12:00 noon one day prior to scheduled activities. Their number is 312-565- 6700. Contractors who need to work overtime should fill out overtime work requests and submit to Building Management for approval. The fax number is 312-861-4797.
2. Contractors are not allowed to park vehicles in, at or near the loading dock except during loading or unloading with a maximum one-half hour limit. Materials are not allowed to be stored on the dock or freight corridors.
3. The freight lobby area shall be kept clear of all materials belonging to Contractor, as this area is considered a fire lane.

4. All Contractors' personnel will enter and exit the Building through the construction door located on Lower Beaubien Court (1B). Personnel will sign in and be issued a daily badge, which must be returned when exiting for the day.
5. Personnel will use freight elevators only for access to job location. This includes leaving the Building for lunch or the day. No passenger elevators are to be used by Contractor personnel at any time. All exiting of the Building shall be through the 1B construction door.
6. Large material deliveries must be scheduled through the Building Management Office. The freight elevator can then be used for reasonable exclusive use, if the situation permits. All costs for elevator operator utility and maintenance costs, including overtime, will be billed to the Contractor. In addition, the Contractor will be strictly responsible for any damage to the elevator, which may occur.
7. Use of jackhammers or any tool, which causes excessive sound through the Building, is prohibited between the hours of 8:00 a.m. and 6:00 p.m. and must be approved by the Owner in writing. The Owner reserves the right to fine General Contractors for violations reported to Building Management in the following amounts: first violation - \$500.00; second violation - \$1,000.00; third violation - \$2,000.00.
8. The use of odor-causing or particulate-generating practices during business hours (8am-6pm) is prohibited.
9. Use of restrooms will be restricted to those designated by Owner. Contractor personnel are forbidden to use tenant common area or restrooms. Any damage done to washrooms by Contractor or Subcontractor will be repaired by Owner at Contractor's expense.
10. Contractors are not to use any Tenant facilities, including vending rooms, copiers, pantries, telephones, private restrooms etc.
11. These regulations may be reissued from time to time as Owner determines or the situation requires.
12. Contractors and their subcontractors shall be restricted to the use of the freight elevators during all hours, and the use of the construction entrances provided on lower Beaubien and Lake Streets. No construction personnel other than project executives and professionals will be allowed in the common tenant areas (i.e. Lobby).
13. All door hardware and keying must conform to building standard. The Owner at a cost of \$25.00 per cylinder will provide keying. Price is subject to change.
14. Reuse of existing MEP's and architectural elements by tenant or tenant's contractor, in the completion of their build-out, is not recommended. The Owner accepts no responsibility for the condition of existing MEP components.

15. All electronic life safety system installation or revisions must be submitted and approved by Simplex. Final tie-ins to Building riser and testing will be provided by Simplex only.
16. Contractors shall not enter or attempt to gain access to roof areas without prior approval and must be escorted by Chief Engineer or other designated representative.

**LIST OF EXHIBITS**

- A. BUILDING GENERAL INSURANCE REQUIREMENTS**
- B. AFTER HOURS WORK REQUEST (AWR)**
- C. ENERGIZED WORK PERMIT**
- D. HOT WORK PERMIT**
- E. CONTRACTOR BADGE FORM**
- F. DOCK DIRECTIONS**

## EXHIBIT A - INSURANCE REQUIREMENTS

### Wanxiang Sterling Stetson Owner, LLC Insurance Requirements

The contractor, subcontractor, consultant or other service provider (the "Contractor") that is a party to the agreement (the "Agreement") to which these insurance requirements are attached, agrees to purchase and keep in force for the duration of all work performed pursuant to the Agreement (or for such longer period as may be specified herein or in the Agreement) insurance policies which (i) are of the type described below, (ii) have the coverage limits described below and (iii) contain the policy provisions described below (collectively, the "Required Insurance"). Required Insurance shall cover all operations under the Agreement, whether such operations are by Contractor, a subcontractor or materialman or anyone directly or indirectly employed by Contractor, and Contractor shall require each of its subcontractors to maintain the Required Insurance.

