



TENANT MANUAL

2024

1560 Sherman Avenue, Suite 312
Evanston, Illinois 60201
Phone: (847) 869-0350

TABLE OF CONTENTS

GENERAL BUILDING INFORMATION

Introduction	Page 4
Property Management	Page 5
Building Hours	Page 6
Rules and Regulations	Page 7
Heating, Ventilating and Air Conditioning	Page 8
Deliveries/Freight Elevator	Page 9
Mail Service	Page 10
Moving Procedures	Page 11-16
Tenant Contractual Insurance Requirements	Page 17-18
Vendor COI Requirements	Page 19-20
Billing Procedures	Page 21
Security	Page 22-26
Miscellaneous	Page 27
Tenant Communications and Events	Page 28-29
Amenities	Page 30-32
Community Information/Services	Page 33-34

TENANT SERVICES

Introduction	Page 36
Cleaning	Page 37-38
Heating, Ventilating and Air Conditioning System	Page 39
Security	Page 40-41
Remodeling/Redecorating	Page 44
Additional Services	Page 43
Tenant Services Request Procedures	Page 44
Forms	Page 45

GENERAL BUILDING INFORMATION

ONE ROTARY CENTER

GENERAL BUILDING INFORMATION

INTRODUCTION

This manual provides a description of building systems, available services, as well as procedures to follow in the event of an emergency. By carefully reviewing this guide, you will gain an understanding of how this building works, the types of services which are available and what to do in the event of an emergency.

One Rotary Center is managed by Cushman & Wakefield U.S., Inc. The on-site management team includes the General Manager, Assistant Property Manager, Leasing Agent, Property Administrator, Chief Engineer, three Stationary Engineers. It is our objective to provide you with the highest quality service available to ensure your comfortable, continued tenancy.

The building is eighteen stories, built in 1977 of structural steel with concrete decking. The mechanical systems are monitored and managed by a computerized control system. The building boasts sophisticated life safety and security systems among buildings in its class, including sprinklers, smoke detectors, closed circuit television cameras and alarm sensors on the building's entry doors. Eight passenger elevators and one freight elevator serve the tower, two elevators serve the garage and two elevators serve the annex (which tenants must have security access to use). The main entrance faces east on Sherman Avenue. The lobby is finished in terrazzo and marble.

The Office of the Building is located at 1560 Sherman Avenue on the third floor, Suite 312. Office hours of operation are from 8:00 a.m. to 5:00 p.m. Monday through Friday and closed on Saturdays, Sundays and holidays. To contact the Office of the Building, please call (847) 869-0350. During non-business hours, you may contact Security at (847) 869-1560; we will respond to your inquiry as quickly as possible. In case of an emergency, please reference the following:

EMERGENCY TELEPHONE NUMBERS

Police Department	911
Non-Emergency	(847) 866-5000
Fire Department	911
Non-Emergency	(847) 866-5095
Medical Emergency	911
Evanston Hospital	(847) 570-2000
Saint Francis Hospital	(847) 316-4000
Poison Control Center	(800) 942-5969
Office of the Building	(847) 869-0350
Building Security	(847) 869-1560

PROPERTY MANAGEMENT

The Management Team at One Rotary Center is comprised of the following individuals, all of whom can be reached through the Office of the Building at (847) 869-0350.

<u>Title</u>	<u>Responsibilities</u>
Sandra Gutierrez <i>General Manager</i>	Provides on-site management at 1560 Sherman Avenue
Jamie Vilanova <i>Senior Property Administrator</i>	Provides accounting and management support for the building
Jerome Anselmo <i>Property Administrator</i>	Receives all calls and dispatches appropriate personnel for tenant requests
John Miller <i>Chief Engineer/Facilities</i>	Oversees engineering department and operates all mechanical systems/oversees Facility Staff/Operations
Hayden O'Leary Andrew Aldape Matthew Wodark <i>Stationary Engineers</i>	Operates mechanical systems and handles tenant requests
Vicente Suastegui Sam Werk <i>Service Technician</i>	Supports Rotary and tenant special requests
Daniel Gonzalez <i>Day Porter</i>	Handles day cleaning and tenant service requests
Carmen Avilia <i>Day Matron</i>	Handles day cleaning and tenant service requests
Ana Juk-Jones <i>Night Cleaning Supervisor</i>	Responsible for overall night cleaning operation
Michael Little <i>Security Director</i>	Supervises security personnel and overall operation of security staff
Anthony Perea <i>Café Manager</i>	Manages Café International and oversees day-to-day operations
Steve Holmberg <i>Leasing Agent</i>	Negotiates leases and shows available space

Please contact our office regarding building procedures or services Monday through Friday, between 8:00 a.m. and 5:00 p.m. In the event we are out of the office and you have service requests or emergencies, etc., you will be connected to the Security Console.

BUILDING HOURS

Normal building hours for One Rotary Center are 7:00 a.m. to 6:00 p.m. Monday through Friday and Saturday from 7:00 a.m. to 1:00 p.m. All building service requests can be made during the normal building hours at (847) 869-0350. The building is closed on Sundays and holidays.

If the Building's Management Personnel are away from the Office, all calls are received by the Security Console located in the lobby during normal business hours. If you are calling after hours, voicemail is available. If the call is urgent, Security can be contacted at (847) 869-1560 and appropriate staff will be notified.

In addition, One Rotary Center will be officially closed on the following holidays:

New Year's Day
Memorial Day
Independence Day
Christmas Day

Labor Day
Thanksgiving Day
Day after Thanksgiving

Should you require any routine cleaning, heating, ventilation, air conditioning, or other special services on any of the above holidays, please contact the Office of the Building. Given that the building staff and contractors also observe these holidays, you will be charged for any building services provided on these holidays. We will be glad to provide you with an estimate for any of the above services. For further information, please refer to the section: **Tenant Services.**

RULES AND REGULATIONS

What follows is an abridged version of the Rules and Regulations attached to your lease. This summary does not alter that attachment in any way.

1. Any sign, picture or advertisement installed within the tenant's space, which is visible to the public from the exterior of the building shall be installed at tenant's cost and in such a manner and sign company as Landlord may approve.
2. In advertising or other publicity, without Landlord's prior written consent, Tenant shall not use the name of the Building, except as the address of its business, or pictures of the building.
3. Tenants, their customers and guests shall not obstruct sidewalks, entrances, corridors, elevators, or stairways in and about the Building. This includes trash, boxes, etc. Please do not dispose or store items in freight elevator lobbies.
4. Tenant shall not make noises or cause disturbances or operate any devices that emit sound or create odors, any of which may be offensive to other tenants or that would interfere with the operation of any radio or television broadcasting or reception from or within the Building or elsewhere and shall not place or install any aerials or similar devices on the premises.
5. Tenant shall not make any room-to-room canvass to solicit business from other tenants in the building.
6. Tenant shall not waste electricity or water and agrees to cooperate fully with Landlord to assure the most effective operation of the Building's heating and air-conditioning. Tenant shall keep public corridor doors closed. Tenant shall be required to assist Landlord in energy conservation by: 1) using the most energy efficient lamps and ballasts available and 2) automating lighting controls into the building's computerized control system.
7. Door key for doors in the premises will be furnished at the commencement of the lease by the Landlord. Tenant shall not affix additional locks on doors and shall purchase keys only from Landlord.
8. Tenant assumes full responsibility for protecting the Premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed and secured.
9. Tenant shall not cook on Premises or in the Building.
10. In no event shall any person bring into the building flammables (including live Christmas trees), or any other article of a dangerous nature.
11. No bikes are allowed in the building.
12. No dogs other than those specially trained to assist the handicapped are allowed in the building.
13. No alcoholic beverages on the Premises; unless outlined in Tenant Lease.
14. Notify the office of the building for prior approval and review of scope of work for any minor or major construction or remodeling projects. All contractors must be union contractors to work in the building.
15. All contractors, vendors, etc. must have a Certificate of Insurance on file with the office of the building when working in the building.

