



THE MONROE BUILDING

Classic form. Modern function.

TENANT MANUAL

104 South Michigan Avenue

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I. General Information / Staff

The Monroe Building, located at 104 S. Michigan Avenue, is committed to providing responsive, tenant-focused management. Clear communication is essential to maintaining this commitment and effectively implementing the policies and procedures in this Tenant Manual. All information in this manual is subject to change at the Landlord's discretion.

Each tenant should designate a **Tenant Contact** to serve as the primary liaison between the tenant's company and the Office of the Building. To ensure requests and concerns are handled accurately and promptly, all company communications should be directed through the Tenant Contact.

Building Staff

For assistance, call **(312) 223-1764**. During non-business hours, the automated directory will direct your call to the appropriate extension.

1. Management Staff

- Kimberley Clark — Property Manager
- Jordan Pettis — Assistant Property Manager

2. Engineering Staff

- Pat Godley — Chief Engineer
- John Jaroszewicz — Assistant Chief Engineer

3. Day Porter Staff

- Ramiro Cauldron — Day Porter

4. Security Staff

- Ewa Biela
Sunday–Thursday, 7:00 a.m.–3:00 p.m.
Off Friday and Saturday
- Nancy Lopez
Friday–Saturday, 7:00 a.m.–3:00 p.m.
Sunday–Tuesday, 3:00 p.m.–11:00 p.m.
Off Wednesday and Thursday

5. Night Janitorial Staff

- Zofia Bialon — Cleaner
- Anna Madeja — Cleaner
- Zofia Dunajczan — Cleaner

II. Building Operations

Direct all questions or concerns regarding the building or your office suite to the Office of the Building:

Location: Suite 1316

Telephone: (312) 223-1764

Office hours: Monday–Friday, 8:30 a.m.–4:00 p.m.

Outside normal business hours, the automated telephone attendant will direct your call to the lobby Security Officer, who will take appropriate action.

The building provides many services and conveniences to tenants. These are explained throughout the following sections of this Tenant Manual.

A. Building Hours

The Monroe Building is open 24 hours a day, seven days a week.

After normal business hours, tenants and visitors may enter only through the Michigan Avenue entrance. Ring the doorbell to alert the Security Officer on duty. If the officer is away from the desk while patrolling the building, the officer will still be able to hear the doorbell.

Additional access information is available in the **Building Access and Security** section of this manual.

For HVAC operating hours, see **Section IV, Building Services & Rules, Section K, Heating, Ventilation and Air Conditioning, page 17.**

B. Engineering

Engineering staff are available during the following hours:

- Monday–Friday, 6:00 a.m.–5:00 p.m.
- Saturday, 6:00 a.m.–2:00 p.m.

Engineering personnel are on call outside these hours for emergencies.

C. Loading Dock

The loading dock is located on the west side of the building in the alley off Monroe Street. It is open Monday–Friday, 6:00 a.m.–6:00 p.m. Access to and from the loading dock requires a key card.

Tenants, vendors, and contractors may reserve the loading dock for specific deliveries after hours or on weekends. The freight elevator should be scheduled at the same time as the loading dock.

For additional information, see **Section IV, Building Services & Rules, Section J, Freight Elevator, page 16.**

Schedule after-hours freight elevator use through the Office of the Building. Additional staffing charges may apply when building personnel are required to operate the freight elevator.

D. Office of the Building

On-site property management is provided by **TAWANI Property Management**, which is committed to delivering responsive, professional, and tenant-focused service.

Location: Suite 1316

Telephone: (312) 223-1764

Office hours: Monday–Friday, 8:30 a.m.–4:00 p.m.

TAWANI Property Management’s mission is to be the premier provider of real estate services for historic commercial office buildings and to be recognized by tenants and clients as the most valued real estate management company. TAWANI seeks to accomplish this by consistently providing tenant-focused service while preserving Chicago’s architectural heritage for the future.

E. Security

The Security Desk is in the first-floor lobby and is staffed 24 hours a day, seven days a week.