Unless Contractor is only providing professional consulting services and no other services, Contractor shall maintain Commercial General Liability coverage for itself and all Additional Insureds for the duration of all work performed pursuant to the Agreement and maintain Completed Operations coverage for itself and each additional insured for the length of the state's statute of repose.

On or before the earlier of (i) the date that is seven (7) days after the effective date of the Agreement or (ii) the date that Contractor begins any work pursuant to the Agreement, Contractor shall furnish to the Certificate Holder (defined below), insurance certificates completed by a duly authorized representative of Contractor's insurer stating all policy deductibles and certifying that the Required Insurance is in effect and that Certificate Holder will be given not less than thirty (30) days prior written notice of any cancellation thereof or material change thereto.

#### REQUIRED INSURANCE TYPES AND COVERAGE LIMITS

##### Commercial General Liability

Bodily Injury and Property Damage

##### Limits Not Less Than, On a Per Project Basis

\$1,000,000 Each Occurrence  
\$2,000,000 General Aggregate  
\$2,000,000 Products Liability and Completed Operations Aggregate

##### Automobile Liability

Combined Single Limit Policy  
(Includes Owned, Hired and  
Non-Owned Autos)

##### Limits Not Less Than

\$1,000,000 Combined Single Limits or  
\$1,000,000 Bodily Injury Per Person  
\$1,000,000 Bodily Injury Per Accident  
\$1,000,000 Property Damage Per Accident

##### Workers Compensation

Statutory Limits

##### Employers Liability

Bodily Injury by Accident  
Bodily Injury by Disease

##### Limits Not Less Than

\$1,000,000 Each Accident  
\$1,000,000 Disease Each Employee  
\$1,000,000 Disease Policy Limit

##### Umbrella/Excess Liability

\$3,000,000 Per Occurrence/Aggregate  
Must follow form of the primary Commercial General Liability, Automobile Liability and  
Workers Compensation/Employers Liability policies

##### Pollution Liability

\$5,000,000 Per Claim/Aggregate

##### Certificate Holder

Sterling Bay Property Management, LLC, 180  
N Stetson #840, Chicago, Illinois 60601

##### Additional Insureds

Commercial General Liability, Automobile Liability and, if applicable, Pollution Liability policies shall name the following as Additional Insureds: Wanxiang Sterling Stetson Owner, LLC, BREDS III PE INVESTOR L.L.C., BLACKSTONE FAMILY REAL ESTATE DEBT STRATEGIES III - ESC L.P., Sterling Bay Property Management, LLC, Wanxiang America Real Estate Group, LLC





#### REQUIRED INSURANCE POLICY PROVISIONS

1. All policies shall be issued by an insurer having an A.M. Best rating of at least A-VII.
2. Unless Contractor is only providing professional consulting services and no other services, Contractor's Commercial General Liability policy shall contain an additional insured endorsement in ISO Form CG 20 10 11 85 or equivalent.
3. Contractor's Commercial General Liability policy shall provide that such insurance is "primary and non-contributory" for the Additional Insureds.
4. Contractor's Commercial General Liability, Automobile Liability, Workers Compensation/Employers Liability and, if applicable, Pollution Liability policies shall contain a provision waiving underwriters' rights of subrogation against the Additional Insureds, their subsidiaries, affiliates, partners, officers, directors, and employees.

