

MEETING NOTES

SCHAUMBURG TOWERS "VIRTUAL" TENANT MEETING

TUESDAY, MAY 18TH, 2021

1. Welcome & Introduction of Staff – Kim DeFily opened the meeting by welcoming tenants. She also introduced our new building engineer, Lloyd Lindgren.
2. Elevator Modernization Project – Completed in 2020, including Destination Dispatch.
3. Chiller Replacement Project – Completed in 2020, including 4 new chillers, 16 variable frequency drives, and Building Automation System (BAS) upgrades for greater capacity and energy efficient.
4. Schaumburg Fire Department Updates and Review of Presentation – See attached documents. We hope to have an “in-person” fire drill in the fall of 2021 in conjunction with the Schaumburg Fire Department.
5. Coronavirus – Update – See attached document. The building has been fully operational, and many improvements have been made.
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. Please do not smoke by the beehives, as the bees will become agitated and may swarm. Please do not throw cigarette butts in the grass or mulch, as fires can start.
7. Access Cards/Visitor Management – Please use the Visitor Management system for all visitors/guests/vendors. Please be sure to have a Certificate of Insurance (COI) on file with the building management office for any vendor that enters the building and does work in your space. The requirements are attached.
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. Hours will be extended to 6 a.m. to 6 p.m. Monday through Friday effective June 7, 2021. Midtown will also be offering 5-6 classes per week. Please watch for further details in our Friday Updates.
 - 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.
9. Café Update – The Coffee Shop is currently open with a limited menu and contactless payment. 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 – “Amazon Hub Locker – Mont”
11. Holiday Closures
 - a. Monday, May 31st – Memorial Day – Building and Management Office Closed
 - b. Monday, July 5th – Independence Day Observed – Building and Management Office Closed

12. Upcoming Tenant Events

- a. Alvéole Beehives – Watch for upcoming dates to view the beehives and other activities in Friday Updates.
- b. Empower Virtual Fitness Platform – Available daily.
- c. Painting on the Plaza – Thursday, June 17th from 3:30-5:30 p.m. – Please contact Danielle if you would like to attend. D.brunner@americanlandmark.com
- d. We are working on a re-opening plan for the game room. Watch your email for further updates.
- e. **Please continue to wear masks in the building common areas, hallways, restrooms, etc., even if you have been vaccinated.** We are working on revising our policies. Please watch for new signage in the lobbies and further information in Friday Updates.