For concerns or requests during normal business hours, contact the Office of the Building at **(312) 223-1764.**

Outside normal business hours, contact Security at:

- **Security Desk:** (312) 223-1795
- **Security cell phone:** (847) 894-7833

F. Smoking

The Illinois Clean Indoor Air Act prohibits smoking in office buildings and public businesses. Smoking is therefore prohibited throughout the Monroe Building, including inside private offices.

Illinois law also prohibits smoking within 15 feet of building entrances. Security personnel will remind anyone smoking near an entrance of this restriction.

A designated smoking area is located at least 15 feet from the loading dock entrance. Cigarette butts must be placed in the provided receptacle.

Thank you for complying with the building's no-smoking policy. Direct any questions to the Office of the Building.

G. Tenant Contact

The Tenant Manual is primarily intended for your firm's designated **Tenant Contact**, although any employee may request a copy.

The Tenant Contact is typically responsible for managing the office and coordinating employee needs. To confirm that requests are properly authorized, please direct all company requests through this person.

III. Amenities

A. ATM

ATMs are available inside Citibank at the corner of Michigan Avenue and Monroe Street. The bank can be accessed through the first-floor lobby or its exterior entrance.

Hours:

- Monday and Friday: 9:00 a.m.–5:00 p.m.
- Tuesday–Thursday: 9:00 a.m.–4:00 p.m.

Telephone: (312) 361-1829

B. Building Auditorium & Meeting Facilities

The building's two-story auditorium seats up to 108 guests across the main auditorium and upper level. It provides a distinguished setting for:

- Press conferences
- Panel discussions
- Speaking engagements
- Film screenings
- Other public events

The auditorium includes Wi-Fi, a projector, a retractable screen, and cables for connecting a laptop.

Meeting and banquet spaces are also available on the second and third floors, formerly occupied by the Pritzker Military Museum & Library.

Coming later in 2026, a new Tenant Amenity Center will include three conference rooms, a kitchenette, lounge areas, and shuffleboard.

Contact the Office of the Building to schedule a tour or request pricing.

C. Restaurants

Sugary Chicago

108 S. Michigan Avenue

www.sugarychicago.com

Hours:

- Monday–Friday: 8:00 a.m.–7:00 p.m.
- Saturday–Sunday: 8:00 a.m.–7:00 p.m.

D. Parking

The Monroe Building has partnered with Millennium Garages to offer employee parking.

To apply, visit the [Millennium Garages partner website](https://www.millenniumgarages.com/partners) or go to www.themonroebuilding.com and select **Tenant Access**.

For additional information, contact Amy Skaro:

- **Telephone:** (312) 616-1529
- **Email:** askaro@metropolis.io

For parking at 55 E. Monroe Street, visit www.55emonroeparking.com or contact LAZ Parking.

E. Public Transportation, Airports

The Monroe Building is conveniently located near several public transportation options:

- Ogilvie Transportation Center and Union Station are approximately eight blocks away.
- The CTA Orange, Green, Purple, Brown, and Pink Lines are approximately one-half block west. The Orange Line provides service to Midway Airport.
- The CTA Red Line station at State and Monroe is approximately 1½ blocks west.
- The CTA Blue Line entrance at Monroe and Dearborn is approximately 2½ blocks west. The Blue Line provides service to O'Hare International Airport.

- Frequent bus service is available on Michigan Avenue and Monroe, Adams, and Madison Streets.

For schedules and additional information, contact Metra or the CTA at **(312) 836-7000**.

F. Restrooms

Restrooms are located on the lobby level in the loading dock hallway. For security purposes, they always remain locked. Access key cards are available at the Lobby Security Desk.

G. Shipping Drop Box

A United States Postal Service drop box is located at the west end of the lobby.

FedEx, DHL, and UPS drop boxes are available in the neighboring building at 55 E. Monroe Street. A mail chute is also available on every floor.

H. Storage

Individual storage rooms may be rented, subject to availability, for **\$12 per square foot**.