HEATING, VENTILATING AND AIR CONDITIONING (HVAC)

General Service

Heating and air conditioning are provided, in season, Monday through Friday from 8:00 a.m. until 6:00 p.m. and Saturdays from 7:00 a.m. until 1:00 p.m. Should the temperature level change abruptly or exceed a reasonable level in your suite, or in a particular office, please call the Office of the Building at (847) 869-0350.

Heating and air conditioning are not regularly provided on Sundays, holidays or after normal business hours. If you need heating or cooling service at these times, please contact the Office of the Building at least 48 hours in advance to schedule this service and inquire about the current charge.

System Overview – HVAC

The HVAC system is composed of three main air handling units. One fan system provides constant high-pressure air to the perimeter induction units used for both cooling and heating. Another fan system provides variable air to the variable air volume terminals used throughout the building's interior and is used for cooling purposes only. The third fan system is used to provide fresh air, heating and cooling to the annex portion of the building as well as the first floor of the main tower.

The cooling for the building is provided by two Trane centrifugal chillers. These machines create chilled water, which is then pumped to coils in each of the air handlers as well as the coils in the perimeter induction units and used to maintain building temperature.

Heating is provided by five 3 million Btu high-efficiency gas-fired boilers. These boilers take the place of the previous "heat pumps" and will provide all necessary hot water for the air handlers as well as the perimeter induction system.

The induction units throughout the building work by using a high pressure air stream behind a water coil that can be used for both heating and cooling. The air stream on one side of the coil "induces" a draft across the coil and provides cool air in the summer or warm air in the winter.

The building uses state of the art digital controls to help monitor the building and tenant spaces as well as lighting control and temperature control. The BAS also starts and stops equipment and provides feedback and tracking of energy consumption.

Heating and Energy Management

The electrical service provided by Commonwealth Edison is at 208/120 volt three (3) phase, 4 wire 60 hertz, delivered to the electrical panels throughout the building. One Rotary Center is mostly heated by natural gas. Lights and air conditioning are supplied by electricity. As you may expect, energy costs are the single largest expense for the building. In an effort to reduce costs to all tenants, we have an on-going program to identify and implement energy conservation projects.

DELIVERIES/FREIGHT ELEVATOR

All deliveries must be made to the loading dock, located on the south side of the building, off Grove Street, on a first-come, first-served basis using the freight elevator **ONLY**. Tenants must accept and sign for all deliveries and arrange for the immediate transport of those items to their suites using the freight elevator. Under no circumstances are deliveries or pick-ups allowed to remain on the dock. Building personnel will not sign for tenant deliveries. **Advanced notice must be given to the Office of the Building prior to any major delivery.**

The dock door clearance is 13' 6".

Deliveries requiring one or two freight elevator load(s) may be made during the following hours:

Monday through Friday
7:00 a.m. – 5:00 p.m.

Deliveries requiring three or more freight elevator loads must be made:

Monday through Friday
before 7:00 a.m. and after 5:00 p.m.

There is one freight elevator at One Rotary Center. The freight elevator is to be used by tenants moving items from floor to floor utilizing their keycard. The freight elevator is available between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, on a first-come, first-served basis. Use of the freight elevator for deliveries requiring extended use need to be scheduled with the Office of the Building for after hours or weekends. Building personnel must be on-site during such time. At least twenty-four (24) hours' notice is needed on all extended deliveries. Please use the freight elevator when bringing items that require delivery carts into the building, as deliveries are not to be made through the main lobby entrance.

Any company making a large delivery or moving items in or out of the building will be required to provide the Office of the Building with a Certificate of Insurance **PRIOR** to any work being done. It is imperative that these insurance requirements be met. If further information is needed, please contact the Office of the Building. Moves or deliveries will not be permitted without the proper documentation.

In addition to this, the delivery company should be informed that hand trucks must be clean when transporting materials within the building. This is necessary to protect the carpeting on each floor in the building.

MAIL SERVICE

The Evanston Postal Service delivers incoming mail Monday through Saturday directly to the tenant's suite. Outgoing mail is collected from the mail boxes located next to the freight elevator on the ground level. Collection time is 2:00 p.m. Please note that no mail collections are made on weekends or holidays.

The mail area is located on the first floor of the tower in the back service corridor near the freight elevator. The mail area contains Federal Express & UPS drop boxes which are emptied daily.

The Evanston Main Post Office is located at 1101 Davis Street, Evanston, Illinois 60201. The main number is (847) 328-6288.

MOVING PROCEDURES

In the best interest of all our tenants, we ask that you adhere to the following procedures regarding moving of office furniture and equipment **in** or **out** of One Rotary Center. Before engaging a moving company, please contact the Office of the Building at (847) 869-0350 at least two weeks prior to any large move, to discuss your arrangements with us.

Move-In Procedures for Tenants

- It is absolutely necessary that you notify the Office of the Building in writing and receive approval at least two weeks in advance of your intended move. Moves will be scheduled on a first-come, first-served basis. Two moves may not occur simultaneously.
- Moves are restricted to off-hours only. They may occur anytime **EXCEPT** between 7:00 a.m. and 6:00 p.m., Monday through Friday. If a move starts during these hours, the movers will be asked to leave the building. All movers must also be under Union contract.
- After the move-in date and time has been scheduled, complete the Tenant Move-In Information Sheet (sample attached) and return it along with your moving contractor's Certificate of Insurance to the Office of the Building as soon as possible. The Certificate of Insurance is required before any move may occur. The vendor Certificate of Insurance requirements are also included in this section. We will also issue a Tenant Move-In Packet that provides a variety of forms relating to employee identification, tenant emergency contacts, frequently asked questions and other issues.
- Contact AT&T to commence service at this location. It is a good idea to have your telecommunications vendor call AT&T prior to your occupancy to be sure that all equipment can be accommodated. Should your office require any additional phone lines, DSL lines, circuits or T1 circuits, simply contact your telecommunications provider of choice and then our riser management company, IMG, contact Lisa Shoulders at 630-737-9800.
- Only the freight elevator should be used for moving.
- All moves in and out of the property must go through the loading dock area.
- Any attempted moves, without prior approval of the Office of the Building, will be stopped.
- In order to protect the lobby floor, all pathways utilized for the move must be covered with Masonite. This should be obtained and put in place by your moving contractor. The building does not provide Masonite.
- The tenant will be responsible for leaving the building and premises clean by removing all cartons, moving boxes and other trash. Clean-up personnel can be provided by Building Management on a time and material cost/plus basis.

- Any and all damage to the building, elevator areas and grounds caused by the Tenant, its employees or the moving company will be the responsibility of the Tenant. Required repairs will be accomplished by the Landlord with expenses billed to the Tenant.
- It is the Tenant's responsibility to ensure all rules and regulations are adhered to by their moving company.

The completion of the attached information sheet will be helpful to both Tenant and Cushman & Wakefield in making your move-in safe and easy.

MOVE-IN INFORMATION SHEET

TENANT NAME: _____ SUITE #: _____

1. Name of Movers: _____
(Please refer to Contractor Requirements and submit a Certificate of Insurance before vendor completes work.)

2. Name of Telephone Installer: _____
(Please refer to Contractor Requirements and submit a Certificate of Insurance before vendor completes work.)

