



GENERAL CONTRACTOR CONSTRUCTION GUIDELINES

PRIMARY CONTACT

Schaumburg Towers Office Complex LLC
1400 & 1450 American Lane, Schaumburg, IL 60173
Maurice Auriemma – General Manager
Phone 224-653-8312

BUILDING CONTACTS

1400 & 1450 American Lane, Schaumburg, IL 60173
Chief Engineer, Robert Hageman 224-653-9134
General Manager, Maurice Auriemma 224-653-8312
Assistant Property Manager, Danielle Brunner 224-653-8312



Acknowledgement of Receipt of General Contractor Guidelines

Tenant _____
Building _____
Floor # _____
Suite # (If applicable) _____

The following guidelines are prepared to assist the Tenant's General Contractor in mobilizing and completing the Tenant improvement space as noted above. The Tenant's General Contractor and all assigned Subcontractors are expected to adhere to these guidelines and any revisions that may be issued during the relevant construction project.

Tenant General Contractor (Print) _____
Tenant General Contractor Signature _____
Landlord Representative _____
Date _____
Expected Opening Date _____



Contractor Guidelines

General

- Prior to work commencement, Contractor shall supply the Property Manager with a Certificate of Insurance listing Schaumburg Towers Office Complex LLC and American Landmark Properties Management LLC.
- Issue a construction schedule. Changes must be forwarded to the Landlord within 24 hours.
- An original permit must be posted at the entrance to the demised premises containing a minimum of the following:
 - o Approved Building Department plans
 - o Emergency contact numbers.
 - o Safety Information
 - o Include all MSDS Sheets
 - o COVID Protocols
- Issue a list of all Subcontractors and emergency contact numbers. It is the responsibility of the Tenant General Contractor to keep this list up to date and inform the Landlord representative of changes within 24 hours.
- All contractors must use Union Labor, no exceptions.
- Copies of all permits must be submitted to the Landlord. Copies of final sign-off permit and Certificate of Occupancy shall be forwarded upon completion.
- Any construction work that produces any loud noises, such as demolition, drilling, floor coring, jack hammering, etc. will need to be completed before or after normal building hours, which are 8:00 am – 5:00 pm.
- Tenant General Contractor will use their best efforts to maintain foot traffic, deliveries, etc. through designated entrance to demised premises to cause as little disruption as possible to building tenants. Further, Tenant General Contractor must be mindful of and cause no disruption to Landlord's finishes.
- Should the Contractor damage any part of the building they are/will be responsible to restore to "like new condition".
- Contractor may not use any of the cleaning service company's equipment such as vacuums, brooms, mops, etc.



- All exterior work must be completed within the hours of 6 am and 6 pm. If there are special circumstances, contact the Landlord to obtain an exception.
- Tenant General Contractor is responsible for providing and maintaining temporary fire protection during construction.

General Conduct

- There shall be no consumption of alcoholic beverages or illegal drug use before or during the workday, either on or off the property.
- Workers shall not play any loud music that is disturbing to the Tenants and they shall only use designated restroom facilities.
- Workers shall not interact and/or conduct any “cat calling”, “whistling”, etc. to any other tenant or visitor within the office building.
- Workers are to be fully clothed at all times in a manner appropriate for the weather conditions and a professional office environment.
- This facility will be open during construction. Extra care will be taken to protect the general public.
- Tenant Contractors will abide by parking regulations as designated by Landlord.
- No vehicles are to be driven or backed over curbs, sidewalks, or landscaped areas.
- Smoking is permitted only in designated areas outside of the building.
- Contractor parking is at the far end of the parking lot. Do NOT leave vehicles in fire lanes, visitor parking or reserved parking areas. Please do not park in first parking stalls near building.
- The contractor is to provide adequate temporary signage where needed, depending on nature of work, i.e., wet paint signs, etc.

Deliveries and Trash Removal

- Truck deliveries must occur between 7am and 5pm (Monday – Friday). No trailers or storage containers may be dropped on the site without prior approval from Landlord.
- All deliveries must use the designated freight elevator.