For availability or additional information, contact the Office of the Building at **(312) 223-1764**.

I. Internet/Phones

Digital and HD services are available at the Monroe Building. Tenants may select their preferred internet or telecommunications provider. AT&T, Xfinity, and Lumen currently serve the building.

For a quote to run cable from the building's riser closet to your IT room, contact IMG, the building's riser management company, at **(888) 464-5520**.

J. Fitness Center

The Monroe Building's 4,200-square-foot Fitness Center is available exclusively to tenants. Equipment and amenities include:

- Treadmills and Arc trainers
- Recumbent and upright bicycles
- Rowing machine
- Leg press
- Dumbbells, free weights, and bench press
- Functional trainer and abdominal board

- Yoga and stretching room
- Exercise mats and yoga balls
- 42-inch flat-screen televisions
- Complimentary Wi-Fi
- Locker rooms and showers
- Complimentary terry-cloth towels

Before using the Fitness Center, each member must sign a **Waiver and Release of Claims** form. The authorized Tenant Contact must submit the completed form to the Office of the Building.

A nonrefundable, one-time enrollment fee of **\$100 per person** applies. Pricing is subject to change without notice. Membership remains active only while the member is employed by a tenant at the Monroe Building.

IV. Building Services & Rules

A. Bicycle Usage

A bicycle storage and locker room is located on the first floor, off the lobby in the loading dock hallway. This amenity is complimentary for Monroe Building tenants.

Before using the bicycle room, tenants must register their bicycles and lockers with the Office of the Building in Suite 1316. The Office of the Building will then activate the tenant's key card for access.

Overnight and long-term bicycle storage are prohibited.

B. Building Rules & Regulations

Tenants must comply with the following rules and communicate all applicable requirements to their employees, contractors, agents, visitors, and other personnel. At the Landlord's written request, tenants must also provide those individuals with any additional information the Landlord considers important.

The Landlord may waive one or more rules at the request of a tenant or another building occupant. A waiver is valid only if it is in writing and signed by the Landlord. Unless the waiver states otherwise, it applies only to the specific occasion for which it was granted. A waiver granted to another building occupant does not excuse the Tenant from complying with the rules.

A waiver does not release the Tenant from liability for personal injury, property loss, or property damage resulting from the Tenant's acts or omissions.

Capitalized terms not defined in these rules have the meanings assigned to them in the Tenant's Lease.

I. General

1. Deliveries and shipments

Only mail and small packages delivered by the U.S. Postal Service or a recognized overnight courier may enter through the building's public entrances or be transported in passenger elevators.

Furniture, freight, equipment, and other packages must be delivered through the loading dock and transported using the freight elevator at times approved by the Landlord. Tenants must provide at least 24 hours' notice so the Landlord can schedule the delivery, pad the elevator, and take other steps to prevent property damage.

2. Hand trucks

Hand trucks must have rubber tires and side guards. They must enter and exit through the loading dock corridor and may not be used in the building lobby or vestibules.

3. Utilities, HVAC, and electrical equipment

Tenants must not waste electricity, water, or air conditioning. Tenants must reasonably cooperate with the Landlord to support effective, energy-efficient HVAC operation.

Extension cords and space heaters are prohibited. Only power strips equipped with ground-fault circuit interrupter protection may be used.

Tenants may adjust only thermostats or controls installed specifically for their use. No other heating or cooling method may be used without the Landlord's consent.

4. Trash and recycling

Trash must be stored inside the Premises in suitable receptacles for collection by the Landlord's janitorial employees or contractors. Trash may not be transported in passenger elevators or placed directly in the Landlord's dumpsters.

Any trash removal not performed as part of the building's janitorial service must follow the schedule and route designated by the Landlord. Tenants must also comply with the building's recycling programs.

5. Windows and doors

Curtains, blinds, shades, or screens may not be installed on windows or doors without the Landlord's prior consent. Objects may not be placed on windows or windowsills.

Tenants must not cover or obstruct windows, doors, sashes, or sash doors that admit or reflect light and air into Common Areas.