3. Name of Daily Contact: _____
Daily Phone Number: _____ Home Phone Number: _____
Email Address: _____

Name of Emergency Contact 1: _____
Daily Phone Number: _____ Home Phone Number: _____
Email Address: _____

Name of Emergency Contact 2: _____
Daily Phone Number: _____ Home Phone Number: _____
Email Address: _____

4. Name of Floor Captain: _____
(Tenant is to assign Floor Captain who is responsible for coordinating the evacuation of their suite. Refer to page 4 for more details in the One Rotary Center Emergency Procedures manual).

5. Number of Keys Needed Beyond the Initial Two Keys Provided: _____

6. Number of Occupants / Employees: _____

7. The Billing Name and Address for Rent and Other Tenant Charges

8. In an effort to reduce paper printing, we would like to offer you the option to receive your monthly rent statement electronically. Please reply to this email by completing the following:

I would like to receive my monthly rent statement via email. Please email statement to:

I would like to receive my monthly rent statement via mail. Please mail statement to:

I would like to receive my monthly rent statement via delivery to our suite.

INSTRUCTIONS TO MOVERS

I. General

The mover, which must be a Union Contractor, shall perform all service required to move furniture, contents, office machines, records, and supplies. The elevator is available on a first-come, first-served basis. Only the freight elevator (located south of the passenger elevator bank) may be used during any move or delivery or the move will be terminated. **All moves requiring more than one or two trips on a two wheel dolly must be done prior to 7:00 a.m. or after 6:00 p.m., Monday through Friday.** Each employee of the mover must be bonded and uniformly attired in the same type and color uniform, plainly lettered with the moving company's name. These requirements are necessary in order to maintain the security of the premises and to provide ease of identification by building personnel.

2. Inspection of Premises

The mover is responsible for inspecting the tenant's suite prior to the move so that the proper equipment and labor for an orderly, timely, and efficient move is provided. The mover should become acquainted with all the available information regarding difficulties which may be encountered as well as the conditions, including safety precautions, under which the work must be accomplished. We ask that you contact the Office of the Building at (847) 869-0350 to confirm all arrangements with Cushman & Wakefield.

3. Supervision, Labor, Materials and Equipment

The mover must furnish all supervision, labor, materials, supplies and equipment necessary to perform all the services contemplated. Such equipment shall include dollies, trucks, Masonite, packing materials, etc. as may be required. All material handling vehicles used in the interior of the building must have rubber-tired wheels and must be maintained free from grease and dirt. **It is required that Masonite floor covering material be provided by the mover and laid down to protect the corridor flooring, both in the common areas and the tenant suite.** It is also required that protection be placed on the jambs of the elevator on all pertinent floors of the move.

4. Crating, Padding and Packing Material

The mover should take every precaution by means of crating and padding to safeguard property from damage. All padding and packing materials are to be removed from the property by the mover. In no circumstances may crating/packing materials or other debris be placed in the building dumpster or left in the dock area.

5. Floor and Wall Protection

The mover should at all times protect and preserve the building from damage. The mover must comply with reasonable requests to enclose or protect such property. This includes furnishing and installing any floor, carpet, wall, wood, or glass protective materials wherever necessary to protect the building from damage.

6. Access to Building

All moves must be made through the loading dock.

We appreciate your cooperation to ensure a safe and efficient move. If you have additional questions, please contact the Office of the Building at (847) 869-0350.

REMODELING/REDECORATING

The Management Team of One Rotary Center will assist in the coordination of the remodeling or redecorating of your suite through every phase of construction. During the initial phases, we will meet with you to find out your exact requirements. Depending on the scope of the work, we will have working drawings prepared and/or will make written specifications of the work.

When the specifications are complete, we will obtain bids from outside Union Contractors. A formal proposal will then be prepared for the project.

Upon tenant approval of the proposal, the work will be coordinated and monitored by the building's management team through its completion.

All remodeling/redecorating of tenant spaces must be coordinated through the Office of the Building. The Office of the Building has a preferred contractor list for most frequent services such as:

- General Contractors
- Carpentry
- Carpeting/Tile
- Ceiling
- Electrical
- Heating, Ventilating and Air Conditioning (HVAC)
- Marble and Ceramic Tile
- Painting
- Plumber

TENANT
Contractual Insurance Requirements
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201

A. Insurance to be Maintained by Tenant. Tenant shall at all times during the entire Term of this agreement maintain the following policies of insurance at Tenant's expense, with such insurance placed with companies licensed to do business in the State of Illinois with an A.M. Best's rating of A- or better, but with increases in limits of liability as Landlord may from time to time request and Landlord and Tenant mutually agree upon:

(1)**Property Insurance** covering the full replacement value of all Tenant's fixtures and improvements including, but not limited to, special wall and floor coverings, special lighting fixtures, built-in cabinets and bookshelves and of all Tenant's merchandise, inventory, contents, furniture, equipment or other items of personal property on the Premises against all risk of direct physical loss or damage, including but not limited to, fire, lightning, sprinkler leakage, water damage, vandalism and malicious mischief, theft, explosion, and such other similar risks. Such insurance shall waive all subrogation rights in favor of Rotary International, The Rotary Foundation of Rotary International, and Cushman & Wakefield U.S., Inc.

(2)**Commercial General Liability insurance** with a minimum limit of US\$2 Million per occurrence and in the aggregate for bodily injury and property damage, including but not limited to: premises, operations, independent contractors, products-completed operations, personal and advertising injury, and contractual liability. Said policy(ies) shall name Rotary International, The Rotary Foundation of Rotary International, Cushman & Wakefield U.S., Inc., and their respective beneficiaries, agents, and employees as additional insureds.

(3)**Workers' Compensation as required by law and Employer's Liability insurance** with limits of not less than US \$500,000 each employee, each accident, and each disease. Such insurance shall waive all subrogation rights in favor of Rotary International, The Rotary Foundation of Rotary International, and Cushman & Wakefield U.S., Inc. and their respective beneficiaries, agents, and employees.

The specified limits of insurance above may be satisfied by any combination of primary or excess/umbrella liability insurance policies.

B. Evidence of Insurance. At the inception of this Lease and upon any insurance policy renewal, Tenant will provide to Landlord a certificate of insurance evidencing the required coverages and additional insured endorsement. If Tenant shall fail to provide such certificates of insurance, Landlord may at its option procure the same for the account of Tenant, and the cost thereof shall be paid to Landlord immediately upon receipt by Tenant of the bills from Landlord for the policies of insurance. Tenant shall furnish to Landlord thirty (30) days prior written notice of any cancellation or material change to any said insurance policies.

C. Mutual Waiver of Subrogation. Landlord and Tenant agree to have any and all property insurance policies issued to either of them contain a clause providing that each of the parties hereto waives all claims for recovery from the other party for any loss or damage to any of its property insured under insurance policy(ies) required herein.

ADDITIONAL INSUREDS:

Cushman & Wakefield U.S., Inc., Agent for Landlord
Rotary International, Landlord
The Rotary Foundation of Rotary International

PLEASE PROVIDE A COPY OF THE ADDITIONAL INSURED ENDORSEMENT.

CERTIFICATE HOLDER:

Rotary International
c/o Cushman & Wakefield U.S., Inc.
1560 Sherman Avenue, Suite 312
Evanston, IL 60201

VENDOR COI Requirements

Prior to providing any labor, materials, or services, Contractor and its subcontractors must obtain the following insurance and furnish Agent with a certificate of insurance evidencing such insurance for the entire duration labor, materials, or services are provided by Contractor and its subcontractors.

The Contractor and its subcontractors of any tier shall at all times during the term of this Agreement maintain the following policies of insurance at their expense; such insurance placed with companies with an A.M. Best's rating of A- or better:

(A) **Commercial General Liability** insurance with a minimum limit of US\$2 Million per occurrence and in the aggregate for bodily injury and property damage, including but not limited to: premises, operations, independent contractors, products-completed operations, personal and advertising injury, and contractual liability. Said policy(ies) shall name Rotary International, The Rotary Foundation of Rotary International, and Cushman & Wakefield U.S., Inc. as additional insureds as respects this Agreement.

