



KEEP MOVING FORWARD.

CONTRACTOR GUIDE

As of May 2023

600 WEST BUILDING INFORMATION

Management Office

Chicago Kingsbury, LLC
600 West Chicago Avenue,
Suite RW3B
Chicago, Illinois 60654
T: 312-923-9200
F: 312-923-9203
Office Hours: Monday – Friday | 8:30AM to 5:00PM

Building Management Team

Lucas Schlemmer- Vice President, GM
Dana Rosenblum- Property Manager
Vivian Orozco – Assistant General Manager
Peter Figgie- Property Associate

Security Team

Mike Carlson- Security Manager

Engineering Team

Bruce Cassidy – Chief Engineer
Kevin Klaput- Assistant Chief Engineer
Bill Hovanec
Mike Kappel
Jason Ignacek
James Hayes
Marty O'Dwyer
Tom Barker
Robert Evrard

Leasing Team

Russell Cora – Vice President of Leasing
Jessica Brown - Director of Retail Leasing

LOADING DOCK HOURS AND ACCESS

The loading dock area or delivery entrance is located on the northeast side of the building and is accessible from Kingsbury Street. The following rules are designed to ensure a smooth, continuous flow of material from the dock area to the tenants in the building:

- The loading dock and service elevator hours are 7:00AM to 6:00PM Monday through Friday (unless otherwise scheduled with the Management Office).
- The loading dock and service elevators are on a first-come, first-serve basis.
- A 30-minute unloading limit is observed at the loading dock.
- To schedule extended or after-hours use, an approved tenant representative must contact the Management Office at least 72 hours (3 days) in advance of the desired delivery date. All afterhours dock appointments incur a \$50.00 per hour, four-hour minimum charge. An overtime fee of \$75.00 per hour, with a four-hour minimum, will be assessed for all short notice requests.
- Two- and four-wheel dollies, carts, and other types of material conveyors must be transported in the freight elevators. Only handheld packages may be transported in passenger elevators during normal business hours.
- Before moving bulky materials such as office furniture or equipment, in or out of the building, please contact the Management Office for scheduling.
- For special tenant moves, the tenant moving company must visit the docks to verify they can accommodate its trucks before the move is scheduled. Building Management recommends nothing longer than a 44-foot trailer with a standard cab.
- All dock delivery companies must comply with the Building Management's insurance requirements prior to being allowed into the building.
- The docks can accommodate 28' trucks (**Street Level Off Loading is available**)
- Freight Sizes:
 - Freight 1 – 10,000lb capacity
 - Door Opening 7'H 8' Wide
 - Cab: 11'6" Deep
 - 8' Wide
 - 7'11" inside height
 - Freight 2 – 10,000lb capacity
 - Door Opening 8'H 6' Wide
 - Cab: 11' Deep
 - 8.25' Wide
 - 9.5' inside height
 - Freight 3 – 10,000lb capacity
 - Door Opening 8'H 8' Wide
 - Cab: 13.5' Deep
 - 7.75' Wide
 - 8' inside height
 - Freight 6- 10,000lb capacity
 - Door Opening :7'10" Height 10'11" Wide
 - Cab: 12'4" Deep
 - 9'6" Inside Height

600 WEST CHICAGO & 900 NORTH KINGSBURY CONSTRUCTION INFORMATION

Construction Noise

Heavy construction noise is not allowed from 6:00AM to 6:00PM, Monday through Friday unless otherwise approved otherwise by the Property Management or Engineering Teams. If there is a possibility of noise transfer to the 900 N. Kingsbury property (Domain), the hours might change.

Fiber Entry Room

Work performed in the 600 West fiber entry room requires the supervision of a 600 West Engineer or Riser Management Team at the applicable rate

Generators & Fuel

Tenants are required to interface their generators to the base building fuel pump controller and on the fuel farm on the first floor. The fuel delivery pumps will be activated upon a run signal at the interface panel. A second signal is recommended to a secondary interface panel for redundancy. This second signal could possibly come from an ATS panel, day tank float, BMS, etc. of your choice. The roof manifold is designed to maintain a minimum pressure of 45 PSI when the fuel pump controller receives a signal. Neptune Corporation Fuel meters will be provided per the lease, with installation by the tenant. Location of meter installation is to be approved by owner.

