



**AON Center**  
**General Rules & Regulations**  
**Effective 5/28/2020**

All Contractors must strictly follow these Rules & Regulations at the AON Center (the Property) during normal business hours. Dock Hours: 6:00 a.m. to 6:00 p.m.; Lobby Hours are 24 hours a day 7 days a week:

**COVID-19 Mandatory Requirements:**

- 1. All work must be in accordance to any state or municipal COVID-19 mandates, to include, but not limited to PPE, Hygiene and / or Social Distancing.**
- 2. Prior to entrance to the building, we require your company's COVID-19 response plan or guideline. Plan must include additional steps you are taking to address the health and safety of your employees as it relates to the operations at the Aon Center. Furthermore, it must include PPE and steps your company is taking to limit or reduce COVID-19 exposures while working at the Aon Center.**
- 3. NO CONTRACTOR WILL BE PERMITTED TO ENTER without satisfying the above requirements, whether it be a building, state and/or municipality directive.**
- 4. All Contractors and their assigned employees will acknowledge and comply with the Health Screening Questionnaire posted at the Aon Center's access point every time they enter the building.**
- 5. All persons in common areas of the building will be required to wear a mask/face covering as mandated by the state or local municipality.**

1. All work must be performed by owner/manager approved **UNION** contractors.

2. **Building Mandated Contractors:**

- a. Fire/Life Safety:** All work relating to the Fire/Life Safety system must be supervised by Siemens Building Technologies, the Building's Fire/Life Safety Company. Please contact Patrick Finnegan by calling 847-561-7514 or email [patrick.finnegan@siemens.com](mailto:patrick.finnegan@siemens.com)
- b. Building Automation System (BAS):** All work related to the BAS must be coordinated through Schneider Electric. Please contact Tom Goetz by calling 708-271-4719 or email [Tom.goetz@se.com](mailto:Tom.goetz@se.com)
- c. Riser Management:** All telephone or data cabling work that occurs within the riser MUST be completed by the building's riser management company, IMG Technologies. No contractors will be allowed to work in the riser closets. Please contact IMG Technologies by calling 888-464-5520 or email [imgservice@imgrisermgmt.com](mailto:imgservice@imgrisermgmt.com) 24 hours/7days a week.
- d. Security System :** All security system work that is tied directly into Aon Center's base building security system (CCure 9000) must be performed by Midco Security, Aon Center's security systems integrator. Please contact Midco representative, Candy Nelis, at (312) 521-9884 or [cnelis@midcosystems.com](mailto:cnelis@midcosystems.com). Work being performed for a tenant that is not tied into Aon Center's base building security system can be at the discretion of the tenant / GC.
- e. Asbestos Abatement:** Any work requiring asbestos testing or abatement shall be coordinated with Environmental Consulting Group. Please contact our Chief Engineer.

**f. DAS (Distributed Antenna System) Requirements:**

If demolition or remodeling work is required, Contractor to contact the Office of the Building to coordinate the removal of antennas. The cost to remove, reinstall, and calibrate antennas will be the responsibility of the Contractor/Tenant. Prior to commencement of construction after confirming with OOTB, Contractor shall contact John Wyskiel with WIN (Wireless Information Networks) at 630-325-6254 or by email at [jwyskiel@indoorcellular.com](mailto:jwyskiel@indoorcellular.com) to coordinate antenna locations based on new layout.

3. Communication with Building Management must be made by the General Contractor (no sub-contractors) or Tenant, if applicable.
4. Valid, signed contracts and current Certificates of Insurance (that match the contract requirements exactly) must be on file with the Office of the Building or with the Owner in order to perform any work at the Property and for any payments to be released.
5. The Contractor must arrange for access to the Property through the Office of the Building. After-hours access will only be allowed if permitted by the Office of the Building and only if the correct and accurate information was submitted to the Office of the Building and Security. No unauthorized access to the Property will be allowed at anytime.
6. A copy of these Rules must be reviewed, understood, and signed by the Contractor. A copy of these rules must also be posted in the work area at the Property.
7. Work permits must be posted in the work area at all times and be protected from weather, dirt, dust, etc.
8. All tradesmen, including telephone and repair personnel must be issued a contractors photo I.D. badge. These can be obtained from the Security I.D. Unit. These badges must be displayed at all times.
9. All Contractors, while working at the Property, shall act in a professional manner, as follows:
  - a. No abusive or offensive language.
  - b. No smoking is allowed in the work areas.
  - c. No physical or mental abuse will be tolerated.
  - d. No loitering on the Property.
  - e. No article deemed hazardous shall be brought onto the Property.
  - f. No stereos/radios are allowed to be playing in the work area.
  - g. No use of tenant restrooms- Must use public restrooms located on dock
10. **LEED Requirements** - all Contractors must comply with the LEED requirements listed below.
  - a. All Paints and sealants must comply with the VOC content limits of South Coast Air Quality Management District (SCAQMD) Rule #1168 and GS-11, listed in **Attachment 1**.
  - b. Contractor must submit a copy of the Construction and Debris (CD) report from the waste vendor to Building Management.