(B) **Business Auto Liability** insurance with a minimum limit of US\$1 Million each accident for any vehicle (owned, hired, leased, or non-owned) used while performing under this Agreement. Said policy(ies) shall name Rotary International, The Rotary Foundation of Rotary International, and Cushman & Wakefield U.S., Inc. as additional insureds as respects this Agreement.

(C) **Workers' Compensation and Employers' Liability** insurance. Workers' Compensation as required by law; Employers' Liability insurance with limits of not less than US\$500,000 per each employee, each accident, and each disease. Such insurance shall waive all subrogation rights in favor of Rotary International, The Rotary Foundation of Rotary International, and Cushman & Wakefield U.S., Inc.

When applicable, and in addition to (A) – (C), the Contractor and its subcontractors of any tier shall at all times during the term of this Agreement maintain the following policies of insurance at their expense; such insurance placed with companies with an A.M. Best's rating of A- or better:

If Contractor or its subcontractors occupy space on a daily basis on property that is owned, leased, or rented by Owner:

(D) **Commercial All Risk Property** insurance covering physical loss or damage of all real and personal property and equipment leased or owned by and/or in the care, custody, or control of Contractor or its subcontractors. Said insurance shall waive all subrogation rights in favor of Rotary International, The Rotary Foundation of Rotary International, and Cushman & Wakefield U.S., Inc.

If Contractor or its subcontractors will have any unsupervised access to Owner's property and funds:

(E) **Fidelity Bond/Commercial Crime** insurance covering theft and employee dishonesty with a minimum limit of US\$1 Million per claim or loss. Policy shall include Third Party coverage and name Rotary International, The Rotary Foundation of Rotary International, and Cushman & Wakefield U.S., Inc. as loss payees.

If Contractor or its subcontractors perform professional services (i.e. architects, engineers) where liability may arise for their professional acts or omissions that are not covered by its commercial general liability insurance policy:

(F) Professional Liability (a.k.a. **errors and omissions** liability) insurance appropriate to Contractor's profession. Coverage shall apply to liability for an error, act, or omission arising out of the scope of as defined in this Agreement. Coverage shall be written subject to limits of no less than \$2 million per loss or claim and in the aggregate. Contractor affirms that any retroactive or continuity date applicable to coverage under the policy(ies) is the same as or precedes the date Contractor's services for Rotary International commences, which may precede the effective date of this Agreement; and that continuous coverage will be maintained for at least 2 years after Contractor's services for Rotary International are completed.

When the scope of work could result in catastrophic bodily injury or property loss (for example, major building renovation or new construction) and the basic limits of insurance may not be sufficient:

(G) Excess/Umbrella Liability with limits of \$5 million per occurrence and in the aggregate, with the commercial general, auto and employer's liability scheduled as underlying policies.

The specified limits of insurance may be satisfied by any combination of primary or excess/umbrella liability insurance policies. Contractor shall be responsible for providing to Agent thirty (30) days prior written notice of any cancellation or material change to any said insurance policies to any said insurance policies. As noted above, Contractor will provide Agent with certificates of insurance that satisfy all insurance requirements.

By requiring insurance herein, Owner and Agent do not represent that coverage and limits will necessarily be adequate to protect Contractor and its subcontractors, and such coverage and limits shall not be deemed as a limitation on Contractor's liability under indemnities granted in the Agreement or otherwise recoverable. Furthermore, Contractor and its subcontractors agree to be responsible for all deductibles, retentions, co-insurance or self-insurance as applicable to such insurance.

The Description of Operations section of the certificate of insurance shall state the following:
Rotary International, The Rotary Foundation of Rotary International, and Cushman & Wakefield U.S., Inc. are included as Additional Insureds

The Certificate Holder section of the certificate of insurance shall state the following:

**Rotary International
c/o Cushman & Wakefield U.S., Inc.
1560 Sherman Ave, Suite #312
Evanston, Illinois 60201**

BILLING PROCEDURES

Rental Payments

Rent and tenant charges are due and payable on the first day of each month. Payments can be sent through ACH or checks should be made payable to:

Rotary International
C/o Cushman & Wakefield U.S., Inc.
1560 Sherman Avenue
Suite 312
Evanston, Illinois 60201

Billing Address

The billing address should be established prior to move in and is listed among the “*Tenant Responsibilities Prior to Move In*”. The Office of the Building has the capability to send copies of billings to another address, if desired. Please contact the office to make such arrangements.

SECURITY

General Information

The security of One Rotary Center is very important to us. Specific elements of our security system are outlined below. Bear in mind, however, that the ultimate responsibility for security in your suite rests with you, the tenant.

Twenty-Four (24) hour uniformed security officers are stationed in the lobby, seven (7) days a week, available to assist with any security related issues. Nightly reports are given to the Office of the Building.

There are several ways one can communicate with the security staff:

1. through the Office of the Building at (847) 869-0350,
2. through the intercom system in each elevator cab,
3. through the intercom system in the freight elevator lobby on each floor.

Minor security matters such as solicitors, suspicious persons, or intoxicated persons should be reported to the Office of the Building at (847) 869-0350.

Serious problems should be reported to the Evanston Police Department by calling 911 and immediately thereafter, reported to the Office of the Building.

Even though we offer a trained security team, it is also necessary that Tenants ensure, upon leaving for the evening, that all entrances and exits to their suites are locked. **AT NO TIME SHOULD ANY DOORS BE PROPPED OPEN.** We also recommend that desks be locked at night. During the day, offices, desks, and reception areas should never be left unattended. If a suspicious person is noticed, call the Office of the Building at once and we will dispatch the appropriate person to the area.

Emergency Procedures

The procedures in any crisis are to call the Police/Fire/Rescue at 911 and provide as much information about the injury as possible. Immediately thereafter, contact the Office of the Building at (847) 869-0350 and security console at (847) 869-1560 so we can prepare for the arrival of the paramedics, police, and fire department.

It is the Landlord's policy that each tenant provide an emergency response program for all of its employees. The Managers will assist you by recommending how you can form Floor Safety Committees. If we have not already, we will present to you how this can be accomplished in our annual fire drill procedure training. And during your tenancy we will keep you up-to-date on changes in procedures or laws that affect your mandated emergency program. The team members are trained by Management to help communicate with and direct coworkers during emergency situations.

For emergency procedures in specific crisis situations, please refer to the Emergency Safety Procedures manual and pamphlet. Each tenant should have a copies of the building's Emergency Safety Procedures manual and pamphlet. If not, they may be obtained through the Office of the Building. You are encouraged to read them and keep them at your desk to refer to in the event of a crisis. The Emergency Safety Procedures manual and pamphlet offer more information on One Rotary Center's safety systems, crime prevention tips, and easy step-by-step procedures for different types of crises.

We will provide periodic fire drills and training with the tenant emergency teams on each floor with the assistance of the Evanston Fire Department.

To help maximize personal safety and minimize property damage and theft, Cushman & Wakefield has designed the following systems:

Building Entry

All tenants requiring after hours entrance into One Rotary Center will be required to carry valid access cards and swipe in and out at the Security Console. These cards may be obtained by contacting the Office of the Building at (847) 869-0350.

Normal entry hours at One Rotary Center are from 7:00 am to 6:00 p.m., Monday through Friday, Saturday from 7:00 a.m. through 1:00 p.m. and closed on Sunday and holidays. In the case of special events, Tenants are required to notify the Office of the Building of any large groups that might be expected to visit the property.

All building entrance and exit doors are locked after 6:00 p.m. during the weekdays and all day on Sunday and holidays. Tenants needing access during non-business hours can access the building through the main entrance with their access card.