Roof Equipment

All roof equipment must have vibration isolation installed and be approved by the Building Owner's engineers. All equipment installed on steel framing must maintain a **4' clearance** from the bottom of the equipment to the roof. This allows for servicing of the roof and for passage of conduits and piping allowing access to tenant shaft spaces. **Every piece of equipment must conform to noise and environmental code of the City of Chicago, all governing bodies and the Building's. Cut sheets are to be submitted to the owner listing the decibel levels of the equipment.** A sound engineer may need to be hired by Tenant\G.C. to ensure this policy is met. All equipment is to be reviewed during design to eliminate any potential complaints from residents.

Column line 41 is a property line. Vertical column extensions need to be of square tubular designs vs. "W" type. This is also the dividing point for the residential portion of the property and strict noise compliance must be met for any permanent piece of equipment must achieve no more than 50dB noise level.

Tenant-allocated rooftop space must meet the height limit required by the Chicago Landmarks Commission.

For tenant rooftop space, the Tenant's structural design team must consider existing tenant equipment dunnage to allow for future adjacent space equipment.

The Tenant must use the services of a professional survey team to locate the centerlines of the columns for equipment dunnage. A copy of the survey must be provided to Building Management.

The Tenant must contract with a building roofing contractor for all roof flashing and waterproofing work in order to maintain roof warranty.

Roof Access

Policy Purpose:

This Roof Access Policy is implemented to reduce potential liability for Sterling Bay and to provide guidance to building staff and ensure the safety of persons, the roof and rooftop installations.

1. No vendor/contractor will be allowed to access the roof without an engineer unless unescorted access is pre-approved by the Building Manager and Chief Engineer.
 - 1a. Anyone wanting to access the roof must Contact the Chief or Assistant Chief Engineers directly.
 - 1b. Engineering will confirm that a valid/current COI is on file.
 - 1c. A roof access authorization form is to be completed and submitted to the Property Manager.
 - 1d. Engineering will confirm the condition of the roof after the vendor has completed their work. Any issues are to be addressed immediately.
2. All persons must have a valid current Certificate of Insurance on file with the building management office before access to the roof will be granted.
3. Roof access requests must be made at least 24 hours in advance through the Chief or Assistant Chief Engineer. Any exceptions are to be granted at the discretion of the Property Manager only, unless there is an emergency.
4. All persons requesting access to the roof must sign in and out with building security at the dock or main lobby.
5. No one granted access to the roof will be permitted to take anything with them (tools, etc.) which may either puncture the roof membrane or be dropped over the side, unless accompanied by a building engineer.
6. Depending on the type of work, materials and methods of service; an engineer may need to be in constant supervision of the contractor/tenant. The engineers time will be charged to the contractor/tenant. This will be determined by the Chief or Assistant Chief engineer of the property.

Hardware

1. Hardware finishes are 626, Lever design 07
2. Locks are Schlage "L" series with **6 pin interchangeable core (I.C.)**
3. The Tenant must provide cores for pinning by landlord at tenant's cost
4. The Landlord will provide keyway information to the Tenant
5. Landlord requests no tenant master keying

Telephone

Rex Electric is the 600 West riser management contractors. The Tenant is required to contract with Rex to provide cable from house P.O.P. and on to the tenant's phone room. Rex will provide all cable for such work and terminations at tenant's cost. If tenant chooses to utilize one of the three satellite closets, tenant would be required to pay for riser cable and terminations only.

Architectural

1. Painting of sandblasted surfaces is prohibited.
2. Nothing may be within two feet of glazing per Landmark Agreement.
3. Unistrut and other construction related hardware need to be galvanized in common areas.