6. Smoking

Smoking is prohibited within the Premises, all Common Areas, and within 15 feet of any building entrance. Smoking is permitted only in outdoor areas designated by the Landlord.

Tenants must comply with all laws regulating smoking in and around the Premises and the building.

7. Cooking

Cooking is prohibited except for microwave use and coffee preparation by employees for their own consumption. Hot plates are prohibited.

8. Bicycles, vehicles, and animals

Bicycles and other vehicles may not be brought into the building except as permitted under the bicycle room policy.

Animals are prohibited except for service animals and other animals provided as reasonable accommodations for individuals with disabilities as required by law.

9. Loitering and pedestrian access

Tenants' employees, visitors, invitees, agents, and contractors may not congregate or loiter in building entrances or corridors. They must not obstruct pedestrian traffic on sidewalks or in the lobby, corridors, stairways, elevators, or other Common Areas.

This restriction does not prohibit use of any area designated by the Landlord as a smoking area.

10. Use of Common Areas

Except for the ground-floor lobby, tenants must limit their employees', agents', contractors', and invitees' use of Common Areas to entering and leaving the Premises. Tenants must ensure that their employees, agents, and contractors do not obstruct Common Areas.

11. Plumbing fixtures

Water fountains, sinks, toilets, toilet rooms, and related fixtures may be used only for their intended purposes.

12. Special services and building personnel

Requests for special services must be submitted directly to the Landlord, not to maintenance or other building personnel. The Landlord will charge the Tenant at its standard rates or at another rate agreed upon by the Landlord and Tenant.

Tenants may not ask the Landlord's employees, agents, contractors, management company, or management personnel to perform work outside their regular duties. Tenants may not employ or contract directly with the Landlord's employees without the Landlord's consent.

13. Solicitation

Soliciting, canvassing, and other door-to-door activities are prohibited. Tenants must not allow anyone conducting these activities to enter the Premises.

If a solicitor attempts to enter the Premises or approach the Tenant elsewhere in the building, immediately notify the Office of the Building.

II. Fire and Safety; Locks and Security

1. Safety and emergency procedures

Tenants must follow all safety, fire-protection, and security procedures established by the Landlord or a governmental authority and participate in related programs.

The Landlord may order the evacuation of all or part of the building during an emergency, catastrophe, or fire drill. Tenants must comply with all evacuation instructions.

2. Protection of the Premises

Tenants are responsible for protecting their Premises against theft, robbery, and pilferage. Doors opening from the Premises into public corridors must remain closed except when entering or leaving.

At the end of each business day, tenants must ensure that all doors to the Premises are locked.

3. Keys, access cards, and locks

Additional keys and access cards must be obtained from the Landlord. A reasonable fee may apply.

Tenants may not change locks or install additional locks or bolts on doors or windows without the Landlord's consent. Tenants are responsible for the cost of lock changes and repairs.

4. Building access

The Landlord may close and lock public entrances and exits outside Regular Business Hours.

At the Landlord's request, tenants and their employees, agents, contractors, and visitors must sign a register, present identification, or use an access card or other access device when entering or leaving the building. The Landlord may deny access to anyone without proper identification or authorization.

The Landlord and Landlord-Related Parties are not liable for good-faith errors made by the Landlord or its agents, employees, or contractors when admitting or denying access to the building.

5. Removal from the building

The Landlord may exclude or remove anyone it reasonably believes:

- Is under the influence of alcohol or drugs;
- Is engaging in disruptive, disorderly, criminal, or quasi-criminal conduct; or
- Poses a reasonable threat of engaging in such conduct.

6. Flammable materials and fire hazards

Kerosene, gasoline, and other flammable or combustible liquids or materials are prohibited in the Premises.

Tenants may not use or store decorations that create a fire hazard, including live holiday trees or hazardous decorative lighting.

III. Construction

1. Alterations and Construction Standards

All alterations made by a Tenant to the Premises must comply with the building's current construction rules and standards ("Construction Standards").