- All General Contractors/Deliveries must sign in at Security Desk with a valid ID.
- Contractor shall provide at Contractor's expense such dumpsters as are necessary for the removal of all project construction debris, refuse, trash, etc. from the Property. Dumpsters will be placed the building loading dock or other location as the Property Manager may direct. All approved dumpsters, trailers, construction boxes, etc. will be on wooden blocks to prevent damage to the parking lot, asphalt pavement and/or concrete, including sidewalks, ramps, etc.
- The project site shall be cleaned daily, and trash deposited into proper receptacles provided and paid for by the Contractor. Periodically, if not daily, Contractor shall empty the receptacles into Contractor's dumpster for removal from the Property. At completion of the work, Contractor shall remove all waste materials and refuse from and related to the project, as well as all tools and construction equipment. If Contractor or any Subcontractor fails to keep the project clean or to clean up prior to Date of Substantial Completion, the Owner may do so, and the full cost for such clean up the responsibility of the Contractor.
- GC is responsible to keep the parking dock area clean around dumpster.
- Landlord's representatives have the right to enter premises at any time.
- Only the Freight Elevator is to be used for construction material and the transportation of workers. Lobby floors must be protected.
- Tenant General Contractor shall protect all Landlord finishes during all phases of construction. This includes, but is not limited to the placement of 5/8" plywood on sidewalks during deliveries and usage of lifts, etc. Protection must be taken up immediately after usage.
- All work areas, material storage and staging will be maintained within the Tenant's leased premises. Storage of tools and materials will be contained within the demised premises.

Equipment/ Safety

- If needed all work areas shall be protected by fences, barricades, etc. as may be prudent or reasonable to protect both the workers and general public. All such protection, as well as any other safety equipment of any type, shall be furnished, installed, and maintained by the Contractor.
- Tenant and Tenant General Contractor shall be responsible for conforming to all applicable requirements of OSHA and MIOSHA. All accidents must be reported to Landlord representative immediately.
- OSHA/UL approved trade tools and equipment must be used.



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- Any burn/welding/soldering sites will have a minimum of a fire blanket and a fire extinguisher at the site during the process and at least ½ hour after the work has been completed. All welding activity will be performed on “off-hours”. A Hot work permit will be required before any work can begin.
- Contractor shall properly store and remove volatile and toxic waste in covered metal containers from project site daily. Contractor shall not allow any volatile or toxic wastes to accumulate on project site. Contractor shall provide adequate ventilation during use of volatile or toxic substances.
- Combustible materials are not permitted above finished ceilings or in any other concealed, non-sprinkled space.
- All paint bucket and brush cleaning will be completed in the slop sink in the Janitor’s closet.
- All ceiling painting, including K-13, must be completed after hours. No exceptions.
- No lateral load will be applied to the demising walls without written consent.

Building Systems

- Shut down of any mechanical equipment must be pre-arranged. All HVAC control work to be reviewed by the Building Chief Engineer to maintain system guaranties.
- All mechanical and electrical rooms will be locked at 5pm unless prior arrangements are made with Property Management.
- Building Engineer must be called for any/all Electrical, Plumbing, Sprinkler and HVAC-related shut-offs.
 - If the building has an active sprinkler system, then the cost to correct any damage to the system or the building caused by tripping of the system by the Contractor, or his Subcontractors, shall be the responsibility of the Contractor.
- Only authorized approved contractors are allowed to work on the fire alarm panel and system.

Code Compliance and Building Standard

- No wiring, cable, conduit, etc., shall be acceptable or accepted if laid on ceiling grid, tied or “caddy” clipped to any ceiling grid suspension wire or mechanical supports. All connections and supports will be made directly to building steel or concrete slab at 4-foot intervals, or per code. All work found improperly installed shall be rejected and removed, reinforced, and re-hung at the sole expense of the Contractor.
- A deflection track or slip track will be incorporated into all full height framing allowing for a minimum of 1 ¼” deflection.



- If glazing is removed for loading of materials, the contractor is responsible for protection of all adjoining surfaces, repair and/or replacement of any damage, and a one (1) year warranty against defects for items disturbed.

