TENANT HANDBOOK
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Information</td>
<td>4</td>
</tr>
<tr>
<td>Building Amenities</td>
<td>6</td>
</tr>
<tr>
<td>Building Details</td>
<td>10</td>
</tr>
<tr>
<td>Building Features</td>
<td>13</td>
</tr>
<tr>
<td>Moving Instructions</td>
<td>14</td>
</tr>
<tr>
<td>Tenant Insurance Requirements</td>
<td>16</td>
</tr>
<tr>
<td>Building Procedures</td>
<td>17</td>
</tr>
<tr>
<td>Security and Building Access</td>
<td>19</td>
</tr>
<tr>
<td>Rules and Regulations</td>
<td>21</td>
</tr>
<tr>
<td>Tenant Service Requests</td>
<td>24</td>
</tr>
<tr>
<td>Telecommunications Handbook</td>
<td>27</td>
</tr>
<tr>
<td>Telecommunications Providers</td>
<td>28</td>
</tr>
<tr>
<td>Contractor Insurance Requirements</td>
<td>29</td>
</tr>
<tr>
<td>Approved Contractors</td>
<td>31</td>
</tr>
<tr>
<td>Recycling Program</td>
<td>32</td>
</tr>
<tr>
<td>No Smoking Ordinance</td>
<td>33</td>
</tr>
</tbody>
</table>

## CONTACT

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cbotbuilding.com

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**GlenStar**

USAA Real Estate Company
Hours of Operation
The Chicago Board of Trade Building lobby is accessible to tenants 24 hours a day, seven days a week. Admittance to the office tower section of the building is controlled by access card.

The Office of the Building is open from 8:00 AM to 5:00 PM, Monday through Friday. Outside of normal business hours, phone calls to the office are routed to the lobby security desk.

Building Holidays
The Chicago Board of Trade Building is closed on the following holidays:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Building Owner
US Chicago BT, LLC

Management Agent
GlenStar Asset Management, LLC
141 W. Jackson Boulevard, Ste. 950
Chicago, IL 60604
(312) 435-7180 phone
www.cbotbuilding.com

Leasing Agent
GlenStar Properties, LLC
141 W. Jackson Boulevard, Ste. 950
Chicago, IL 60604
(312) 435-7180 phone
Cable Services
Comcast service is available throughout the building.

Mail Services
All incoming mail to the property is delivered directly to tenant suites. There is a mailbox drop located in the South Building Lobby near the flower shop.

UPS Service
UPS has a Drop Box located in the mailroom. Packages are picked up daily.

Retail Amenities
The Chicago Board of Trade Building offers a broad mix of retail amenities to its visitors and tenants including:

Akal Yoga
Description: Yoga classes
Phone: (312) 303-0090
Location: North Building - Suite 750

Burling Bank
Description: A small, well-capitalized private bank providing superior customer service and attractive financial products.
Phone: (312) 408-8400
Location: North Building Lobby

Cellars Market Food Court
Description: Using only the finest ingredients, their entire menu offering is prepared on site. Items include pizza, pastries, daily specials, homemade soups, made-to-order breakfasts and an extensive salad bar.
Phone: (312) 427-3440
Location: Lower Level

Ceres Cafe
Description: Full-service restaurant featuring breakfast, lunch and dinner. For three generations they have provided only the finest quality USDA prime steaks, homemade soups, salads, sandwiches and fish.
Phone: (312) 427-3443
Location: North Building Lobby

Chase Bank
Description: A full-service banking and financial institution.
Phone: (312) 588-0041
Location: South Building Lobby
Chicago Insurance Services
Description: Full-service insurance provider offering major medical, life, disability and health insurance to Illinois residents (both group and individual) covering all major carriers.
Phone: (312) 663-1818
Location: North Building – Suite 1696

Chicago Wellness Center
Description: Complete health care including blood work, X-rays, physical therapy, massage, chiropractic and nutritional analysis.
Phone: (312) 939-3400
Location: Lower Level – A20

Currency Exchange
Description: Check cashing, money order sales, license registration, renewals and utility payments.
Phone: (312) 939-2167
Location: Lobby

David C. Rozen, D.D.S.
Description: General dentistry services.
Phone: (312) 427-2490
Location: North Building – Suite 2515

Dr. Staci Sikora & Associates
Description: General dental services, cosmetic dentistry, bleaching in house or take home. Emergency treatment, fillings, crowns, dentures and bridge work.
Phone: (312) 939-2400
Location: North Building – Suite 3632

Designs by Guzzardo’s
Description: Large offering including premium roses, exotic orchids, holiday designs and home décor, gift and gourmet baskets, and special events with same-day delivery available.
Phone: (312) 939-0446
Location: South Building Lobby

Franco Hair Salon
Description: Hair styling salon for men and women.
Phone: (312) 341-1222
Location: Lower Level – A50
BMO Harris
Description: Full-service financial institution.
Phone: (312) 461-1604
Location: North Building Lobby