4. Penetrations of base building walls, shafts or floors must be approved by landlord and landlord's consultants. **X-Rays over floor may need to be performed depending on location**
5. If windows are to be blocked (Telco tenant) tenant to provide base building blinds to maintain consistency. Bali horizontal blinds are the building standard:

Blinds

1. Samples: Provide three 12" long slats to General Contractor for Architect's review.
2. Shop Drawings: Indicate, at large scale, installation of blind in window sash, method of attachment, clearances, operation – elevation, section and details. Submit to General Contractor for Architect's review.
3. Product Data: Submit manufacturer's literature to General Contractor for Architect's review.

DELIVERY, STORAGE AND HANDLING

1. Deliver blinds to site wrapped and crated in a manner to prevent damage to components or marring of surfaces.
2. Store in a clean, dry area, laid flat and blocked off ground to prevent sagging, twisting or warping.

SITE CONDITIONS

1. Take measurements of openings at site, prior to fabrication.
2. Ensure cutouts and preparatory work are correctly done.
3. Notify Architect in writing of any discrepancies which would affect proper installation and operation of blind system. Install after discrepancies are corrected.

WARRANTY

1. Lifetime warranty. Manufacturer shall replace or repair any part found defective in workmanship or material, as long as the blind remains in the same window in which it was originally installed.

ACCEPTABLE MANUFACTURERS

1. General: Substitutions will not be accepted.
 - A. Manufacturer: Springs Window Fashions LP
 1. Product: Bali Classics Custom Mini Blind
 2. Options: none
 3. Color/Finish: Aluminum
 - A. Bali Classics Horizontal Mini Blinds.
 1. Aluminum alloy 1" x 1-1/2" headrail.
 2. Controls and accessories.
 3. Matching color / finish brackets, headrail, ladder, lift cord, bottom rail.
 4. Ladders: Polyester braided.
 - a. Slats: Nominally 1" wide, 0.008 thick aluminum alloy.
 - b. Finish: Aluminum.
 - c. Operation: Transparent plastic wand, with tilt limit; range from horizontal to fully closed, with convex side toward occupied space.
 - d. Brackets: Zinc plated steel, finish/color to match headrail. Provide intermediate brackets on all blinds more than 48 inches wide.

FABRICATION

1. Fabricate blinds to fit openings with uniform 1/4" edge clearance.

2. Fabricate end-to-end installations with terminations at mullions or other defined vertical separations. Provide a separate blind for each glass/window area, extending from the left side mullion to the right side mullion; do not extend blinds over mullions.

EXECUTION & EXAMINATION

1. Verify that openings are ready to receive the work.
2. Ensure that structural blocking and supports are correctly placed.

INSTALLATION

1. Install blinds in accordance with manufacturer's written recommendations.
2. Install in locations indicated.
3. Secure in place with flush countersunk mechanical fasteners.

INSTALLATION TOLERANCES

1. Maximum variation of gap at perimeter: 1/4 inch.
2. Maximum offset from level: 1/8 inch.

ADJUSTMENT

1. Adjust for smooth operation.

CLEANING

1. Clean all surfaces just prior to occupancy both high and low. The building can assist at the applicable rate.

HVAC

1. VAV and FPVAV boxes to be building standard – Nailor Industries #D3001 and D35 PE.
2. Tenant to use base building controls contractor Schneider Electric

OUTSIDE TENANT SPACE

1. Hardware to match base building standard.
2. Entry door to match base building standards and be code compliant.

MISCELLANEOUS

1. Office tenants to provide copies of balance reports to landlord.
2. Tenant to provide copies of Certificate of Occupancy.
3. Tenant to provide copies of approved, signed and stamped drawings, including CAD.

FIRE ALARM SYSTEM REQUIREMENTS

1. Tenant has its own professional engineering complete location and quantities of devices re: smoke, strobes, speakers and tampers.
2. Plan to be forwarded to Convergent Technologies, the Fire Alarm Building Contractor, and ownership to review.
3. Convergent will contract with tenant to produce drawings and submit to the proper disciplines for permit.
4. Tenant can use any fire alarm electrical contractor for installation. Programming and interface connection must be done by Convergent only.
5. All tenants must provide additional power and amplification for speakers and strobes at their cost.
6. Detector devices need to be EST Signature Series, speakers and strobes need to be UL approved for the EST EST3 System and shall synchronize with existing floor devices. See below for pricing information.