#### QUESTIONS? CONTACT:

**Steph Batista** 180 North Stetson Street, Chicago, IL 60601

O: 312-565-6700 E: [sbatista@sterlingbay.com](mailto:sbatista@sterlingbay.com) W: [www.sterlingbay.com](http://www.sterlingbay.com)

**EXHIBIT B -AWR**



**Prudential Plaza  
After Hours Construction Work Notice**

To: Check Appropriate Box:

<input type="checkbox"/>	Adam Devlin-Brown	General Manager
<input type="checkbox"/>	John King	Property Manager

Date: \_\_\_\_\_

Re: \_\_\_\_\_

\_\_\_\_\_ Project Superintendent  
 \_\_\_\_\_ Cell#

The following is a list of subcontractors who will require building access to the above referenced space on the following date and times:

Sub Contractor	Date	Time	Contact/ Emergency#

	<b>Brief Description of Work:</b>

	Engineering Department Required?	<input type="checkbox"/>	If Yes, Description:

	Special Elevator Arrangements?	<input type="checkbox"/>	If Yes, Description:

	Miscellaneous (Security, Cleaning, Dock Access)	<input type="checkbox"/>	If Yes, Description:


Clean-up scheduled for (Date/Time): \_\_\_\_\_

Sterling Bay, LLC  
 180 N. Stetson, Suite 840  
 Chicago, IL 60601  
 Ph. (312) 565-6700, Fax (312) 861-4797

**EXHIBIT C - ENERGIZED WORK PERMIT FORM**

<b>Energized Work Permit</b> 9/2009				Permit Number	
Requestor Name:		Requestor Phone#:		Request Date:	
<b>Energized Electrical (EWP) Details</b>					
Panel/Equipment to be Worked On:		Attached Documentation:		EWP Panel?	
		<input type="checkbox"/> Panel Schedule <input type="checkbox"/> One-line Diagram		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Work Start Date/Time:		Work Finish Date/Time:		Work Type	
				<input type="checkbox"/> 4a <input type="checkbox"/> 5a	
<b>Frequent EWP Tasks - Check all that apply and describe below:</b>					
Circuit breaker installation in branch/distribution/MCC panel					<input type="checkbox"/>
Conduit installation in branch/distribution/MCC panel (drill/punch hole and install conduit)					<input type="checkbox"/>
Pull wire into branch/distribution/MCC panel					<input type="checkbox"/>
Other - Describe Below					<input type="checkbox"/>
<b>Description of the EWP Work and Procedure to be Performed:</b>					
<b>Shock/Flash Hazard Analysis Results:</b>					
Shock Hazard Voltage:		Arc Flash Working Distance:			
Minimum Approach Distance:		Arc Flash Incident Energy:			
Voltage Rated Gloves Required:		Arc Flash Boundary:			
Voltage Rated Tools Required:		Arc Flash PPE Class:			
<b>Safe Work Practices to be Employed - Check all that apply:</b>					
Secure work area to restrict access to unqualified persons					<input type="checkbox"/>
Use of PPE per shock and flash hazard analysis results above, and as necessary for work task and area (Listed in EWP checklist)					<input type="checkbox"/>
Completion of job briefing discussion and EWP checklist (attached)					<input type="checkbox"/>
Other (describe):					<input type="checkbox"/>
<b>Qualified Person(s) Performing the Work</b>					
I agree that the work described above can be done safely, certify that I am qualified to carry out the work, certify that my required training is in current status, and that I understand and will follow the electrical policy and all safety procedures necessary to complete the job safely.					
Qualified Person		Print:		Sign:	
Qualified Person		Print:		Sign:	
EWP Watch		Print:		Sign:	
<b>EWP Compelling Reasons per OSHA/NFPA70E</b>					
De-energizing would result in an increased or additional hazard		<input type="checkbox"/> Emergency Alarms <input type="checkbox"/> Ventilation Equipment		<input type="checkbox"/> Life Safety Support Systems <input type="checkbox"/> Other (explain below)	
De-energizing is infeasible due to equipment design or operational limitations		<input type="checkbox"/> Medium Voltage-A Testing/Troubleshooting - required to be energized Infeasible <input type="checkbox"/> Shutdown (explain below)			
Detailed explanation of compelling reason (attach tool specific justification as required)					
<b>Authorization and Signatures</b>				<input type="checkbox"/> Permit Approved <input type="checkbox"/> Permit Denied	