Jack Schwartz Imports
Description: Full-service tobacco store and smoke shop.
Phone: (312) 782-7898
Location: North Building Lobby

Lakeside Bank
Description: A locally owned and community-oriented bank offering a full range of financial products and services.
Phone: (312) 435-5100
Location: South Building Lobby

Dr. Richard A. Reschke
Description: Naprapath practice helping to heal minds and bodies with manual medicine.
Phone: (312) 886-8864
Location: North Building – Suite 2170

Rosin Eye Care
Description: Comprehensive eye exams by a registered optometrist, contact lenses, glasses and sunglasses.
Phone: (312) 427-9555
Location: South Building Lobby

Sundry Shop
Description: The newsstand provides customers with a variety of snacks, newspapers, drinks, over the counter sundries and magazines.
Phone: (847) 322-7436
Location: Lobby

The Ticket Exchange
Description: Full-service ticket broker.
Phone: (312) 902-1888
Location: Lower Level – A18

Travel Center
Description: A family-owned full-service travel agency with experience in all aspects of the travel industry since 1958.
Phone: (312) 341-0640
Location: North Building Lobby
Technology
• Eight independent electrical feeds from 8 different ComEd substations.
• HVAC redundancy through chilled water provided by MDE Thermal Chicago.
• Building provides standard 5 watts per square foot easily expandable to 15+ watts.
• Fifteen telecommunication providers with 19 diverse fiber feeds.
• Ethernet, cable TV, DS-3, T-1, ISDN and DSL services are available and ready for quick tenant connectivity.

Public Transportation
Adjacent access to the CTA elevated system, including the Van Buren and Metra LaSalle Street Stations. Also nearby are the Union and Northwestern Stations.

Parking Amenities
The building is serviced by two neighboring parking garages. There are more than 10 other garages within a 5-block radius.

326 S. Wells
Name: Traders Garage
Operator: InterPark
Monthly rate: $375, but discounted for new CBOT tenants
Daily rate: Varies by hours
Total spaces: 1975
Type: Self-park and monthly reserved
Amenities: Electric vehicle charging stations; jump start; tire inflation; 1-hour parking validation tickets package
Contact: Brent Young with InterPark at (312) 935-2722 or Main Number (312) 986-3100
Billing: Tenants are billed directly by InterPark.

333 S. LaSalle
Name: CME Private Garage
Operator: Standard Parking
Monthly rate: $475; 24/7 access with $50 access card deposit
Daily rate: $32; no in-and-out privilege
Total spaces: 167
Type: Valet assist and monthly reserved
Amenities: Auto wash ($20); jump start; tire inflation; Books2Go audio program
Contact: Jeff Bonomo with Standard Parking at (312) 341-7886
Billing: Tenants are billed directly by Standard Parking.
Electricity
Building standard electricity of 5 watts per rsf is billed directly to tenant from landlord. An unlimited amount of electrical service can be provided, but depending on requirements there may be additional up-front costs. If additional electrical capacity is required, such service will be separately metered and billed directly by the electric utility (typically 10 watts per rsf is available without significant work required).

Backup electrical service is provided from different substations through multiple feeds into the building with automatic switch-over for redundancy.

Telecommunications
State-of-the-art telecommunications infrastructure and services including the following: 15 telecommunications providers serve the building, each with separate fiber optic feeds into separate and secure POP’s; fiber optic backbone with native Ethernet (10 megabits per second) speed; cable TV; DS-3, T-1, Fractional T-1, ISDN and DSL service available; video conferencing Inter- and Intra-building LAN and WAN and virtual private network service.

Mechanical Systems
The building is a “heat-by-light building” which means the majority of the heating is provided by lights, people and equipment. Supplemental heat is provided by 3 electric hot water boilers.

Thermal Chicago provides chilled water for primary cooling with 100% backup cooling provided by our five 1,000-ton chillers for redundancy. The South Building has a variable air volume system and the North Building has a hybrid of both constant volume and variable air volume. Condenser water can be provided from the 23rd floor cooling towers for packaged air conditioning units.

Elevators
North Building:
Floors 1 - 14 (8 cars) 600 feet per minute
Floors 14 - 22 (8 cars) 700 feet per minute
Floors 22 - 41 (7 cars) 900 feet per minute

South Building:
Floors 1 - 12 (4 cars) 700 feet per minute
Floors 12 - 22 (6 cars) 500 feet per minute
Building Construction
North Building – 1930
Architect: Holabird and Root
44 Stories
750,000 rentable square feet

South Building – 1982
Architect: Murphy/Jahn Architects
22 Stories
12th Floor Atrium
550,000 rentable square feet

Ceiling Heights
Typical slab-to-slab heights are 11’-7½"
Typical finished ceiling heights are 8’-2” – North Building,
8’6” – South Building
Some can be even higher, e.g., the 22nd floor of the North Building
has 10 foot ceilings.