Convergent is an organization that specializes in the design and installation of fire alarm, security and building automation systems. **FOR THE 600 WEST CHICAGO, 900 NORTH KINGSBURY, AND 950 NORTH KINGSBURY BUILDINGS, CONVERGINT SHOULD BE CONTACTED TO PROVIDE THE FOLLOWING:**

- A proposal for the work to be conducted. Minimum fee is \$500.00
- Design of the fire alarm system based on the tenant improvement architecture of the space. Minimum design is based on the current City of Chicago high rise code unless noted otherwise.
- Provide submittal drawings and cut sheets to Owners electrical contractor and submit directly to DCAP (Department of Construction and Permits) and electrical bureau.
- Provide technical support and verbal direction to Owners electrical contractor. Convergent will provide two copies of drawings and provide drawings on Disk for reproduction. Convergent will also update the building's master record drawings.
- Providing UL Listed EST approved equipment for each project. Wire, raceway, device back boxes, and termination of wire are to be provided by Owners union electrical contractor.
- Provide programming and testing of the system after installation. Complete FACP LED/Switch annunciation modifications as required.

IN ORDER FOR THE PROJECT TO BE CONDUCTED, CONVERGINT NEEDS THE FOLLOWING INFORMATION:

- Architectural AutoCAD drawings of the existing system and/or drawings of any proposed fire alarm system layouts. These can be mailed or e-mailed to Convergent (barry.yatzor@convergent.com).
- Names of contact people for the project and names of the Owners Electrical Contractor. Convergent can provide electrical installation if requested.

Convergent will provide the information back to the Owner within two weeks after receipt of all information.

FIBER CONDUIT INFORMATION

600 West has installed a fiber conduit rack at the basement level to accommodate the routing and organization of fiber optic conduits. This rack consists of 3 tiers of Unistrut and runs the length of the building near the south fiber entry at column 4 and G-H to the north fiber transition closet at columns 38-39 and LL. In addition, an identical rack is being constructed from the north fiber entry at columns 44-45 and RR up to the ground floor then across the loading dock to the fiber transition closet, completing the dual entry rack system.

The onetime charge associated with the utilization of these racks are as follows:

Basement rack, \$1,500.00 per conduit regardless of length of run.

Loading dock rack, \$500.00 per conduit.

If you should have any questions, please feel free to contact the Management Office.

CRITICAL GENERATOR INFORMATION

The critical generator is a Caterpillar Diesel engine driven generator. The generator is rated at 1500KW @ 4160 volts. There is a 2000KVA transformer that reduces the output voltage down to 277/480 volt 3 phase.

Daily: The generator is checked twice per day by engineering during normal building rounds to ensure status (generator is on-line and ready to run).

Weekly: General overall conditions are observed, such as oil level, coolant level and temp, and belt condition.

Monthly: The generator is inspected monthly by an outside engineering firm. At this time there is a complete system check which includes but is not limited to: A) Cooling system, Fans and Pulleys, Hoses, Belts, Water Heater, Water Pump. B) Fuel System, Fuel Day Tank, Hoses and Fuel Lines, Governor and Controls, Fuel Filters, Fuel Pumps. C) Air Induction System/ Exhaust System, Inspect Air Filter, Air Inlet, Turbo Charger, Exhaust Manifold, Exhaust System. D) Lube Oil System, Oil Level, Oil Pump/Pressure, and Crankcase Breather. E) Starting System, Batteries, Cables, Connections, Charger, Starter, Alternator. F) All engine controls, monitors, gauges, and alarms. G) Generator Voltage and Frequency output, Generator Brushes and Slip Rings. This inspection also includes an operational check of all systems including the transfer switch.

Annually: There is an annual inspection performed in April of each year, also by an outside engineering firm, which includes all of the above, plus complete oil and oil filter change as well as an air filter change. At this time oil and coolant samples are taken and sent out to an independent lab for analysis. The generator is typically down for 2 hours while the oil is being changed.

There is an annual load bank test scheduled in June. At this time the generator is typically down for about 5 hours while it is disconnected from the building and connected to the load bank.