Roof Access

- If any roof work is necessary, Contractor/Tenant will use Landlord's roofing Contractor to ensure the warranty remains valid. Any penetrations, such as HVAC, screen walls, gas piping, roof hatch, etc. shall be installed, patched, and repaired to watertight conditions prior to any roof work.
- Roof access will be granted by Landlord. Tenant General Contractor must sign in and out each time roof access is requested.

Telecommunications Equipment Rooms and Risers

- Access to all telecommunications equipment rooms and risers are securely locked at all times. Keys may be signed out to individuals for work access during business hours or access may be provided by building personnel.
- For access to the Building, a service provider must have a valid work order and a certificate of insurance on file with Property Management and must also sign a form to verify possession of any keys for access.
- Any personnel seeking access to the Building shall provide Property Management prior to admission with a written work order containing the following:
 - Name of service provider and telephone number,
 - o Tenant authorizing service and telephone number,
 - o Type of work to be performed,
 - o Areas that require access and building common elements to be used (closets, riser space, house wiring, etc.),
 - o New equipment to be installed and placement,
 - o Time required for work,
 - o Personnel involved in work, and
 - o Name and contact for responsible supervisor.
- Sufficient credentials are deemed to be either: 1) a photo ID bearing the name of the service provider and personnel seeking access 2) the combination of a photo ID (such as driver's license) and business card bearing the name of the service provider and the individual.
- In the absence of such identification the authorization must be verified with the primary tenant contact. Alternately, a tenant may vouch for the identity of personnel by providing a written statement listing the names of the service provider, designated personnel, tenant name and an authorized signature.



- AFTER-HOURS access will be granted using the same procedures, once the individual is identified, access or a key will be signed out by building 24/7 security staff.
- Riser management is provided by IMG. For building service requests or for vertical riser installation, please contact IMG at 888-464-5520 or imgservice@img-connect.com

ACCESS SHALL NOT BE PROVIDED IF ANY OF THESE CONDITIONS ARE NOT MET.

Miscellaneous

- Signage must have approval from both Landlord and Village of Schaumburg prior to installation.
- As-built drawings must be provided to Property Management when the project is complete.

Contacts

- Schaumburg Towers Office Complex LLC Project Manager/Operations Manager will validate the project was built to Schaumburg Towers Office Complex LLC approved Tenant plans.
- The Building is equipped with a fire alarm system. Inquire with the Building Chief Engineer Bob Hageman at r.hageman@americanlandmark.com 773-851-1986 for the monitoring company and contact information. The system must be taken offline and restored as required.
- Schaumburg Towers Office Complex LLC (on-site) Contacts
- Bob Hageman, 224-653-9134, r.hageman@americanlandmark.com
- Maurice Auriemma 224-653-8312, m.auriemma@americanlandmark.com
- Danielle Brunner, 224-653-8312 d.brunner@americanlandmark.com



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Building Vendors:

Siemens Industry Inc.

Steve Hassler
847-243-3398
Stephen.hassler@siemens.com
BAS contract/ FPB controls, BAS Graphics

Otis Elevator

Jenna Parezo
Sales Manager
M: 312-720-9805
800-233-6847 Service
Jenna.parezo@otis.com
1400 Account # CY123300 / 1450 account # CY240810
Elevator Contract

Anderson Lock

Jim Didier
847-375-4289 O
847-774-8138 C
jimdid@andersonlock.com
Master Lock System

Allied Universal Technology Services (formerly Phoenix Systems)

Todd Alliss
630-480-8602 O
630-826-9143 C
todd.alliss@aus.com
Security Card Access & Camera Contract

Contech Fire Alarm Security Systems

Sean McBride
Project Manager
847-484-3823 O
847-652-2478 C
smcbride@contechco.com
Fire Panel Programming

IMG Technologies

Bill Suhr
630-737-9800 O
312-296-5088 C
Riser Management



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**Schaumburg Towers Office Complex LLC and
American Landmark Properties Management LLC**

Insurance Requirements for Vendors/Contractors

(Name of Vendor/Contractor) shall purchase and maintain insurance as specified below covering all the work and services to be performed hereunder from effective date of agreement until termination, unless duration is stated to be otherwise, with insurance companies assigned a current Financial Strength Rating of at least A- and Financial Size Category of XII or better by A. M. Best Company, deductible of no more than \$25,000.