- c. If Contractor is demolishing carpet in an existing space, the removed carpet must be recycled.
- 11. Contractors are prohibited from riding the passenger elevators at all times to access various floors/work areas. Any violators of this rule will be removed from the Property.

The freight elevators can be reserved for deliveries Monday through Friday between 6:00 PM and 6:00 AM, Saturday's Sunday's and holidays. Advance notice of 48 hours is required. The Office of the Building will provide an one elevator operator and one dock guard with the costs associated with the use of the freight elevator. Any movement of material that needs to be put on top of the Freight Elevator must be scheduled in advance with the Office of the Building. Costs associated with the elevator operators and mechanics are the responsibility of the Contractor unless otherwise agreed. No piggybacking of contractor's schedules is allowed.
- 12. Unless permitted by the Office of the Building, Contractors are strictly prohibited from parking at the Property in the alley or dock area.
- 13. Building Management is forbidden to loan tools / equipment to vendors and or contractors.
- 14. No cooking of any kind is allowed at the Property. This includes microwaves, hot plates and coffee pots.
- 15. No interviewing of job applicants is permitted at the Property without prior approval by the Office of the Building.
- 16. All work areas must be kept clean of trash and debris and organized, to the satisfaction of the Agent and Owner. Failure to do so will result in the Agent or Owner providing a cleaning service and back charging the Contractor accordingly. Contractors will be required to monitor all traffic areas to/from the work areas including elevator lobbies and corridors to insure that dust and debris are not tracked into public areas.
- 17. All trash and debris must be covered prior to transport to the freight elevators to limit airborne dust and odor.
- 18. All mobile equipment in contact with the floors must be rubber-wheeled.
- 19. Any damage to the existing tile, floors, carpet, walls, or ceilings will be the Contractor's responsibility.
- 20. All delivery of materials to the Property shall be through the loading dock. Deliveries must be scheduled with the Office of the Building. Major deliveries and movements of materials into and through the Property must be done after normal business hours. Major deliveries include metal studs, drywall, conduit, piping, H.V.A.C. equipment, ceiling tile, wallcovering, paint, and carpet.
- 21. If a Contractor requires space for a dumpster in the dock area, he must notify the Office of the Building. The Office of the Building will assign a space in the dock over night. Dumpsters must be pulled by 6:00 AM the following morning. All permits and equipment are the responsibility of the Contractor. Landlord's trash containers are not to be used by contractors.
- 22. Contractors must store all materials within the work area. The Contractors are responsible for accepting materials and keeping loading dock clear of materials. No

storage of supplies or trash will be allowed in the area at any time.

23. Any work that causes audible noise outside the construction space must be scheduled with the Office of the Building 48 hours in advance and be done after normal business hours. This includes but is not limited to drilling, shooting nails/anchors into the deck and coring of the deck. All cutting is to be performed with a black box.
24. The use of odor-causing or particulate-generating practices during business hours is prohibited. These activities will be scheduled with the Office of the Building 48 hours in advance and will only be conducted after business hours.
25. Prior to any demolition and/or construction work, it must be determined whether such work will affect the life safety system. If the life safety system may be affected, the Office of the Building must be notified 48 hours prior to commencement of work. Under no circumstances will the life safety alarm system be shutdown overnight, on weekends, or holidays. Contractor will be responsible for paying any fines and associated charges resulting from failure to provide required notification. If any devices are to be added or removed from the building life safety systems the work must be coordinated through Siemens Building Technologies. Upon conclusion of this work the entire floor must be function tested to ensure system integrity. A copy of the test report will be submitted to the chief engineer's office
26. **Shutdown and Access Notices** – A minimum of **48 hours** advance notice in writing to Landlord and subsequent approval from Landlord is required for the following:
  - a. Temporary disconnection of fire sprinkler or movement of any air handling equipment, thermostat, etc.
  - b. Use of toxic material or varnish. Include method of ventilation and how adjacent areas will be protected. Use of toxic materials may require after-hours work.
  - c. Any core drilling.
  - d. Any welding, brazing, soldering, cutting with a torch, or dust-related work requiring the deactivation of smoke detectors.
  - e. Work being done during non-prime hours.