Note: There will be no critical power available during the scheduled time periods listed in the annual maintenance.

Tenants that are connected to the critical power distribution panel will be notified 48 hours prior to any of the above scheduled annual maintenance. If the generator must be taken offline for any other reason, i.e. emergency repairs, tenants will be notified immediately.

600 WEST CHICAGO VENDOR ARCHITECTURAL/ENGINEERING CONTACTS

Architect

Box Studios
17 North State St., Suite 1350
Chicago, IL 60602
Contact: Dan Kraiss
p. 312-943-9630

Blinds

Olshaw Interiors Service
407 S. Peoria
Chicago, Illinois 60607
Contact: Bright Jeon
p. 312-421-3131

Building Automation System

Schneider Electric
225 W wacker Dr
Chicago, IL 60606
Contact: Tom Goetz
p. 708-271-4719
m. 708-899-4719
f. 708-271-4700

Fire Alarm

Convergint Technologies
1094 Johnson Drive
Buffalo Grove, IL 60089
Contact: Tony Filliponi
p. 847-620-5000
f. 847-561-9384

Structural Engineers

Perry & Associates, LLC
221 North LaSalle Street
Suite 2325
Chicago, IL 60601
Contact: Chris Perry
p. 312-364-9112

Internet Providers

Cogent
Lisette Brand
c. 312-919-9939
p. 312-960-6916

RCN (Cable, Phone & Internet Access)
Contact: Dave London
p. 312-955-2454
Contact: Lorin Dorco
c. 312-375-0925
p. 312-955-2274

Comcast

Roofing

Jones & Cleary
6868 S. South
Chicago Ave.
Chicago, Il. 60637
Contact: Nick Frane
p. 773-908-4216
f. 773-288-2955

Telephone Riser Management

Rex Electric and Technologies, LLC
180 N. Stetson Ave, Suite 2000
Chicago, IL 60601
P: 312-251-3620

Utilities

Commonwealth Edison
Contact: Thomas Williams
p. 773-509-3525

Peoples Gas
Contact: Ed Zayas
p. 773-395-7471

BUILDING RULES & REGULATIONS FOR CONTRACTORS

General

1. All Tenant work shall be performed in accordance with these Rules and Regulations and the applicable provisions of Tenant's Lease.

Approvals & Insurance

1. A listing of all contractors and sub-contractors, including addresses, telephone numbers, and emergency (afterhours) telephone numbers must be provided to the Management Office prior to the start of construction.
2. The Management Office reserves the right to approve all contractors and work performed at 600 West Chicago Avenue, 900 North Kingsbury, 950 North Kingsbury, and 811 North Larrabee.
3. **A valid certificate of insurance from each contractor, sub-contractor, moving firm, etc. must be accepted by the Management Office 48 hours before the start of any work being performed.** See the last two pages of this document for the Building's insurance requirements, i.e. certificate holder and additional insured language, and insurance coverage requirements.
4. Certificates that are sent by mail or fax are no longer accepted. Please email all certificates to the Management Office, only after it meets All of the Building's requirements.
5. If required, copies of all necessary governmental permits, licenses and approvals shall be submitted by Contractors to the Management Office. All modifications and/or construction of raw space must conform to the City of Chicago's Building and Fire Codes, and must be permitted and approved by the Management Office prior to the start of any work. All construction must meet or exceed Building Standard Practices.
6. As-built drawings for tenant spaces are to be provided to Building Management at the end of construction.

Contractor Personnel

1. All contractor foremen must check in with the Management Office and provide a list of all personnel that will be working on the project. **No contractor personnel will be allowed to work on the premises unless a valid COI is filed with the Office of the Building. Personnel must sign in daily at the designated sign in location depending on their work location on the property.**
2. Contractors are allowed only on the floors where their construction is taking place.
3. All construction, moving and delivery personnel must use the public restrooms in a location designated by management. They may only use the freight and service elevators to access the construction areas.
4. No smoking allowed.
5. No loud music allowed.