Floor Size
North Building
Floors 1 - 22: 28,000 rsf
Floors 23 – 40: 7,000 rsf
Floors 41 – 43: 3,000 rsf

South Building
Floors 1 - 11: 33,000 rsf
Floors 12 - 22: 25,000 rsf

Floor Loading
Approximately 70 lbs psf

Historic Status
The entire North Building is designated a Chicago Landmark, and the
lobby and north facade are on the National Register of Historic Places.
The Award-Winning Chicago Board of Trade Building

We are proud to be the recipient of the following multiple awards for renovation and property management excellence.

- International Building Owners and Managers Association (BOMA) 2007/2008 Office Building of the Year (TOBY)
- Regional BOMA 2007/2008 TOBY in Historic Category
- Local BOMA 2007/2008 TOBY in Historic Category
- Friends of Downtown – 2008 Renovation Award
- International Association of Lighting Designers – 2007 IALD Award – Citation for use of modern technology to accurately replicate historic lighting design
- City of Chicago – 2007 Chicago Landmark Award – Preservation Excellence – Exterior/Interior Renovation
- Landmarks Illinois – 2006 Outstanding Commitment to Historic Preservation
- Local BOMA 2009/2007 TOBY in Renovation Category
1. Please contact the Office of the Building at (312) 435-7180 to reserve loading dock time and an elevator for your move. Reservations are made on a first come, first served basis. Due to staffing requirements, reservations must be made at least 48 hours in advance.

2. The moving company must be a part of Local 705 movers union and be approved by the Office of the Building prior to the move. A list of approved movers can be provided to you upon request.

3. Your moving company must carry proper insurance coverage and list the appropriate parties as additional insured. You must present a valid certificate of insurance with appropriate coverage at least 24 hours in advance.

4. Moves involving large amounts of furniture, equipment or supplies must be scheduled after 4:00 PM on weekdays, or any time on a weekend.

5. All employees of the moving company who will be entering the building must register with the dock security officer by presenting photo ID. Movers will be issued identification badges and required to wear them while on the premises. Movers and contractors are expected to abide by all safety and security policies and procedures of the building.

6. Movers are required to use the service elevator only. Passenger elevators are not to be used.

7. If you require security supervision during your move, the Office of the Building will help you make arrangements. Please provide at least 48 hours prior notice.

8. You are responsible for the cost to repair any damage caused by the move or your moving company. To avoid unnecessary damage, movers must install protective floor, door and wall coverings.

9. Any trash or refuse generated by the move is to be removed from the property by you or your moving company on the day of the move. When vacating your space, it should be left in “broom clean” condition unless other arrangements have been made with the Office of the Building.

10. A representative from the Office of the Building, accompanied by a representative from your company, will inspect the area before and after the move.

11. Movers who do not follow all of the procedures will not be allowed to enter the building and required to discontinue the move in progress.
Freight Elevator
The freight elevator is operated during normal business hours. Deliveries are restricted to a 60-minute time limit and are on a first come, first served basis. After-hours or extended use of the freight elevator must be scheduled in advance. Please contact the Office of the Building at least 48 hours in advance to schedule.

Dock Hours
7:00 AM – 4:00 PM (weekdays)
Saturday – Sunday (closed)

The loading dock accepts routine deliveries and is accessible from Van Buren on the north side of the street. The loading dock is for deliveries only.

Please schedule after-hour deliveries or deliveries requiring extensive use of a freight elevator with the Office of the Building. Normal deliveries are accommodated on a first come, first served basis.

All deliveries are required to use the service elevators only and must utilize rubber-tired handcarts.

If you need to arrange additional or extended dock time, please contact the Office of the Building at (312) 435-7180.
Tenant Insurance Requirements

Tenant insurance must be on file with the Office of the Building prior to tenants receiving access to their new tenant space. Without the appropriate certificate on file, keys will not be turned over to tenants or their contractors.

Tenants shall, at their sole cost and expense, at all times during the term of their Lease, maintain insurance coverage in accordance with the terms of their lease.

In addition, all contractors, subcontractors, agents and invitees of the tenant shall be required to carry insurance using contractor insurance requirements.
Locks and Keys
The Office of the Building provides each tenant with two keys to the entrance door lock in the suite, as well as two restroom keys. We will supply additional keys and/or replacements at an additional cost.

The Office of the Building must approve the change or addition of any locks in your office. Lost keys should be reported as quickly as possible to the Office of the Building. All keys are to be returned to the Office of the Building at the end of your lease.

The Office of the Building will notify you when keys are ready for pickup.

Janitorial and Maintenance Services
General office cleaning and periodic window washing are provided Monday through Friday, except holidays, as stipulated by your lease. Should you have cleaning or trash removal needs beyond the ordinary levels of service, the Office of the Building will be happy to help. Items requiring extra scheduling for removal include cartons, discarded office equipment and furniture, electronics and other non-compactible materials. During normal business hours, additional cleaning services can be arranged through 360.