We authorize the Energized Electrical Work because of the above stated reasons:			
JLL "Permit Approver" Sr. Org manager or knowledgeable representative responsible for validating the compelling reason for EWP.	Print:	Sign:	Date
Qualified Worker Supervisor Supervisor of persons performing the work responsible for validating they are qualified to perform the work.	Print:	Sign:	Date

**APPENDIX 7.4**

**EXAMPLE EWP PERMIT CHECKLIST**

A.	Current EMERGENCY telephone number verified (fill in):			
B.	Location of nearest telephone (fill in):			
C.	Location and availability of emergency equipment verified.			
D.	Up line breaker has been tagged for facilities panel distribution systems.			
	Grid (Column)	Elec. Rm	Panel	Circuit
E.	Confirmed location of Emergency Power Off (EPO) or Emergency Machine Off (EMO) buttons.			
F.	Safety equipment and meters available and tested for reliability and accuracy.			
G.	Test meter has been calibrated.			
H.	The Watch is to do no other work than observe and ensure that safety procedures are followed.			
I.	Attach to this permit an updated copy of the panel schedule and verify breaker positions.			
J.	Safety issues and hazards in work area reviewed.			
K.	All work procedures reviewed. (If possible, open equipment in de-energized state and review work to be done.)			
L.	Barriers required keeping unauthorized personnel clear of work area.			
M.	Other forms of Hazardous Energy not required for work are properly locked out/tagged out.			
N.	Confirmed adequate illumination. (Flashlights are not acceptable.)			
O.	All conductive personal articles removed.			
P.	Metal fasteners on clothing (zippers, snaps, buttons & pins) on the torso and arms are not exposed.			
Q.	Clear evacuation path identified.			
R.	Tools in good condition. (Check insulation on handles.)			
S.	Appropriate Personal Protective Equipment in place (includes properly rated and tested gloves, sleeves, face shields and blankets).			
	Rubber Insulated Floor Mats	Yes	No, Explain	
	Rubber Insulated Gloves	Yes	No, Explain	
	Approved Insulated Tools	Yes	No, Explain	
	Non Conductive Safety Glasses	Yes	No, Explain	
	Face Shield	Yes	No, Explain	
	Blankets	Yes	No, Explain	
	Nomex or Equivalent Fire Rated Clothing	Yes	No, Explain	
	Additional PPE:			

**CLOSING CHECKLIST - POST SERVICE**

Please check each of the following as they are completed:

	1.	Visual inspection/test done to verify all tools, jumpers, grounds, etc. removed.
	2.	Affected employees exposed to hazards associated with re-energizing are notified of systems changing status.
	3.	Visually confirm all employees are clear of circuits and equipment.
	4.	Equipment re-energized.
	5.	Barriers removed.
	6.	PPE returned to storage location.
	7.	EWP permit and upstream tags (if used) returned.



**EXHIBIT D – HOT WORK PERMIT**

<b>PRUDENTIAL PLAZA HOT WORK PERMIT</b>		<b>PRECAUTIONS DURING WORK</b>					
S PERMIT IS GOOD FOR ONE DAY AND MUST BE RENEWED DAILY							
This permit applies to:		Automatic Protection In Service					
Date							
Location		Portable Protection On-Hand					
Purpose							
Performed By		Fire Watch Present					
		Floor Swept Clean-Wood Floors Wet Down					
Hot Work Permit #							
		Combustibles Within Thirty Five Feet Removed or Covered					
<b>PRECAUTIONS BEFORE WORK</b>							
		All Wall and Floor Openings Covered					
Inspect Area							
<b>PRECAUTIONS AFTER WORK</b>							
Remove Combustibles							
		Inspect Area					
Cover Combustibles With Non-combustible Tarps							
		Remove Covers Used					
Arrange Fire Watch							
		Fire Watch Remains On-Hand During Breaks or Halts					
Arrange Protection							
		Fire Watch Remains On-Hand For Thirty Minutes After Completion					
Inspect Equipment							
		WELDER'S SIGNATURE					
Emergency Contact Info							
Fire Department-911							
Security Communication Center-(312) 575-6717		ISSUED BY					
Engineering Department-(312) 565-6727							