(a) **Workers Compensation and Employers Liability Insurance** providing statutory workers compensation benefits mandated under applicable state law and employers liability insurance subject to a minimum limit of \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit for bodily injury by disease. Such policy is to provide **Schaumburg Towers Office Complex LLC** and **American Landmark Properties Management LLC** a minimum of 30 days advance written notice of insurer's intent to cancel or otherwise terminate policy.

(b) **Commercial General Liability Insurance** written on an occurrence basis subject to limit of \$2,000,000 each occurrence for bodily injury, property damage, personal injury and advertising injury; \$2,000,000 products and completed operations; \$2,000,000 policy aggregate per job or per project. Policy coverage is to be based on usual Insurance Services Office ("ISO") policy forms to include, but not be limited to: Operations and Premises Liability, Completed Operations and Products Liability, Personal Injury Liability and Contractual Liability insurance. Completed Operations coverage is to be maintained for a period of not less than two years after termination or cancellation of this agreement.

(c) **Business Automobile Liability Insurance** subject to a minimum limit of \$1,000,000 each accident for bodily injury and property damage. Policy coverage be based on usual Insurance Services Office ("ISO") policy forms referred to as Business Automobile Policy ("BAP") to cover motor vehicles owned, leased, rented, hired or used on behalf of (Name of Vendor/Contractor).

(d) **Umbrella Liability Insurance** written on an occurrence basis subject to a limit of \$4,000,000 each occurrence for bodily injury, property damage, personal injury and advertising injury; \$4,000,000 products and completed operations; \$4,000,000 policy aggregate per job or per project. Policy coverage is to be at least as broad as primary coverages and include, but not be limited to, Operations and Premises Liability, Completed Operations and Products Liability, Personal Injury Liability and Contractual Liability insurance. Completed Operations coverage is to be maintained for a period of not less than two years after the termination or cancellation of this agreement.

All insurance required of **(Name of Vendor/Contractor)** with the exception of Workers Compensation and Employers Liability shall include **Schaumburg Towers Office Complex LLC** and **American Landmark Properties Management LLC**, and any subsidiary, parent or affiliate corporations and their agents, representatives and employees as additional insured and include wording which states that the insurance shall be primary and not excess over or contributory with any insurance carried by **Schaumburg Towers Office Complex LLC** or **American Landmark Properties Management LLC**. All insurance shall provide a minimum of 30 days advance written notice of insurer's intent to cancel or otherwise terminate policy coverage.

(Name of Vendor/Contractor) shall file with **Schaumburg Towers Office Complex LLC** and **American Landmark Properties Management LLC** on or before the effective date of this agreement a valid Certificate of Insurance for all required insurance policies. Each certificate shall identify **Schaumburg Towers Office Complex LLC** and **American Landmark Properties Management LLC**, and any subsidiary, parent or affiliate corporations and their agents, representatives and employees as additional insured as required and state that **Schaumburg Towers Office Complex LLC** and **American Landmark Properties Management LLC** will receive a minimum of 30 days advance written notice of insurer's intent to cancel or otherwise terminate policy coverage. Fifteen (15) days prior to expiration of such insurance, **(Name of Vendor/Contractor)** shall supply updated Certificates of Insurance that clearly evidence the continuation of all coverage in the same manner, limits of protection, and scope of coverage, as was provided by the original Certificates.

The **(Name of Vendor/Contractor)** hereby waives all rights of subrogation against **Schaumburg Towers Office Complex LLC** and **American Landmark Properties Management LLC** for damages to the extent covered by insurance. All insurance policies of **(Name of Vendor/Contractor)** shall allow that any release from liability of or waiver of claim for



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recovery from any other party entered into in writing by **(Name of Vendor/Contractor)** prior to any loss or damage shall not affect the validity of said policy(ies) or the right of the insured or insureds to recover thereunder.

Additional Insured(s):

**Schaumburg Towers Office Complex LLC
American Landmark Properties Management LLC**

Certificate Holder:

**Schaumburg Towers Office Complex LLC
c/o American Landmark Properties Management LLC
1400 American Lane, Suite 100
Schaumburg, IL 60173
CC via email – d.brunner@americanlandmark.com**