The Office of the Building and Cleaning Supervisors regularly inspect the premises to ensure a high quality of maintenance. However, please contact the Office of the Building or log a work order in 360 if a problem should arise.

Deliveries
Passenger elevators are designed solely for transporting building tenants and their guests to and from their offices. For this reason, all deliveries other than small, hand-carried objects are restricted to the loading dock, freight elevator and other service facilities of the building. In rare instances when passenger elevators are to be used for freight handling, wall, ceiling and floor protection must be provided. This protection can be coordinated through the Office of the Building.

Building regulations prohibit all deliveries and inter-floor activities on passenger elevators which require the use of hand trucks or two- or four-wheeled carts, as well as movement of bulky objects regardless of how they are carried. In addition, construction personnel are required to use the freight elevator for all inter-floor movement as a means of controlling dust and debris.

The loading dock is for deliveries only. Personal vehicles parked in the dock will be towed at the owner’s expense.
Please schedule after-hour deliveries or deliveries requiring extensive use of a freight elevator with the Office of the Building. Normal deliveries are accommodated on a first come, first served basis.

Delivery hours are 7:00 AM to 4:00 PM, Monday through Friday, and after hours by appointment only.

**Rental Payments**
Rent is due on the first of the month and can be mailed or wire transferred. Statements will be mailed monthly to each tenant. Please provide the Office of the Building with the name and address of the individual/department to whom the statements should be directed.

Please see below for wire information.

All checks from tenants of the Chicago Board of Trade relating to the payment of the base rent, additional rent, operating expenses, real estate taxes and work orders should be made payable to the following address:

US Chicago BT, LLC  
PO Box 202235, Dept. 23521  
Dallas, TX 75320-2235

For Wire and ACH Transfers, the following should be used:

Wells Fargo Bank  
San Francisco, CA  
ABA #: 121000248  
To credit: US Chicago BT, LLC  
Account #: 4124115619

**Insurance**
Tenants must submit a certificate of insurance evidencing insurance coverage in accordance with the terms of their lease, which will be kept on file with the Office of the Building. The insurance certificate must be renewed annually.

**Tenant Contact Forms**
Complete the tenant contact forms provided with your move-in package and return to the Office of the Building.
Access Cards
The Chicago Board of Trade is a secured building. This means that tenants and visitors have restricted access to tenant floors at all times. To access the tower floors, tenants are required to present their access cards at the lobby turnstiles.

Guests must be registered in advance by the Tenant. The building security staff will not allow anyone access to the building without the appropriate access card or visitor registration.

As part of our continuing efforts to make the heightened security more effective and efficient, all tenant access cards updates should be entered in our 360 work order system.

Please remember it is your responsibility to keep this list up-to-date, particularly informing us of employees who should no longer have building access.

While we will continue to provide a tenant’s first badge at no charge, there is a $10 fee for replacement cards.

The Security Office provides new and replacement building access cards which should be requested through the 360 work order system. Photos for new employees are taken from 8:00 AM to 4:00 PM, Monday through Friday, in the lobby level security office.

All lost and discontinued keycards should be reported as quickly as possible through the 360 work order system or the Security Office.

Security Procedures
Security officers are on duty 24 hours a day, seven days a week. Through the use of remote cameras and building rounds, the officers monitor the lobby areas, freight elevator, lower level corridors, loading dock, exterior perimeter and upper floors of the building outside of normal business hours. Security officers are in constant radio contact with the lobby command center, and able to assist coordinating resources in the event of a building emergency.

Incident Reports
To provide an accurate record of every building incident, the building security officers are required to complete an incident report for any accidents, thefts or other incidents that have taken place on the property.
Property Removal Passes
To help protect tenant property, persons exiting the building with items larger than a typical handbag, briefcase, backpack or luggage must present a property removal pass to security that has been stamped and approved by the Office of the Building prior to exiting.

The property removal pass must be on tenant company stationery and signed by an authorized representative of the company. It should note the suite number, the items being removed and the date of the removal. The property removal pass must be stamped for final approval from the Office of the Building.
GlenStar Asset Management, LLC is committed to providing quality office space managed with professionalism and an experienced eye for detail. Your help in meeting these standards is greatly appreciated. The following common sense rules protect you, your associates and guests, and are intended as a broad outline only.

**Advertising**
Please do not alter the exterior appearance of the building by installing signs, advertisements, notices or other graphics on exterior walls, windows or interior surfaces visible from the outside without prior permission.

The Office of the Building has the right to prohibit any advertising by a tenant which, in the Property Manager’s reasonable opinion, tends to impair the reputation of the building. Upon written notice from the Office of the Building, the Tenant shall refrain from or discontinue such advertising.

**Authorized/Unauthorized People**
The Office of the Building and Security reserve the right to exclude from the building, other than ordinary business hours, all persons who do not present a valid building pass. Tenant shall be responsible for all persons for whom a pass shall be issued at their request, and tenants shall be liable to the Office of the Building for all acts of such persons.