Before beginning any alteration, the Tenant must obtain the current Construction Standards from the Landlord, provide them to every contractor working on the project, and require and enforce contractor compliance.

C. Cleaning

Janitorial service is available in tenant offices Monday–Friday, from 5:00 p.m. to 12:30 a.m., excluding national holidays.

Tenants must not interfere with cleaning personnel after 5:30 p.m. and must provide adequate waste and recycling receptacles.

1. Standard Services

Standard janitorial service is provided five nights per week. Daily services include:

- Dusting
- Vacuuming
- Emptying wastebaskets

Recycling containers are emptied when full.

Additional services are performed weekly, monthly, or quarterly according to the building's cleaning standards. These services may include tile-floor stripping, waxing, and high dusting.

2. Special Services Cleaning

If carpeting, walls, or other improvements require special cleaning, contact the Office of the Building. The janitorial service will provide a price quote before performing the work.

D. Collections & Delinquency

Rent is due on the first day of each month. Payments received after the fifth day of the month are subject to a late fee, which will be billed the following month. Interest also accrues daily on unpaid balances until payment is received.

Rent may be paid:

- By mail;
- In person at the Office of the Building; or
- Online through the Commercial Café Monroe Building website.

Make checks payable to:

J&J ARNACO LLC

104 S. Michigan Avenue, Suite 1316
Chicago, IL 60603

E. Common Areas

Sidewalks, doorways, vestibules, hallways, stairways, and similar Common Areas may be used only to enter and leave the Premises. These areas must not be obstructed.

Do not place empty, or discard rubbish, litter, trash, or other materials in Common Areas. Tenants must ensure that their employees and visitors do not loiter in Common Areas or elsewhere in or around the building or property.

1. Corridor Doors

Corridor doors must remain closed when not in use.

2. Prohibited Conduct

Tenants and visitors must not:

1. Create or permit improper, objectionable, or unpleasant noise or odors, or otherwise interfere with other tenants or their visitors;
2. Solicit business or distribute handbills, promotional materials, or other advertising anywhere in the building; or
3. Conduct or permit any activity that may constitute a nuisance.

F. Deliveries/Messengers

All deliveries must enter through the loading dock, which is accessible from the alley off Monroe Street or Adams Street.

The following requirements apply:

- Tenants must accept and sign for their deliveries.
- All deliveries must be made directly to the tenant's suite.
- Deliveries may not be left at the loading dock.
- Security personnel may not sign for, accept, or hold tenant packages. No exceptions.
- All deliveries must use the loading dock elevator.
- Deliveries may not enter through the Michigan Avenue or Monroe Street entrances or use passenger elevators unless authorized by building management.
- Large carts and dollies are prohibited in the lobby.

Loading dock elevator hours: Monday–Friday, 6:00 a.m.–6:00 p.m.

Deliveries requiring extended use of the loading dock or freight elevator must be scheduled after hours or on weekends. Contact the Office of the Building at least 48 hours in advance to reserve the loading dock and freight elevators. Additional personnel will be required, and the associated labor costs will be charged to the Tenant.

See **Section IV, Building Services & Rules, Section I, Freight & Dock Elevators, page 16.**

G. Electrical Service

Each tenant space is separately metered for electricity. Tenants are responsible for establishing and purchasing electrical service directly from ComEd.

To establish service, contact ComEd:

- **Telephone:** 1-800-334-7661
- **Website:** www.comed.com/newbusiness

Electrical meters are read monthly, and ComEd bills tenants directly for their usage.

H. Floor Loads/Heavy Equipment

The Landlord may determine the permitted weight and placement of safes and other heavy equipment. All such items must comply with the building's floor-load and weight-distribution requirements, as determined by the Landlord.

The Tenant is responsible for repairing any building damage caused by the installation or removal of heavy equipment.

I. Freight & Dock Elevators

Anyone delivering items to or removing items from the building must transfer in the basement between the loading dock freight elevator and the office tower freight elevator.

