

**MEETING AGENDA**  
**SCHAUMBURG TOWERS "VIRTUAL" TENANT MEETING**  
**TUESDAY, MAY 18<sup>TH</sup>, 2021**

Microsoft Teams meeting

**Join on your computer or mobile app**

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1. Welcome & Introduction of Staff
2. Elevator Modernization Project – Completed in 2020.
3. Chiller Replacement Project – Completed in 2020.
4. Schaumburg Fire Department Updates and Review of Presentation – See attached document.
5. Coronavirus – Update – See attached document.
6. Smoking Reminder - Please remind all employees that smoking is allowed only in the smoking shelters. This includes vaping. Vaping is NOT allowed in the buildings.
7. Access Cards/Visitor Management – Please use the Visitor Management system for all visitors/guests/vendors.
8. Fitness Center
  - a. The fitness center is now operated by Midtown Fitness. The current hours are 10 a.m. to 2 p.m. and a new waiver must be signed before using the fitness center.
  - b. No access to outside guests, the fitness center is for TENANTS only.
  - c. Please do not move the equipment. It has been physically distanced for COVID19 restrictions.
  - d. Please wipe down the equipment after each use. Wipes are provided.
  - e. Classes will be starting in June, including HITT (high energy interval training), cycling and functional fitness classes. More information will be sent at a later date.
9. Café Update – The Coffee Shop is currently open with a limited menu and contactless payment. See attached menu. Once more employees return to the building, the café will be open with more selections available. Also, the café provides excellent catering options for any meetings you may have in your suite or in the conference center.
10. ONE-STOP SHOP – The self-service suite located in the 1450 dock hallway.
  - a. Vending Machines
  - b. Amazon Lockers
11. Holiday Closures
  - a. Monday, May 31<sup>st</sup> – Memorial Day – Building and Management Office Closed
  - b. Monday, July 5<sup>th</sup> – Independence Day Observed – Building and Management Office Closed
12. Upcoming Tenant Events
  - a. Alvéole Beehives
  - b. Empower Virtual Fitness Platform – Available daily.
  - c. Painting on the Plaza – Thursday, June 17<sup>th</sup> from 3:30-5:30 p.m.