6. All accidents, disturbances, labor disputes or threats thereof, and other noteworthy events pertaining to the Building or the Tenant's property shall be reported to the Management Office.
7. While in or about the Building, all Tradespersons shall perform in a dignified, quiet, courteous, and professional manner at all times. The Building Management reserves the right to remove any one who, or any contractor which; is causing a disturbance to any tenant or occupant of the Building.
8. Construction personnel are to be properly attired, i.e., no shorts or tank tops.
9. No working on live electrical circuits. All power must be turned off on equipment/circuit being worked on.
10. No tools or equipment are to be loaned or rented to tenants/occupants, vendors, or contractors.
11. At no time can a contractor or a sub cause a labor dispute

Construction Coordination

1. Tenant/Contractor shall provided the Building Management with at least twenty-four (24) hours notice before proceeding with Special Work, as hereinafter defined, and such Special Work will be permitted only at times agreed to by the Building Management during periods outside of Regular Business Hours. "Special Work" shall include, but not be limited to, the following operations: (i) all utility disruptions, shutoffs and turnovers (ii) activities involving high levels of noise, including demolition, coring drilling and ramsetting (iii) activities resulting excessive dust or odors, including demolition, staining and spray painting. The use of oil or epoxy based primers, sealers, stains, etc. is prohibited during normal working hours.
2. Roof penetrations must be coordinated with the Management Office and must be performed by the building roofing contractor at Tenant's expense.
3. All holes cut in building walls must be sealed upon completion of work. This includes all conduit penetrations.
4. All floor penetrations must be resealed with flame stop compound to the depth of ½". Flame Safe materials must be UL rated and approved per City of Chicago code requirements
5. No cables or conduits are to be run through fire dampers or door openings.
6. Nothing is to be placed in front of any electrical panel that would resist access to that panel. Three foot clearance must be observed at all times.
7. All junction boxes installed by contractors must be marked showing circuit number, panel, and voltage. Permanent waterproof markers are to be used.
8. All electrical panel schedules must be brought up to date as soon as work has been completed.
9. All exit signs must be connected to base building emergency electrical system before completion of the job per City of Chicago code requirements. See engineering department for details.
10. At no time are controls or any equipment in electrical and mechanical rooms to be adjusted or tampered with without permission from engineering.
11. All Contractors and Tradespersons must obtain permission from the Building Management prior to undertaking work in any space outside of Tenant's premises.

Deliveries & Elevators

1. **All construction deliveries must be coordinated in advance by contacting the Management Office at (312) 923-9200.** All deliveries must be made via the dock loading area located off of Kingsbury Street. All delivery vehicles have a 30-minute parking limit. Deliveries exceeding this time require special coordination with the management office. All deliveries must be checked in with security. Security will direct such deliveries to the appropriate dock location. All after-hours deliveries must be scheduled in advance.
2. Construction, moving and delivery personnel are permitted only on the freight elevators. Use of tenant elevators is prohibited. All personnel must sign in daily with the guard on duty, and out when finished with daily work, or leaving the property.
3. Public areas (hallways & lobbies) used in transferring materials or furniture must be protected and kept clean at all times. Masonite or plywood should be used to protect floor covering, and padding should be placed on walls in heavily exposed areas and corners.
4. No tools or equipment will be allowed on tenant passenger elevators at any time.
5. Workers are to use Freight Elevators to travel not the passenger cars

Safety

1. All contractors shall appoint a supervisor who shall be responsible for all safety measures, as well as for compliance with all applicable government laws, ordinances, rules and regulations such as, OSHA and Right to Know legislation.
2. Any damage caused by Tradespersons or other Contractor employees shall be the responsibility of the Tenant employing the Contractor. Costs for repairing such damage shall be charged directly to such Tenant.

Waste Removal And Clean-Up

1. All Contractors shall police ongoing construction operations and activities at all times, keeping the premises orderly, maintaining cleanliness in and about the premises, and ensuring safety and protection of all areas, including truck docks, elevators, lobbies and all other public areas which are used for access to the premises.
2. Upon completion of work in mechanical or electrical rooms, they are to be swept, cleaned and mopped.
3. All debris must be removed by the contractor on a daily basis and at the contractor's own expense. Only the freight elevator may be used for this purpose. The building's trash receptacles are not to be used by Contractor.