After hours, all tenants must use their access card to gain access to the building. Individuals will be permitted to enter the building if they have one of the below listed authorizations:

- A keycard that is programmed to authorize after-hours access to the building and elevator system.
- If their name is on an after-hours access list submitted by a tenant. This list will be retained at the security console.

People attempting to enter the building without one of the access approvals will not be allowed to enter the building. If the person indicated they are expected by a tenant, the security office on duty at the console will telephone the tenant's office to get verbal approval to admit the person. The tenant shall escort the visitor from the lobby. If the verbal approval is not received, the person will not be admitted.

If the tenant is not available to approve access, the security officer will attempt to telephone those individuals listed as Emergency Contacts at their home number to obtain access approval.

Security cameras are strategically placed and monitored at the Security Console.

Removal of Personal Property

A Package Pass is required to remove any personal property from the building. Passes can be obtained from the Office of the Building; tenants must submit a list of authorizing signatures. Tenants will not be able to sign their own package pass unless that person is an authorized signature. The security officers reserve the right to inspect all packages. This procedure is for the tenant's protection. Even during working hours, the officers will challenge anyone removing large boxes, bags, or suspicious packages from the building. They will be looking for computers, clocks, video equipment and other items of personal property that are frequent objects of theft.

Deliveries/ Shipping Packages

Receiving packages and envelopes: During working hours, anyone bringing a package to the building will be directed to the tenant's suite. Deliveries that require a delivery truck may be directed to the loading dock which has three parking bays to pull into and can be accessed from Grove Street. Security will **NOT** sign for any package deliveries as the building personnel cannot be liable for lost or misplaced deliveries. It is the tenant's responsibility to pick up packages or shipments they are expecting to be delivered.

Vendor/Contractor Access

There may be special instances when vendors or contractors need to perform work in your suite during non-business hours. In such instances, please provide written notification to the Office of the Building, which states the name(s) of the individual(s) and the company, the date they will be coming and the approximate time along with a certificate of insurance which meets our requirements. A brief description of the work to be done should also be included. Please note that all contractors must be approved by the Office of the Building.

Tenant Precautions

In public buildings, such as One Rotary Center, ultimate responsibility for security must rest with each Tenant. Please ensure, upon leaving, that all entrances and exists to your suite are locked. During the day, offices, desks and entrance areas should never be left unattended. Valuables, such as purses, should be locked up or taken with an employee when they leave their workstation.

Solicitation is not permitted within One Rotary Center. If you notice a suspicious person within the building, please call the Office of the Building at once and provide as much detailed information as possible regarding the person. Management personnel will escort the individual off the premises. We also suggest that you require identification and authorization from repairmen who come to work in your suite.

Theft

Call 911 for emergencies and (847) 866-5000 for non-emergencies situations to dispatch the Evanston Police Department. A report will be filed. In addition, please notify the Office of the Building to file an incident report with Security.

Lost and Found

Security keeps “**Lost and Found**” items in the Security Office located on the first floor of the building. Tenants who have lost or found an item should contact us at (847) 869-0350.

Incident Report

To provide an accurate record of every incident, One Rotary Center’s staff is required to write an incident report for any accident, theft, or other incident occurring on the property. We would appreciate your cooperation in answering any questions the building staff may have.

Special Keying

All keys at One Rotary Center are keyed to a Building Master Key System. This key system is necessary so that the building staff has access to all areas in the event of an emergency. For this reason, we require that no locks be changed or additional locks/bolts be added to any door within your suite. If additional lock work for your suite is necessary, notify the Office of the Building and the engineering staff will attend to your request.

Emergency Telephone Numbers

In case of an emergency, such as theft, or other incidents after business hours, we will notify a designated emergency contact from your company. This procedure allows us to alert you as soon as possible in case of any unforeseen circumstances.

No Smoking Policy

As of February 2008, the *Evanston Clear Air Act – Smoking* prohibits smoking in:

- All businesses, including all restaurants, bars and sidewalk cafes;
- All public enclosed areas, all workplaces, all schools;
- Beaches, playgrounds and tot lots;
- All common areas in apartment buildings and condominiums and housing cooperatives;
and
- Within 25 feet of any entrance to an enclosed area in which smoking is prohibited.

In order to comply with the City's Ordinance, the building has a designated smoking area on the southwest corner of the building on Grove Street, next to the dock, for occupants of the tower of the building. Planters and plantings have been installed to work as a barrier during inclement weather; ash receptacles are provided.

At no time will we allow building occupants or visitors to smoke in front of the building entrances, garage or the loading dock area. If you wish to smoke, please smoke in the designated area on the southwest corner of the building. Please utilize the ash receptacles provided to dispose of cigarette butts and refrain from disposing the butts in the planters and on the ground.

Security monitors the building grounds throughout the day to enforce the building's smoking policy. Please be courteous and do not smoke in front of tenant windows.

If you wish to review the City Ordinance, please visit <http://www.cityofevanston.org/health/clean-air-actsmoking>.

MISCELLANEOUS

Floor Load

Code requirements restrict placing loads upon floors that exceed the load per square foot for which the floor was designed. One Rotary center has a floor load of 80 lbs. per square foot in each tenant's space. Should you find it necessary to utilize equipment that exceeds this rating, you must receive prior written approval from the Office of the Building. We may require documentation from a licensed structural engineer verifying that a specific installation at a specific location is safe. The building architect of One Rotary Center will review your request and accompanying documentation. When we receive confirmation from the architect that the installation is safe, we will send you written approval.

Electrical Requirements

The Evanston electrical code is very strict concerning electrical wiring. Prior to any alterations of the electrical wiring, please submit specifications to the Office of the Building for review.

Window Covering

In order to maintain a consistent, professional image both inside and outside of the building, One Rotary Center has equipped all suites with blinds that are standard throughout the building. We do recommend that all blinds be left in the down position at all times. The blinds serve as an insulating function both in the retention of heat in winter months and the exclusion of heat in summer months.

TENANT COMMUNICATIONS AND EVENTS

Tenant Newsletter

One Rotary Center publishes a quarterly tenant newsletter to inform tenants about happenings at the property. If you wish to feature your company in a future newsletter, please contact the office of the building.

Tenant Survey

The annual tenant survey helps us continually monitor and improve a comfortable work environment for tenants. Tenant input is used as a guide in addressing concerns and suggestions, as well as maintaining high quality management services.

Special Programs and Events

One Rotary Center hosts a variety of special events throughout the year. News of upcoming events will reach you through the Building Management announcement letters, emails, and the Building newsletter.

Recycling Program

One Rotary Center is a strong supporter of the environmental recycling efforts, with a focus on collecting and recycling high grade “white paper”, which consists of computer printer paper and white ledger paper. Desk-side recycling containers are provided for each person in your suite or as otherwise designated by your employer. In addition to the desk-side containers, large containers should be placed in copier rooms or rooms with high volume of paper trash. The large containers **only** are emptied by the Night Cleaning Staff into the recycling dumpster, as needed.

Please follow the list of acceptable and unacceptable materials as listed below when disposing of or recycling various items:

Acceptable

Letterhead/stationary and mailing labels
Post-it notes
Office paper (all colors, including envelopes and fax paper)
Junk mail and brochures
Legal pads (paper and cardboard backing)
Newspaper, magazines and catalogs
Magazines, catalogs, phone books and soft cover books
Manila folders
Calculator tape
Cardboard and corrugated boxes
Computer paper, writing paper and reports

Unacceptable

Carbons/carbonless forms Envelopes
Used paper towels, napkins/Kleenex
Paper touched by foods or liquids
Roll style fax paper
Food wraps
Wet paper

In addition to our paper recycling services, Building Management has bottle, plastic and can recycling at One Rotary Center. Guidelines for this service are as follows:

Building Management has provided designated 23 gallon blue recycling containers for bottle, plastic, and can recycling. The containers will be placed centrally in kitchens, break-rooms or coffee-stations; containers will also be placed in the building cafeteria. Bottles, plastics, and cans are not to be mixed with the recyclable paper materials. The containers will be designated with the white universal recycle label along with the words: bottles, plastics, and cans. Please do not contaminate these containers with food waste.