Freight elevators must be used by:

- Contractors
- Moving companies
- Vendors
- Couriers

Contact the Office of the Building at least 48 hours in advance to reserve a freight elevator. After-hours fees may apply. See the **Schedule of Charges, Exhibit B, page 27.**

When more than two elevator trips are required, Security must place the elevator in independent-service mode.

Freight Elevator No. 2

- **Capacity:** 2,500 pounds
- **Cab interior:** 95½ inches high × 64 inches deep × 75 inches wide
- **Door opening:** 42½ inches wide × 82 inches high
- **Ceiling access panel:** 44 inches wide × 26 inches deep

The ceiling access panel may accommodate items that do not fit entirely within the elevator cab.

Freight Elevator No. 5

- **Capacity:** 2,500 pounds
- **Cab interior:** 91 inches high × 65 inches deep × 64½ inches wide
- **Door opening:** 45 inches wide × 82 inches high
- **Ceiling access panel:** 30 inches wide × 13 inches deep

Loading Dock Elevator No. 8

- **Capacity:** 5,000 pounds
- **Cab interior:** 10 feet high × 6 feet 8 inches deep × 5 feet wide
- **Door opening:** 5 feet wide × 7 feet high

J. Heating, Ventilation, Air Conditioning (HVAC) System

1. Standard Services

The HVAC system operates during the following hours:

- Monday–Friday: 6:00 a.m.–6:00 p.m.
- Saturday: 8:00 a.m.–1:00 p.m.
- Sunday: Not in operation

HVAC service is not provided on the following building holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day

- Thanksgiving Day
- Christmas Day

2. After-Hours HVAC

After-hours heating and air conditioning are available by advance request from an authorized Tenant Contact.

Submit a work order through Commercial Café at least 24 hours in advance. For current fees, see the **Schedule of Charges, Exhibit B, page 27**.

Rates are subject to change without notice. Additional overtime labor charges may apply when required.

K. Janitorial

For janitorial service information, see **Section IV, Building Services & Rules, Section C, Cleaning, pages 14–15**.

L. Light Bulbs

Building staff will replace light bulbs, including exit-sign lights. The Tenant will be charged for the cost of the bulb and labor.

Tenants may not install their own light bulbs. All lighting must meet the Landlord's specifications and building standards.

M. Maintenance and Janitorial Requests

Submit all maintenance and janitorial requests through the Tenant Access Portal under **Tenant Services**:

- [Monroe Building Tenant Access](#)
- [Commercial Café Tenant Portal](#)

Do not submit requests directly to Engineering, Janitorial, or Security personnel. An authorized Tenant Contact must request assistance through the Office of the Building.

After a work order is created, it will be assigned to the appropriate staff and tracked through completion. If a fee applies, the Tenant will be notified, and the charge will appear on the following month's rent invoice.

N. Notary Public

Notary services are available at the Monroe Building. Contact the Office of the Building at **(312) 223-1764** for assistance.

O. Overnight Mail, Mail and Shipping Drop Boxes

For information about overnight mail, regular mail, and shipping drop boxes, see **Section III, Amenities, Section G, Shipping Drop Box, page 10.**

P. Pest Control

The Landlord's vendor provides pest-control and extermination services in the building's Common Areas on the first Wednesday of each month.

Tenants requiring additional pest-control service should contact the Office of the Building.

Q. Postal Service

The U.S. Postal Service delivers incoming mail directly to tenant offices each business day.

An outgoing mail drop box is located in the first-floor lobby. Collection times are posted on the box.

Use the following format for your mailing address:

Firm or individual name

104 S. Michigan Avenue
Suite [suite number]
Chicago, Illinois 60603

Always include your suite number.

R. Recycling

The Office of the Building provides complimentary recycling for:

- Paper
- Plastic
- Glass
- Aluminum
- Metal

Standard recyclables are collected when containers are full.

Computer equipment recycling is offered annually. Toner cartridges and computer equipment require special handling; contact the Office of the Building to arrange recycling or request additional information.