**EXHIBIT E - CONTRACTOR BADGE FORM**

**PRUDENTIAL PLAZA KEYCARD APPLICATION**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Prudential Building: 1\_OR\_2 Suite: \_\_\_\_\_

Business Phone: \_\_\_\_\_

SECURITY USE ONLY:

NEW \_\_\_\_\_ Recycled \_\_\_\_\_ Keycard # \_\_\_\_\_

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Prudential Plaza Regulations

1. This card is issued for general office building and parking access and identification purposes. Other uses are not intended or implied.
2. This card identifies you as a member of a tenant firm, building contractor, or verified visitor of Prudential Plaza. It is for your personal use only. It is not transferable to another person.
3. If your card is lost or stolen, mutilated or otherwise deemed unusable, please report same to Prudential Plaza Security Office immediately. A fee may be charged for a replacement card.
4. You must present your card for after hour entry to the building and elevators. If you are a Prudential Plaza Garage Patron, the card will admit you to the garage at either entrance. The card must be carried and displayed for access to freight elevators, lower level storage rooms and receiving dock.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## EXHIBIT F - DOCK DIRECTIONS

### PRUDENTIAL PLAZA DOCK DIRECTIONS

Address: **199 East Lower Lake Street**

Dock Hours: 6 a.m. - 6 p.m. Monday thru Friday; other hours by arrangement

**From the south:** Go north on Michigan Ave and turn right on South Water. Stay to the right and turn right at the stop sign (you will pass the parking garage on your right). At the light (Columbus Drive), take an immediate right to go down the ramp. When you get to the bottom of the ramp, turn left and make a 180 turn to go North on Lower Columbus. Take your first left – look for the sign that says PRUDENTIAL RECEIVING DOCK. Drive all the way to the gate at the end of the street and wait for it to open. If all dock spots are taken, you will need to wait at the gate until a spot opens.

**From the north:** Go south on Michigan Ave and turn left on South Water. Stay to the right and turn right at the stop sign (you will pass the parking garage on your right). At the light (Columbus Drive), take an immediate right to go down the ramp. When you get to the bottom of the ramp, turn left and make a 180 turn to go North on Lower Columbus. Take your first left – look for the sign that says PRUDENTIAL RECEIVING DOCK. Drive all the way to the gate at the end of the street and wait for it to open. If all dock spots are taken, you will need to wait at the gate until a spot opens.

Activate the Dock intercom located on the left side of the dock door between the hours of 6am to 6pm Monday through Friday. Activate the Security intercom button any time after hours for assistance.

### Directions for Semi Trailer Trucks

**From The North:** Going southbound on Columbus Drive, go to the first stop light past Wacker Drive, which is South Water Street. Make a righthand turn going down the ramp. At the stop sign at the bottom of the ramp, make a right - you will now be going northbound on Lower Stetson. At the end of the street, make a right on Wacker Drive (lower, lower Wacker!). At the next stop sign turn right onto Lower Columbus. Proceed to Lake Street (which is the second stop sign) and make a right. The Prudential Plaza 'Receiving dock is straight ahead at the end of the street.

**From the South:** Going northbound on Columbus Drive, go to South Water Street, which is the second light after you pass Randolph Drive. Make a lefthand turn going down the ramp. At the stop sign at the bottom of the ramp, make a right - you will now be going northbound on Lower Stetson. At the end of the street, make a right on Wacker Drive (lower, lower Wacker!). At the next stop sign turn right onto Lower Columbus. Proceed to Lake Street (which is the second stop sign) and make a right. The Prudential Plaza Receiving dock is straight ahead at the end of the street.

**From the Kennedy Expressway (1-90/94):** Take the Ohio exit into the city, and head east on Ohio until you reach Fairbanks (you will pass Michigan Avenue). Turn right on Fairbanks, which will turn into Columbus Drive. Head to the first light past Wacker Drive, which is South Water Street. Follow directions from the North above.