A minimum of 5 day notice in writing to Landlord and subsequent approval by Landlord is required for the following:

- a. Electrical shutdown. All costs associated with the shutdown are the Contractor's responsibility.
  - b. Potable or treated water system shutdowns.
  - c. HVAC systems shutdowns affecting others.
  - d. Major and special deliveries to the Building.
27. Any accidental damage to the Property will be the responsibility of the Contractor and to the satisfaction of the Agent or Owner.
28. Contractor is required to supply all materials, supplies, tools, ladders, and equipment required for the work.
29. No storage of flammable substances will be allowed at the Property unless specifically approved by the Office of the Building and stored in accordance with appropriate federal, state, city, and local codes and regulations.
30. A list has been developed of all hazardous materials in use at this facility. In compliance

with the OSHA Federal Hazard Communications Standards, copies of Material Safety Data Sheets (MSDSs) for these hazardous materials are available to the Contractor upon request.

31. The Contractor is required to submit to the building Engineer any/all MSDSs for hazardous materials product that are required for the work before the material is delivered to the Property.
32. In case of any accident or incident Security must be notified immediately by calling 312-228-1983, reports must be made out by your company and copies sent to the Office of the Building Suite 2625. Verbal report must be made within 2 hours of the incident to the Office of the Building.
33. Unless specifically approved, no Contractor is permitted to perform work inside any equipment or mechanical room including, but not limited to, electrical COCs and telephone rooms.
34. Under no circumstances shall the Contractor drill, burn, or fasten anything to any structural steel members without written consent of Agent or Owner.
35. All penetrations through the walls, floors, and ceilings must be sealed with a City of Chicago approved fire-rated material(s).
36. Public areas including floor, ceiling, wall, or mechanical chases may not be used as a tenant raceway system. If a corridor crossing is required, Agent or Owner approval is required.
37. Acceptable construction barricades and/or lockable doors must be maintained and used to control noise and dust pollution to a minimum level.
38. Landlord shall have the right to inspect or perform work within the Building; Landlord shall have the right to suspend Contractors' Work in the Building if such work, in the opinion of the Landlord, is presenting or may present a danger to life, safety, or property, or in an emergency situation.
39. **Construction Start-Up** – Three sets of plans and specifications setting forth all architectural, mechanical, electrical, and other aspects of the Work to be performed by the Contractor shall be submitted and reviewed by Landlord prior to commencement of Work. Landlord reserves the right to review any such projects for their effect on building systems. Landlord will be allowed 15 days to review said documents.

A minimum of 72 hours prior to beginning work, Contractor will provide the following information to Landlord.

- a. Name and address of their primary personnel.
- b. Contractor's 24-hour emergency phone number.
- c. Proposed project schedule in entirety, broken down into specific activities, calendar dates, and responsibilities.

Prior to commencement of construction, Contractor shall provide a list of the subcontractors and any other on site personnel to Landlord. Landlord must approve all Contractors and Subcontractors. The list of subcontractors and other on-site personnel shall not be changed without the prior written consent of Landlord.

Immediately upon being awarded a job, the Contractor is required to set up a field office within the construction area. The following is a checklist of items to set up and maintain at all times on the job:

- a. Full set of construction documents, as submitted for the building permits.
- b. All building permits visibly displayed. No work is allowed without permits (work is not permitted with blue cards.)
- c. Addendum Drawings and Specifications.
- d. First aid kit.
- e. Hard hats, eye protection, and hearing protection.
- f. Project schedule
- g. Job meeting notes
- h. Material Safety Data Sheets for all material used in the Building
- i. Fire extinguishers to be placed near all welding, torching, brazing, soldering, or other work with an open flame or heated utensil.

The field office should also contain a full set of project files in a locked cabinet containing all correspondence and copies of contracts and insurance certificates with all subcontractors.

Contractor shall maintain supervisory personnel on site at all times will provide direct supervision of any and all Work being performed including the delivery of materials. Such supervisory personnel shall be fully empowered to coordinate, respond for and authorize subcontractors to perform such Work as is necessary to enable the Work to proceed.