Canvassing, soliciting, peddling and distributing handbills or other unsolicited material is prohibited at the Chicago Board of Trade. Tenants are requested to immediately report any violations to the Lobby Security Console.

**Pets**
Please do not bring pets on premises. Exceptions are made for trained service animals or conveyances required by physically challenged persons.

**Bicycles and Vehicles**
During the summer months there are several bicycle racks on the west side of the building. Bicycle parking is at your own risk.

The Chicago Board of Trade does not have on-site vehicle parking, but we have negotiated discounted parking rates with nearby garages. Please contact the Office of the Building for details.
Common Areas
Please do not block the halls, elevators and other public spaces, or use them for any purpose other than traveling to and from your offices. This rule includes storage of freight, merchandise, displays or showcase in any common area used by people outside your own premises. An exception can be made for infrequent receptions or other gatherings which may involve use of public spaces with prior approval by Office of the Building.

Contractor Qualifications
Construction firms and personnel providing remodeling services must be approved by the Office of the Building and provide adequate insurance coverage, including certificates establishing bonding, compliance with worker’s compensation, and insurance for public liability and property damage. These certificates must also name the Landlord and Manager as insured. Additionally, the Chicago Board of Trade is a union building, no non-union contractors are permitted to work in the building. For a more detailed description of requirements please contact the Office of the Building.

Energy Conservation
This program is a continuing one, and each individual at the Chicago Board of Trade can help us reduce both energy consumption and the accompanying costs by cooperating in the following energy conservation measures:

- Lighting uses more than half the electrical energy in office buildings. Be sure lights are out in unused offices and conference rooms. Turn lights out when you leave the office at the end of the day.
- Close the blinds each night. They reduce heat loss in fall, winter and spring. On summer days, when the sun shines through the windows, closing blinds will keep the interior cooler.
- A leaky water faucet that drips one drop per second can waste 650 gallons in a year’s time. Call the Office of the Building at (312) 435-7180 if you notice a leaky faucet.
- Turn off office machines when not in use.

Recycling
- Chicago Board of Trade’s recycling program is a user-friendly way to give our tenants more opportunities to become effective recyclers.
- For your convenience, there are recycling containers in the mail room located on the first floor. You can recycle paper, plastic, batteries and ink cartridges/toner in the bins labeled accordingly.
- As needed, the Janitorial staff will empty the large recycling bins. All deskside containers (the smaller recycling bins) are emptied as well.
- To receive these containers, please enter a 360 work order or contact the Office of the Building.
Smoking
Smoking is prohibited throughout the building and within 15 feet of the building exterior. This applies to common areas on all floors including the lobbies, restrooms, stairwells, main lobby, loading dock and ground floor. Security will remind individuals who smoke in common areas that the building prohibits such activity.

- Smoking is allowed only in the designated area on Financial Place, on the south side of the building. Please be considerate of your neighbor by not blocking building exits and entrances, or creating unwanted secondhand smoke.

Please avoid discarding cigarette butts onto the property, whether in the landscape areas or on the plaza area. Anyone smoking in an undesignated area will be asked to move to a designated area.

Tenant Conduct
- Please do not disturb others. This rule prohibits any noise audible from the hallway or adjoining office suites created by musical instruments, radios, television sets, group activities or any other source.
- Please keep suite doors to building corridors closed on multi-tenant floors. Tenants are responsible for securing their own premises.
- Tenants may not store flammable liquids or materials, noxious gases or substances in the Chicago Board of Trade Building other than small quantities necessary for operating or maintaining office equipment. Such substances must be stored in proper fire-related containers.
- Tenants and their guests are not allowed access to the roof or building mechanical floors.
- Please do not use plumbing fixtures for other than their intended purpose. Depositing paper towels, sweepings, rubbish, rags, acids or other substances (particularly coffee grounds) in sinks, toilets or other plumbing fixtures can result in mechanical damage and repair charges to the Tenant.
- Animals and birds are not allowed into the building with the exception of trained service animals escorting those with disabilities.

Signage and Suite Identification
Interior signs on doors and any directory tablet shall be of a size, color and style acceptable to Property Management. No sign, advertisement, notice or other lettering visible from the exterior of the Premises shall be exhibited, inscribed, painted or affixed to any part of the Premises without the prior written consent of the Office of the Building.
Tenant Service Requests

Sign In:
- Go to – https://sec.360facility.net/141wjackson/360LoginScreen.asp
- You will see the Sign In screen pictured.
- Enter your User Name (e.g., John Smith)
- Enter your Password
- Click the SIGN IN
- Note: You may change your password by clicking the Change Password checkbox.
- If you did not receive a User Name or Password or forgot yours, please contact the Office of the Building at (312) 435-7180.