All bottles, plastics, and cans collected must be bagged in **CLEAR** liners. These liners will be supplied by the building; **OTHER LINERS MAY NOT BE SUBSTITUTED**. Our cleaning staff will dispose of the recycling materials in our recycling compactor (not mixed in with the wet trash).

ACCEPTABLE RECYCABLE MATERIALS FOR BLUE RECYCLING CONTAINERS:

Cans and Foil:

Steel (tin) cans and bi-metal cans
Empty aerosol cans
Aluminum beverage and pet food cans
Clean aluminum foil and foil containers
Empty, clean paint cans
Metal lids and bottle caps

Glass:

All colors of glass bottles & jars. You do not need to remove labels. Rinse. Throw away caps and lids.

Plastic:

Containers, bottles & lids labeled #1, #2, #3, #4 & #5, including liter soda bottles; milk, water & juice containers; food containers; liquid detergent, fabric softener, bleach & shampoo bottles. Rinse. Caps ok.
Containers (narrow neck only) labeled #7
Six pack and 12 pack rings

If you have a question about the recycling program or of a particular paper, please contact the Office of the Building. We look forward to your contribution in preserving the environment.

AMENITIES

Public Transportation

One Rotary Center is extremely easy to get to by car, bus, or train. The CTA and Northwestern Metra train stations are just west of One Rotary Center on Davis Street. The CTA has many bus routes that depart from the Sherman Avenue terminal. The Edens Expressway has an exit at Dempster Street – east to Downtown Evanston.

Full-Service Cafeteria, Café International

Rotary International provides a cafeteria for all tenants in the building, which is conveniently located on the lower level. Please note that trays, utensils, etc. shall not be removed from the cafeteria. Please contact Café Manager, at (312) 218-6269 with any additional requests regarding the cafeteria. A vending area offering candy, snacks and soft drinks is located on the lower level. Eurest is a full-service cafeteria serving hot breakfast from 7:00 – 9:30 a.m., continental breakfast from 9:30 – 10:30 a.m. and lunch from 11:30 a.m. – 1:30 p.m. The cafeteria is open from 7:00 a.m. until 1:30 p.m., Monday through Friday. You can find more information on weekly menus at eurestdining.compass-usa.com/OneRotaryCenter. For catering services, See catering options at eurestrotarycatering.catertrax.com.

Parking Garage

The five-level parking garage is attached and covered. The parking garage accommodates 372 vehicles and is serviced by two elevators. These parking spaces are available per tenant lease or may be rented monthly by individuals at current rates. Keycard access cards are issued through the Office of the Building. Tenants are to notify the Office of the Building of any changes affecting monthly parking through the use of the keycard access forms (new cars, license plate changes, rentals cars and all other changes). We can only assign one parking space per employee; no shared parking is allowed. If you sign a ticket and hand it to the Security guard, we will bill your rent statement.

The lower section of the garage is for visitor parking on a first-come, first-served basis. Limited daily parking is available in the visitor's parking level **only**. Please note that monthly parkers using the visitor's daily parking spaces with their keycards will be in violation of their parking agreement and may forfeit their parking privileges by doing so. The other levels of the garage are reserved monthly parking. The daily parking rates are as follows:

\$6.00 for 4 hours or less
\$10.00 for 4 or more hours

Rates are subject to change; all payments are made at the security console.

Owner Occupied

One Rotary Center is occupied by Rotary International.

Twenty-Four (24) Hour Security

One Rotary Center has a security team on duty 24 hours a day 365 days a year. The security station for visitor sign-in is located on the first floor of the main tower of the building.

Surveillance cameras survey the property including the parking garage. The guards also communicate with the engineers and management staff via two-way radios.

Conference Centers

One Rotary Center's Conference Center has full audiovisual capabilities, with on-site technical support; reservations can be made with the Office of the Building.

Please visit our website at www.onerotarycenter.com for more information.



onerotarycenter.com

Full audiovisual capabilities, with on-site technical support

Virtual and hybrid events

Simultaneous interpretation services

In-house catering

Public transportation

On-site and nearby parking



Meetings – Events – Catering



1560 Sherman Avenue, Evanston, Illinois 60201

www.onerotarycenter.com

Email: admin@onerotarycenter.com

Phone: 1+847-869-0350





ORC Conference Center Capacities

ORC Conference Center Rooms	Capacity/ Classroom	Capacity/ U-Shape	Capacity/ Square- Boardroom	Capacity/ Pods	Capacity/ Reception
1st Floor Conf. Room 1A	40	24	32	30	74
1st Floor Conf. Room 1A & 1B Combined	58	38	44	48	109
1st Floor Conf. Room 1A, 1B, & 1C Combined	80	54	60	72	147
1st Floor Conf. Room 1B	18	14	20	18	35
1st Floor Conf. Room 1B & 1C Combined	42	30	36	36	73
1st Floor Conf. Room 1C	18	14	20	18	38
1st Floor Studio	16	16	16	16	42
3rd Floor 3E Conf. Room	N/A	N/A	12	N/A	N/A
3rd Floor 3W Computer Training Center	24	18	20	24	49
3rd Floor Atrium	35	N/A	N/A	N/A	108
3rd Floor Auditorium	187	N/A	N/A	N/A	188
3rd Floor Conf. Room 3A	25 *max 32	20	24	24	57
3rd Floor Conf. Room 3A & 3B Combined	50	40	44	48	117
3rd Floor Conf. Room 3B	25 *max 32	20	24	24	60
3rd Floor Patio *In conjunction with Auditorium/ Atrium reservation	N/A	N/A	N/A	N/A	
Lower Level Dining Room	40	24	30	30	49

COMMUNITY INFORMATION/SERVICES

Area Information

One Rotary Center is located in downtown Evanston. The Evanston area provides a variety of services such as hotels, restaurants, health clubs and day care facilities. We are just 30 minutes from downtown Chicago, 36 minutes from O'Hare International Airport and 47 minutes from Midway Airport. Following are some of the amenities within the area:

General

Evanston Police
Non-Emergency 911
(847) 866-5000

Evanston Fire Department
Non-Emergency 911
(847) 866-5918

Evanston Post Office 800-ASK-USPS

Hospitals

Evanston Hospital (847) 570-2000
2650 Ridge Ave www.northshore.org

Northwestern University Health Service (847) 491-8100
633 Emerson St www.nuhs.northwestern.edu

Presence Saint Francis Hospital (847) 316-4000
355 Ridge Ave www.presencehealth.org

Public Transportation

Regional Transit Authority (312) 836-4949
www.rtachicago.com

CTA 888-YOUR CTA
www.transitchicago.com

METRA (312) 322-6777
Union Pacific – 901 Davis Street (847)492-5066
www.metrarail.com

PACE (847) 364-PACE
www.pacebus.com

AMTRAK 800-USA-RAIL
www.amtrak.com

Taxicab Service

Norshore Cab (847) 864-7500
Best Taxi Service (847) 864-2500

Limousine Service

City Wide Limo (847) 933-9900

Hotels

Holiday Inn 1501 Sherman Ave	(847) 491-6400
Hilton Garden Inn 1818 Maple Ave	(847) 475-6400
Homestead Hotel 1625 Hinman Ave	(847) 475-3300
Hotel Orrington 1710 Orrington Ave	(847) 866-8700

Restaurants

KOI Restaurant 624 Davis St	(847) 866-6969
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Theaters/Entertainment

Evanston Children's Theatre 300 Dodge Ave	(847) 448-8250
Fleetwood-Jourdain Theatre	(847) 448-8260
Next Theatre Co	(847) 475-1875
Piven Theatre 927 Noyes St	(847) 866-6597
Mordine & Co. Dance Theater 2613 Central Park Ave	(312) 654-9540
Piccolo Theatre 600 Main St	(847) 424-0089

TENANT SERVICES

ONE ROTARY CENTER

TENANT SERVICES INFORMATION

INTRODUCTION

Cushman & Wakefield U.S., Inc. the managing agent of One Rotary Center, takes pride in its program of *Quality Tenant Service*. This program encompasses all areas of building management and services. Our goal is to respond to our tenants' needs in an organized, prompt, cost efficient and careful manner.