40. After demolition and before construction begins, building engineers will do a walk-thru of the premises to verify existing conditions. A copy of the findings will be given to the general contractor.
41. The following procedures shall be strictly adhered to when employing any method of gas or electric welding, flame cutting, or open-flame soldering:
  - a. Contractor must contact the building engineers at least 48 hours in advance of any open flame work performed at the Property. Before any cutting, soldering, or welding can take place, a building Engineer must inspect the work with the Contractor's project superintendent. After the inspection and if all concerns have been addressed, the building Engineer will allow work to proceed and issue a HOT permit.
  - b. The Contractor will have a designated person perform fire watch during the work and for 30 minutes after completion. If the building Engineer observes open-flame practices different from those outlined herein, the Office of the Building may suspend all open-flame work for the remainder of the shift.
  - c. Cutting, soldering, or welding is prohibited under the following circumstances:
  - d. In areas not authorized by the Office of the Building.
  - e. In the presence of explosive or flammable atmospheres, or explosive or flammable atmospheres that may develop inside uncleaned or improperly prepared tanks or equipment that have previously contained such materials, or in areas with an accumulation of combustible dusts.
  - f. In areas near the storage of quantities of exposed, readily ignitable materials.
  - g. In areas where employees or workers are present, unless proper shields or guards and appropriate exhaust provisions are used.
  - h. Additional fire prevention precautions and suppression capability must be engaged whenever performing such work under any of the following conditions:

- i. Appreciable combustible material in building construction or contents is closer than 35 feet from the point of operation.
  - j. Appreciable combustibles are more than 35 feet away but are easily ignited by sparks.
  - k. Wall or floor openings occur with a 35-foot radius of the point of operation where the potential exists of igniting exposed combustible material. This includes adjacent areas and concealed spaces in walls, floors, and ceilings.
  - l. Combustibles could be ignited by conduction or radiation through metal partitions, wall, ceilings, or roofs.
  - m. Suitable fire extinguishing equipment will always be maintained in a state of readiness for immediate use.
42. The Contractor must appropriately protect electrical and other detection devices in the areas where production of dust will occur. Furthermore, the building Engineer will need to approve protection measures.
43. Common areas, corridors/lobbies must be protected from dirt and wear during the construction process. Masonite or other protection must be placed from the entrance of the suite to the freight elevator to help prevent tracking dust on to the corridor carpet. On occupied floors, clean-up, including vacuuming of corridors must be completed throughout the day.
44. Removing demolition refuse from the job site to the dock area must occur prior to 6:00 AM and after 6:00 PM on weekdays. Please contact the Office of the Building to schedule the freight elevator and roll-off container delivery or removal. No refuse removal is allowed during general business hours. Exceptions are granted on a case-by-case basis.
45. All proprietary telephone or data cabling and/or equipment must be within the tenant space (and not in the telephone riser closet.)
46. Contractor is required to contact ComEd to coordinate electric meter installation prior completion of work.
47. All work will comply with the Federal, State, County, and local codes and guidelines, as applicable, and must meet generally accepted industry standards.
48. Any energized electrical work above 50 volts requires an "Energized Work Permit" from the Chief Engineers office, and requires the proper PPE and rated tools.
49. Space heaters are not permitted at the Property.
50. The Property will not allow the purchase or installation of any new equipment that uses HCFC.

## **ATTACHMENT 1**

Paints and sealants must comply with the VOC content limits of South Coast Air Quality Management District (SCAQMD) Rule #1168 and GS-11, listed in the table below.

<b>Architectural Applications</b>	<b>VOC Limit [g/L less water]</b>	<b>Specialty Applications</b>	<b>VOC Limit [g/L less water]</b>
Indoor carpet adhesives	50	PVC welding	510
Carpet pad adhesives	50	CPVC welding	490
Wood flooring Adhesives	100	ABS welding	325
Rubber floor adhesives	60	Plastic cement welding	250
Subfloor adhesives	50	Adhesive primer for plastic	550
Ceramic tile adhesives	65	Contact adhesive	80
VCT and asphalt adhesives	50	Special purpose contact adhesive	250
Drywall and panel adhesives	50	Structural wood member adhesive	140
Cove base adhesives	50	Sheet applied rubber lining operations	850
Multipurpose construction adhesives	70	Top and trim adhesive	250
Structural glazing adhesives	100		
<b>Substrate Specific Applications</b>	<b>VOC Limit [g/L less water]</b>	<b>Sealants</b>	<b>VOC Limit [g/L less water]</b>
Metal-to-metal	30	Architectural	250
Plastic foams	50	Non-membrane roof	300
Porous materials (except wood)	50	Roadway	250
Wood	30	Single-ply roof membrane	450
Fiberglass	80	Other	420
<b>Sealant Primers</b>	<b>VOC Limit [g/L less water]</b>		
Architectural non-porous	250		
Architectural porous	775		
Other	750		
<b>Paints</b>	<b>VOC Limit [g/L]</b>		
Exterior nonflat	200		
Exterior flat	100		



*The Office of the Building reserves the right to revise and supplement the foregoing Rules & Regulations from time to time as the Agent or Owner may deem necessary. **Please sign and return to acknowledge that you have read and agree to the updated COVID-19 guidelines.***

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Print Name, Title and Company