Entering a Service Request:
- Click on the Create Request tab
- The Property and Space/Floor will default to your location.
- Select the request Type – this describes the category of work (janitorial, HVAC, carpentry, plumbing, etc.)
- Select the request SubType – this describes the activity (dumpster request, toilet plugged, hang misc items, etc.)
- Describe your Request – if you need to describe your request in further detail, you may enter that information into this field.
- Who is making this request? – This will default to your contact information. If you are entering this request on behalf of another person, edit the contact information as desired.
- NOTE: To receive updates via email on the status of your request, please make sure your email address is entered.
- Click OK to send the request

Confirmation:
- After the request is entered, the system will display a Request ID. This can be used to access your request and review the status.
Checking the status:
- Click on the My Requests tab
- You will see a list of all open requests at the top and closed requests at the bottom.
- Click on the Request ID of the request you want to check (e.g., 24571)
- The system will display the View Request Details page.

Viewing Request Details:
- The GENERAL INFORMATION section displays who made the request and when.
- The REQUEST DETAILS section displays the information related to the request.
- The REQUEST HISTORY shows the response of the service personnel to your request and the status.
- If you would like to send more information, you can enter that information in the General Comments field and click UPDATE. Your comments will be posted to the Request History.
Building Policy for Telecommunications Installations  
Chicago Board of Trade Building

I. Telecommunications services over standard telephone cable are provided as follows:

1. All telecommunications vendors on the following list have equipment rooms in The Chicago Board of Trade Building. They provide connections to the B-Level Net POP (Network Point of Presence), which is the main telecommunications room in the building jointly controlled by the GlenStar Asset Management, LLC and AT&T.
2. Continental Electric Company controls the riser closets and identifies house pairs in the building risers for your use. The tenant should either confirm that its vendor has arranged for such house pairs or contact the riser management company to confirm. A reasonable number of house pairs are made available to all tenants free of charge. If a tenant requires an unusually large quantity of house pairs there may be a charge, depending on availability.
3. It is the tenant’s responsibility to arrange to have adequate home run cabling installed from the building riser closet on the floor to the tenant punch down (typically in a computer/equipment room or closet). The home run may exist or, if it is a new space, may be provided for on construction drawings — but the tenant should confirm.
4. All vendors working in the building must have a current certificate of insurance on file with the Office of the Building naming US Chicago BT, LLC and GlenStar Asset Management, LLC as additional insured. Vendors should call (312) 435-7180 to verify compliance.

II. All work in the public areas of the building and in the riser closets must be performed by one of the building preferred electrical contractors.

1. Before any work may be performed in the building riser closets, a permit must be received from the Office of the Building.
2. Any work performed solely within tenant space must be done by union workers. We encourage the use of the previously listed contractors and insist that any work in the public areas or tying into the risers is done by those contractors.
3. We have agreements in place with Cogent (formerly ARC) and FiberNet who have installed fiber optic backbones in the building. If any tenant requires fiber optic cabling between suites on different floors or to the trading floors, we suggest considering Cogent or FiberNet services as alternatives to running your own fiber.
4. If there are any questions or problems, please contact the Office of the Building.
We continually strive to provide our tenants the greatest choice in lowest cost and most reliable telecommunications service. To this end, we have signed license agreements with various telecommunications service providers and will continue to add to the list in spite of the age and complexity of the building.

The Summary of Telecommunications Providers below offers a list of vendors currently providing service in the building, an outline of the services they provide, and contact information.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Local Phone</th>
<th>Cable</th>
<th>Quotes</th>
<th>High Speed Access</th>
<th>Dark Fiber</th>
<th>Contact</th>
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<tbody>
<tr>
<td>AT&amp;T</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Kaitlin Sichau</td>
<td>312-813-9005</td>
</tr>
<tr>
<td>Bloomberg</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Gareth Hill</td>
<td>212-617-1115</td>
</tr>
<tr>
<td>Cogent</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Brian Lucitt</td>
<td>312-960-6905</td>
</tr>
<tr>
<td>Comcast</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Cooper McKinney</td>
<td>773-394-8753</td>
</tr>
<tr>
<td>CQG</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Scott Doranski</td>
<td>312-939-1570</td>
</tr>
<tr>
<td>Data Transmission Network (DTN)</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Kevin McNew</td>
<td>800-485-4000, ext. 5467</td>
</tr>
<tr>
<td>zColo (formerly Fibernet)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Rick Landry</td>
<td>630-203-8032</td>
</tr>
<tr>
<td>Wave to Wave (formerly Intellispace)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Kim Frost</td>
<td>201-968-9797, ext. 775</td>
</tr>
<tr>
<td>Level 3 (formerly Glass)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Andrew Piech</td>
<td>312-895-8321</td>
</tr>
<tr>
<td>CenturyLink (formerly Qwest)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Chris Romney</td>
<td>312-251-1235</td>
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<tr>
<td>Reliance Globalcom (formerly Yipes)</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Alan Brenier</td>
<td>312-782-7911</td>
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<tr>
<td>Thomson Reuters</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Kris Carlson</td>
<td>312-408-8644</td>
</tr>
<tr>
<td>Verizon (formerly MCI)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Sheila Hussey</td>
<td>773-458-2110</td>
</tr>
<tr>
<td>XO Communications (formerly Nextlink)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Rita Izen</td>
<td>312-377-1088</td>
</tr>
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</table>
**Commercial General Liability**
Commercial General Liability, including products/completed operations and broad form contractual liability with limits not less than the following:

- $1,000,000 per occurrence
- $2,000,000 general aggregate
- $2,000,000 products/completed operations aggregate limit
- $1,000,000 personal and advertising injury
- $5,000 medical payments

**Comprehensive Automobile Liability**
Comprehensive Automobile Liability, including owned, hired and non-owned automobiles with limits not less than the following:

- $1,000,000 combined single limit for bodily injury and property damage

**Statutory Worker’s Compensation**
Statutory Worker’s Compensation, including occupational disease with an Employers’ Liability Limit of at least:

- $500,000

The workers compensation policy shall afford a waiver of subrogation in favor of the certificate holder.

**Umbrella Liability**
Umbrella Liability affording coverage excess of underlying employers’ liability, Commercial General Liability and Comprehensive Automobile Liability with a limit of no less than:

- $5,000,000

**Professional Liability**
Professional Liability is required with a limit of not less than:

- $1,000,000

**US Chicago BT, LLC and GlenStar Asset Management, LLC shall be Included in all liability policies as additional insured. The additional insured endorsement must have the following wording added:**
"The insurance afforded to the additional insured shall be on a primary and non-contributing basis, and all policies shall also contain a waiver of subrogation in favor of the certificate holder."
Certificate Holder:
GlenStar Asset Management, LLC
141 W. Jackson Blvd., Ste. 950
Chicago, IL 60604

All certificates of Insurance shall provide that US Chicago BT, LLC and GlenStar Asset Management, LLC will be given a 30-day notice in the event of cancellation or change in the above stated coverage.
# Approved Contractors

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Contact</th>
<th>Phone</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fujikawa Johnson Gobel</td>
<td>Tom Fujikawa</td>
<td>(312) 565-2727</td>
<td>Architect</td>
</tr>
<tr>
<td>Pullman Geddis Architects</td>
<td>Bob Geddis</td>
<td>(312) 251-8900</td>
<td>Architect</td>
</tr>
<tr>
<td>Yoshizumi Associates</td>
<td>Curt Yoshizumi</td>
<td>(312) 663-1300</td>
<td>Architect</td>
</tr>
<tr>
<td>Continental Electric Construction</td>
<td>Bob Kovach</td>
<td>(630) 288-0267</td>
<td>Electrical</td>
</tr>
<tr>
<td>JF Electrical Contractors</td>
<td>Garry Michalek</td>
<td>(847) 818-0134</td>
<td>Electrical</td>
</tr>
<tr>
<td>Meade Electric</td>
<td>Tom McNernery</td>
<td>(312) 930-8271</td>
<td>Electrical</td>
</tr>
<tr>
<td>Prime Electric</td>
<td>John Cambell</td>
<td>(312) 433-9111</td>
<td>Electrical</td>
</tr>
<tr>
<td>Alert Fire Protection</td>
<td>Scott Williams</td>
<td>(815) 886-5333</td>
<td>Fire Protection/Sprinkler</td>
</tr>
<tr>
<td>Superior Mechanical</td>
<td>Tim Gavlin</td>
<td>(708) 588-0000</td>
<td>Fire Protection/Sprinkler</td>
</tr>
<tr>
<td>ALPS Construction, Inc.</td>
<td>Scott Peterson</td>
<td>(708) 301-3366</td>
<td>General Contractor</td>
</tr>
<tr>
<td>Interior Alterations Inc.</td>
<td>Bob McKenna</td>
<td>(312) 454-1599</td>
<td>General Contractor</td>
</tr>
<tr>
<td>O’Malley Construction</td>
<td>Tom O’Malley</td>
<td>(847) 806-1985</td>
<td>General Contractor</td>
</tr>
<tr>
<td>Turner Construction Company</td>
<td>William Burfeind</td>
<td>(312) 327-2871</td>
<td>General Contractor</td>
</tr>
<tr>
<td>Admiral Heating and Vent</td>
<td>Joe Leahy</td>
<td>(708) 544-3100</td>
<td>HVAC</td>
</tr>
<tr>
<td>Anchor Mechanical</td>
<td>Joe Weber</td>
<td>(312) 492-6994</td>
<td>HVAC</td>
</tr>
<tr>
<td>Competitive Piping System</td>
<td>Joe Weiher</td>
<td>(312) 322-1900</td>
<td>HVAC</td>
</tr>
<tr>
<td>RAM Mechanical</td>
<td>Chad Hejza</td>
<td>(630) 330-2428</td>
<td>HVAC</td>
</tr>
<tr>
<td>Automated Logic</td>
<td>Mark Ruettiger</td>
<td>(630) 852-1700</td>
<td>HVAC Controls</td>
</tr>
<tr>
<td>Synergy Mechanical</td>
<td>Bob Ortman</td>
<td>(708) 932-5317</td>
<td>HVAC Test and Balancing</td>
</tr>
<tr>
<td>ORR Protection Systems</td>
<td>Kevin Henning</td>
<td>(630) 321-0661</td>
<td>Life Safety</td>
</tr>
<tr>
<td>Reliable Fire Equipment</td>
<td>Robert Pikula</td>
<td>(708) 597-4600</td>
<td>Life Safety</td>
</tr>
<tr>
<td>Environmental Systems Design</td>
<td>Austin Bredow</td>
<td>(312) 372-1200</td>
<td>MEP Engineering Design</td>
</tr>
<tr>
<td>Hester Decorating</td>
<td>Norm VanKampen</td>
<td>(847) 677-5130</td>
<td>Painting</td>
</tr>
<tr>
<td>National Decorating</td>
<td>Marty Tew</td>
<td>(630) 571-8110</td>
<td>Painting</td>
</tr>
<tr>
<td>Gehrett Plumbing</td>
<td>Frank Kennedy</td>
<td>(773) 284-1141</td>
<td>Plumbing</td>
</tr>
<tr>
<td>Johns Plumbing</td>
<td>Mike Shudy</td>
<td>(773) 286-9030</td>
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<tr>
<td>Designed Equipment Corporation</td>
<td>Peter Liphardt</td>
<td>(847) 647-5000</td>
<td>Scaffolding</td>
</tr>
<tr>
<td>Prime Scaffolding Company</td>
<td>Andy Kulovic</td>
<td>(630) 596-2700</td>
<td>Scaffolding</td>
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<tr>
<td>Johnson Controls</td>
<td>Jeff Picciottino</td>
<td>(847) 364-1500</td>
<td>Security Systems</td>
</tr>
<tr>
<td>Security Source Incorporated</td>
<td>Charlie Thies</td>
<td>(847) 417-0133</td>
<td>Security Systems</td>
</tr>
<tr>
<td>Klein &amp; Hoffman Inc.</td>
<td>Homa Ghaemri</td>
<td>(312) 251-1900</td>
<td>Structural Engineering</td>
</tr>
</tbody>
</table>
The building has a comprehensive recycling program.