The emphasis on *Quality Tenant Service* extends from the Office of the Building to our cleaning and engineering crews. The employees of the Building recognize that maintaining the comfort and convenience of our tenants is crucial to providing an optimal working environment. One Rotary Center provides a wide variety of services to its tenants. Some of these services are included as part of the lease agreement, while others may be arranged at an additional cost.

Our in-house staff is capable of completing many of these services, ensuring the quality of work and the timeliness of completion. When necessary, outside contractors are used to augment our in-house staff.

Please read carefully the section describing the procedures for making service requests. Once your need for a particular service is communicated to us, we will make every effort to provide the service quickly and efficiently.

If you have any further questions after reviewing this tenant service information, please contact the Office of the Building at (847) 869-0350.

CLEANING SERVICES

General Services

One Rotary Center is cleaned Monday through Friday from 5:15 p.m. until 1:30 a.m.

The following are services regularly provided by our Night Cleaning Staff on an as needed basis at no additional cost to our tenants:

- Dust sweep hard surfaced flooring with specially treated cloths to insure dust-free floors.
- Spot vacuum carpeted areas and rugs four (4) nights each week and completely vacuum once each week moving light furniture other than desks.
- Empty and clean wastepaper baskets and waste receptacles, etc.; damp wipe as necessary.
- Remove waste paper and waste materials to designated areas in the building using special janitor carriages.
- Dust and wipe clean desk equipment, windowsills, desktops, chairs, filing cabinets, tables, bookcases, shelves, ledges and any other furniture or fixtures within reach.
- Clean and sanitize drinking fountains, water coolers and telephones.
- Spot clean to remove dirt, finger marks, smudges, etc., from doors, door frames, switch plates, light switches, wall and glass areas adjacent to doors, push plates, handles, railings, etc.

If boxes or stacks of paper within tenant spaces are to be thrown away by the Night Cleaning Staff, the Office of the Building can provide special stickers (in English, Polish and Spanish) to identify these items for removal. Please contact the Office of the Building if you would like some of these stickers. Large boxes that need to be disposed of during the day can be handled by the day porter for a small additional charge. **Under no circumstances should boxes or trash be placed in the hallway or freight elevator lobby; this is a fire hazard.**

Please be sure that items that are not to be thrown out are kept away from waste baskets, recycling containers, etc.

Any comments regarding the Night Cleaning service in your space should be directed to the Office of the Building (847) 869-0350.

Special Services

We have day staff available for “*Emergency Spills*” and other minor cleaning issues/concerns. For special cleaning requirements and services other than those described in your lease, we will be happy to provide them at a slightly additional cost. Please contact our office to schedule in advance.

Some of the special cleaning services that are provided at an additional cost include the following:

Carpets

- Shampoo carpet
- Spot clean carpet

Furniture

- Vacuum and/or shampoo upholstered furniture
- Wash metal desks, credenzas and file cabinets

Floors

- Scrub and refinish resilient tile floors
- Clean and polish (wooden) parquet floors

Other

- Clean and polish wood furniture
- Defrost and clean refrigerators
- Clean microwaves
- Clean mini-blinds throughout tenant space
- Clean interoffice glass partitions

The Office of the Building will be happy to discuss your needs for these special cleaning services.

HEATING, VENTILATING and AIR CONTITIONING SYSTEM (HVAC)

General Service

Heating and air conditioning are provided in season Monday through Friday from 8:00 a.m. until 6:00 p.m. and Saturdays from 7:00 a.m. until 1:00 p.m. If the systems do not seem to be functioning efficiently, you should call the Office of the Building to place a service request. A trained building engineer will be dispatched to correct the problem.

Special Services

Heating and air conditioning are not regularly provided on Sundays, holidays, or after normal business hours. If you need heating or cooling service at these times, please contact the Office of the Building at least 48 hours in advance to schedule this service and inquire about the current charge.

Special air conditioning or ventilation may be needed for your computer facilities, conference rooms, or personnel-intensive staff areas. We can aid you with the design and installation of additional vents or equipment to meet special needs. Please contact the Office of the Building for details concerning the requirements for this service.

Energy Management

In an effort to reduce the single largest expense, energy costs, we have developed and implemented an energy maintenance system, thereby reducing the escalatable operating expenses for the tenants at One Rotary Center.

SECURITY

Tenant Precautions

While one of the Building Staff's primary goals is to maintain a safe working environment, in public buildings such as One Rotary Center, substantial responsibility for security must rest with each tenant. All entrances and exits to your suite should be locked when you leave the building. During the day, offices, desks and entrance areas should never be left unattended. Valuables, such as purses and wallets, should be locked up or taken when an employee leaves their workstation. Valuables should also be kept safe from public lobby areas and elevators.

Solicitors are not permitted within the building. If a solicitor enters your suite, or if you notice a suspicious person within the building, please call the Office of the Building at (847) 869-0350 at once and provide as much detailed information as possible regarding the person. Building Management personnel will escort the individual off the premises. We also suggest that you require identification from repairmen working in your suite.

Theft and Insurance

The Evanston Police Department may be reached at (847) 866-5000 to file a report. In addition, please notify the Office of the Building to file an incident report.

Incident Reports

To provide an accurate record of every incident, the Office of the Building is required to write an incident report for any accident, theft or other incident occurring on the property. We would appreciate your cooperation in answering any questions the Office of the Building may have. This helps us investigate a pattern to problem incidents and aids our building security efforts.

Special Keying

All keys in the building are included in a building master key system. This key system is necessary so that selected Management personnel have access to all areas in the event of an emergency. For this reason, we require that no locks be changed or additional locks/bolts added to any door within your suite. If additional work for your suite is necessary, this service must be coordinated through the Office of the Building.

As a standard building policy, we re-key each suite before new tenants move in. This ensures the security of that space for the new tenant. If you would like additional keys to any of the locks in your suite, they can be obtained through the Office of the Building. In response to your internal security needs, we can provide additional services, which include:

- Separately keying individual offices
- Re-keying the entire suite

Emergency Contact Telephone Numbers

In the case of any emergency, such as theft, fire, or other incidents after normal business hours, we will notify a designated emergency contact from your company. Please keep the Office of the Building updated as to the appropriate emergency contact as well as their home telephone number. This procedure allows us to alert you as soon as possible in the case of any unforeseen circumstances.

REMODELING/REDECORATING

The Management Team of One Rotary Center will assist in the coordination of the remodeling or redecorating of your suite through every phase of construction. During the initial phases, we will meet with you to find out your exact requirements. Depending on the scope of the work, we will have working drawings prepared and/or will make written specifications of the work.

When the specifications are complete, we will obtain bids from outside Union Contractors. A formal proposal will then be prepared for the project.

Upon tenant approval of the proposal, the work will be coordinated and monitored by the building's management team through its completion.