Parking

1. No parking of contractor or sub-contractor vehicles will be provided in the truck dock, handicapped or fire access lanes, or any private ways in or surrounding the property. Vehicles so parked will be towed at the expense of the Tenant who has engaged the Contractor for whom the owner of such vehicle is employed.

2. There is a parking garage located at the north end of the property at 950 North Kingsbury as well as a garage located across the street at 811 North Larrabee. Please see the garage attendant with any questions. The both garages are open 24 hours a day, seven days a week.

Landlord has the right to change these rules and regulations at any time.

CONSTRUCTION CLEAN UP GUIDELINES

1. Remove all trash.
2. Dust all high and low reach areas (ledges, frames, sills, pictures, clocks, etc.), horizontal surfaces, lighting fixtures, pipes, and duct work.
3. Wipe down all columns.
4. Vacuum the entire suite.
5. Sweep or dust-mop all hard surface floors to remove dust and debris.
6. Damp-mop hard surface floors thoroughly, including corners and edges.
7. Spray-buff resilient tile floors.
8. Clean all glass doors.



Dear Vendor/Contractor:

It is required of all vendors and contractors performing services at 600 West Chicago, 900 North Kingsbury (commercial), 950 North Kingsbury, 811 North Larrabee, and 530 West Chicago that a certificate of insurance is provided as evidence of insurance with the following coverage and limits:

- **Commercial General Liability*** – \$1,000,000 per occurrence and \$2,000,000 per aggregate
- **Business Automobile Coverage** – \$1,000,000 (any auto/owned/non-owned/hired) per accident
- **Umbrella/Excess Liability** - \$3,000,000 per occurrence and aggregate
- **Workers' Compensation** – as required by Illinois statute, and where any operations relating to the contracts are located, with a waiver of subrogation against Owner and Manager
- **Employer's Liability** – \$500,000 each accident

*Vendors may fulfill their insurance obligations through the use of any combination of primary and umbrella coverage. This coverage shall be primary to Owner's and Manager's insurance and will cover Owner and Manager as Additional Insureds for claims arising out of the Vendor's ongoing and completed operations for or on behalf of Owner and/or Manager.

ADDITIONALLY INSURED

All service providers should name Chicago Kingsbury, LLC; Chicago Kingsbury Mezz, LLC; Sterling Bay, LLC; Sterling Bay West, LLC Sterling Bay Property Management, LLC, as Managing Agent, and their respective successors and/or assigns; Morgan Stanley Bank, N.A., ISAOA ATIMA and Morgan Stanley Mortgage Capital Holdings LLC, ISAOA ATIMA, Teachers Insurance and Annuity Association of America, and their respective successors and/or assigns as additionally insured by endorsement to their Commercial General Liability and Auto Liability policies.

Please see 600 West's sample certificate for the Description of Operations and Certificate Holder language.

- (i) If a Vendor's work involves professional design or engineering, special evidence of \$1,000,000 in professional liability coverage is required.
- (ii) If a Vendor's work involves any hazardous or toxic substances or materials such as Asbestos or Asbestos abatement, special evidence of \$1,000,000 in Contractor's Pollution Liability coverage is required.
- (iii) For Projects, Manager will require all Project Manager Contractors to extend broad form indemnities to Owner and Manager and name Owner and Manager as additional insured.
- (iv) Each required policy shall provide a waiver of subrogation against Owner and Manager. If Vendor's liability insurance is subject to a policy aggregate, the aggregate limit must apply per project, or per location.
- (v) 600 West's Management Team may require additional coverage as it deems reasonable and may waive certain limits or requirements on a case-by-case basis. Each Vendor shall submit certificates of insurance and endorsements, in form and substance, satisfactory to the Management Team.

No work may commence until the certificate of insurance is received and accepted by the Office of the Building. **The certificate must be emailed for approval 48 hours in advance of any scheduled work or deliveries.** Only certificates submitted electronically by the tenants' facilities departments will be accepted. Please do not have insurance producers send a second copy to the Property in the mail.

Always visit the Building's website for the most up-to-date insurance information: 600westchicago.info