- The recyclable material generated in the greatest volume by the building is paper. Therefore, paper is the primary target of the recycling program. The paper stream produced by the building starts at your deskside trash container and copy machine areas. All types of paper are included in the recycling program and should be deposited in your deskside container including blue prints, books, brochures, cardboard, colored paper, envelopes (regular and window), glossy paper, junk mail, magazines, manila folders, newspaper, sticky notes and white paper.

- In pantry and kitchen areas, collection containers for glass (all colors), plastic (all types) and metal (all types) are in place. These items are sorted out of the paper stream later in the recycling process and are also recycled. However, it is most important that the bottles, cans and other containers put in the green recycling containers be completely empty of all liquids, and preferably rinsed, to avoid causing wet paper. Wet paper is not good for recycling and can cause unpleasant odors and attract bugs at your workplace.

- It is important that all food waste be disposed of in your kitchen area. There are containers there lined with black bags that are specifically for food waste. Again this will avoid wet paper, unpleasant odors and swarms of bugs at your deskside.

- If you don’t have a kitchen in your suite, please designate a receptacle for food to be tossed and make sure it has the black bag liner as well.

- In other areas or situations where large amounts of both food waste and paper waste are generated, you are encouraged to dispose of your waste in the proper place so it can be handled accordingly and efficiently.

- A recycling center for batteries, toner cartridges, eye glasses and cell phones is located in the lobby level mail center.

- Our electronic waste program is an easy way to dispose of your unwanted electronic waste. Please log a ticket in 360 to request removal of electronic waste from your suite. Any hard drives will be thoroughly erased by our waste recycling partner prior to removal.

This program is simple to understand and easy to follow, but your attention and cooperation are vital in order for it to be successful.

Thank you in advance for your participation.
No Smoking Ordinance

Under the Smoke-free Illinois Act, smoking is prohibited in all public places, places of employment, and within 15 feet from entrances, exits and windows that open where smoking is prohibited under the Act.

This information is being provided as a reminder of the ordinance and the impact on all building occupants. As Landlord, our goal is to help everyone comply with the ordinance and to respect the rights of all building occupants, smokers and non-smokers alike.

- Smoking is prohibited in all office spaces, as well as all public areas within the building, including building washroom facilities and stairwells.

- Smoking is banned within 15 feet of building entrances.

We ask smokers to comply with these rules out of respect for others and to avoid fines by the city. Any complaints about non-compliance should be directed to the Office of the Building at (312) 435-7180. Our security staff or management personnel will courteously request compliance. However, they do not have legal authority to issue fines. Ultimately, enforcement is the responsibility of the Illinois Department of Public Health, state-certified local public health departments and local law enforcement agencies who are designated enforcement agencies under the Smoke-free Illinois Act.