All remodeling/redecorating of tenant spaces must be coordinated through the Office of the Building. The Office of the Building has a preferred contractor list for most frequent services such as:

- General Contractors
- Carpentry
- Carpeting/Tile
- Ceiling
- Electrical
- Heating, Ventilating and Air Conditioning (HVAC)
- Marble and Ceramic Tile
- Painting
- Plumber

ADDITIONAL SERVICES

One Rotary Center also offers many special services for our tenants for a minimal service charge. Please call the Office of the Building for further information regarding any of these services.

Window Washing

One Rotary Center provides each tenant space with both interior and exterior window washing two to three times per year. In order for your windows to be cleaned properly, we ask that you keep induction unit covers free of books, plants and other items, which might block access for the window washers.

Exterminating

Occasionally some of our tenants who have lunchrooms or food storage areas in their suites have problems with insects or pests. One Rotary Center employs an exterminator, which services the common area of the building. If you need an exterminator to come to your suite, please call to schedule this service. Please be prepared to give us the exact location of the problem. A small fee will be charged for this service.

TENANT SERVICE REQUEST PROCEDURES

To facilitate a quick response, tenants should be familiar with the following procedures for requesting services:

1. Call the Office of the Building at (847) 869-0350 between the hours of 8:00 a.m. and 5:00 p.m. After normal business hours, calls made to this number will be answered by Security.
2. A call placed to the Office of the Building by 10:00 a.m. will be serviced the same day. Depending on the quantity of calls, all remaining requests may not get serviced until the following day.
3. Be prepared to give the following information:
 - Tenant's name
 - Suite number
 - Name of the individual requesting service
 - Nature of request or problem (temperature, cleaning, electrical, etc.)
4. A tenant work order will be completed by the Office of the Building explaining the nature of the work involved.
5. The appropriate building personnel will be dispatched to service your request. Response time to the request will vary but the request can usually be categorized in the following manner:
 - Emergency (water leak, fuse blown) – immediate response
 - Comfort call (temperature) – next available engineer, within 2-4 hours
 - Cleaning request – handled that evening by the night cleaning crew
 - Special Service (change light bulbs, removal of boxes, special clean-up, etc.) – variable response time depending on the availability of personnel. Calls are serviced in the order received, within 24 hours.
6. All work orders will be issued to the appropriate staff (i.e. day porter, engineer, etc.). The charge for services or products will be reflected on your monthly rental statement.

FORMS

To ensure prompt service, we ask that specific forms be filled out by the Tenant for the office of the building.

Authorized Signatures

For mutual protection, we request that you list on this form all representatives who are authorized callers and who may sign for additional services, concerns and in general, act on your behalf.

Tenant Contact Information

Management asks for emergency phone numbers in the event we have to contact you after hours.

Tenant Population

To assist in recording the tenant population, we ask that each tenant fill out this form and return it to the office of the building.

Suite Plaque

This form is for standard Tenant signage that is located on the wall next to the suite entry door and states the suite number.

Suite Key

To assist the tenant when moving into their space, we ask that this form be filled out so that we may have the appropriate number of keys available.

Building and Garage Card Access

After-hours access requires an access card. There is a form enclosed to be filled out and returned so we may issue a keycard for any employee who is authorized to enter the property during non-working hours, or who requires access to the parking garage.

All tenants at One Rotary Center that drive a vehicle and are authorized to park in the building's parking garage need to be identified to the Office of the Building. The tenant's vehicle will be identified by the parking space number, individual name and the make and model of the vehicle.

Parking Garage Waiver & Release

This form is to be completed by anyone wishing to leave his/her car overnight in the parking garage. Please turn in to Office of the Building prior to 5pm on the first day that you are leaving a car or turn in to Security after 5pm.



ONE ROTARY CENTER

Authorized Signatures as of

Date: _____

The following is a list of persons authorized to sign for removal of personal property, work orders, parking validations, and security clearances.

Please have at least four (4) persons sign their name and then print or type their name opposite their signature.

Company Name: _____

Suite Number: _____

Signature

Print or Type



ONE ROTARY CENTER
Tenant Contact Listing

Date: _____

Company Name: _____

Address/Suite Number: _____

Telephone Number: _____ Fax Number: _____

Administrative Contacts

Name of Senior Officer at Facility: _____

Work Phone: _____ Email Address: _____

Scope of Responsibility: _____

Normal Contact: _____

Work Phone: _____ Email Address: _____

Scope of Responsibility: _____

Back-up Contact: _____

Work Phone: _____ Email Address: _____

Scope of Responsibility: _____

Accounting Contact: _____

Work Phone: _____ Email Address: _____

Emergency Contacts

Please list the names and home phone numbers of three persons from your organization that we can contact in case of an emergency. We will call in sequence until contact is established. All names will be held for administrative and confidential use only.

Name

Home Phone Number



Suite Keys Form

Please list below how many keys will be needed for your suite.

Name of Company: _____

Location: _____

Front Door: _____

Side Door: _____



ONE ROTARY CENTER BUILDING AND GARAGE CARD ACCESS INFORMATION

INFORMATION RECEIVED BY 2:00 P.M. WILL BECOME EFFECTIVE THAT DAY; INFORMATION RECEIVED AFTER 2:00 P.M. WILL BECOME EFFECTIVE NEXT BUSINESS DAY.

ISSUE NEW CARD _____ **DELETE CARD** _____
effective date effective date

REPLACE DEFECTIVE CARD **REASSIGN CARD TO NEW USER** **REPLACE LOST CARD (\$10.00 fee)**

NAME _____ Male Female

TENANT COMPANY _____ FLOOR _____

PHONE # (DAY) _____ EMERGENCY PHONE (_____) _____

BUILDING ACCESS LEVEL (please check one)

- Regular building hours - Monday through Friday, 7:00 a.m. - 6:00 p.m.
- Expanded building hours - Monday through Friday, 6:00 a.m. - 8:00 p.m.
- Unlimited access - 24 hours per day, 7 days per week
- 7 day access - 7 days per week, 7:00 a.m. - 6:00 p.m.
- 7 day expanded access - 7 days per week, 6:00 a.m. - 8:00 p.m.

FREIGHT ELEVATOR USE DURING ACCESS HOURS CHECKED ABOVE TO FLOORS: _____

Please note that anyone moving any type of furniture, large items, carts or dollies must use the freight elevator only.

NEW ACCESS CARD # _____

GARAGE PARKING INFORMATION (FILL OUT ONLY IF EMPLOYEE HAS A RESERVED GARAGE PARKING SPACE)

VEHICLE #1 PLATE # _____ STATE _____ SPACE NO. _____

CAR MAKE/MODEL _____

VEHICLE #2 PLATE # _____ STATE _____ CAR MAKE /MODEL _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____ DATE _____

FOR OFFICE USE ONLY

Processed by _____ Date _____



One Rotary Center Parking Garage

Waiver and Release of Liability

Dates vehicle will stay overnight	Make & Model	Year	Color of Vehicle	License Plate #	Name on Car Registration

I understand that **Rotary International** will allow me to park my car (identified above) in the parking garage at **One Rotary Center**, 1560 Sherman Avenue, Evanston IL 60201 (the “parking garage”) for extended period of time.

I understand that I am parking my car at my own risk. I further understand that neither **Rotary International** nor anyone else patrols the parking garage and that my car may be damaged or stolen while parked there. In consideration for parking my car at the parking garage for an extended period of time, I agree to release **Rotary International, The Rotary Foundation of Rotary International and Cushman and Wakefield U.S., Inc.** (including their directors, trustees, officers, committee members, employees, agents, contractors, subcontractors, volunteers and representatives) (the “releasee”) from any liability relating to damage or theft to my car while parked in the parking garage. I also waive any right to sue the releasee for any claim relating to damage or theft to my car while parked in the parking garage.

Signature: _____

Printed Name: _____

Date: _____