See **Section IV, Building Services & Rules, Section Z, Waste & Recycling, page 20.**

S. Rent Payment

Rent may be paid:

- By mail;
- In person at the Office of the Building; or
- Online through Commercial Café, accessible from www.themonroebuilding.com.

Make checks payable to:

J&J ARNACO LLC

104 S. Michigan Avenue, Suite 1316
Chicago, IL 60603

For additional information, see **Section IV, Building Services & Rules, Section D, Collections & Delinquency, page 15.**

T. Schedule of Building Service Charges

See **Exhibit B** for the Schedule of Building Service Charges.

U. Signage

Signs, advertisements, and notices may not be painted, attached, or displayed on any window, door, or other part of the building without the Landlord's prior written approval.

All approved signage must meet the Landlord's requirements for color, size, style, and placement.

V. Telecommunications

Tenants are responsible for installing and maintaining their telephone systems.

IMG, the building's riser management company, is responsible for installing and maintaining telecommunications, DSL, and fiber-optic cabling from the basement to each tenant suite. Contact IMG at **(888) 464-5520**.

Tenants must use IMG for telecommunications cabling outside their suites. For work within a suite, tenants may use IMG or another licensed union contractor.

Before beginning any work, every contractor must provide the Office of the Building with a valid Certificate of Insurance.

W. Tenant Special Events

Notify the Office of the Building at least 48 hours before holding a tenant event, including a party, fundraiser, or similar gathering. Building policies are designed to coordinate events, reduce liability, and protect tenants, visitors, and guests.

Provide the following information:

- Event date and time
- Number of guests
- Guest list
- Whether alcohol will be served
- After-hours HVAC requirements
- Service-elevator requirements
- Janitorial needs
- Special electrical requirements
- Security requirements
- Certificates of Insurance for all vendors

For events with more than six guests, a tenant representative must remain in the lobby to greet and direct attendees.

X. Vestibules and Elevator Lobbies

Freight-elevator lobbies and vestibules must always remain clear. Empty boxes, trash, unwanted furniture, equipment, and other items may not be stored in these areas because they create fire hazards and violate city fire codes.

Z. Waste & Recycling

Tenants may not place trash in the building's dumpsters or leave it in corridors or other areas outside their suites. Only authorized building staff may use the dumpsters.

To dispose of furniture, equipment, or other large items:

1. Contact the Office of the Building for assistance.
2. Attach a **"Please Throw Away"** sticker to each item.

For additional information, see **Section IV, Building Services & Rules, Section C, Cleaning, pages 14–15.**

AA. Wall Hangings

Tenants may not insert nails, hooks, screws, or similar fasteners into any part of the Premises or building. Only building maintenance personnel may install wall hangings or make attachments.

Tenants must not mark, damage, or deface any part of the building.

BB. Window Coverings & Windows

Tenants must follow the Landlord's requirements for standard window coverings, so the building maintains a consistent exterior appearance.

Nothing may be attached to the window glass or placed against it.

CC. Window Washing

Interior and exterior windows are cleaned once each year. Tenants will receive advance notice, including the scheduled date for cleaning interior windows.

V. Building Access and Security

A. Access Control

1. Building Hours

Regular building access hours are:

- Monday–Friday: 7:00 a.m.–6:00 p.m.
- Saturday: 6:00 a.m.–2:00 p.m.
- Holidays: Closed to the public

The building is accessible to authorized tenants 24 hours a day, every day of the year. Authorization is required outside regular building hours.

2. After Hours

After-hours periods are:

- Before 7:00 a.m. and after 6:00 p.m., Monday–Friday
- Before 6:00 a.m. and after 2:00 p.m. on Saturday
- All day Sunday
- All day on building holidays

The Monroe Building uses modern security and life-safety systems while maintaining an open and welcoming environment. These systems include:

- More than 45 security cameras
- Key-card access for doors and elevators
- A web-based visitor management system
- Fire-alarm annunciator speakers

- Fire sprinklers
- Smoke detectors
- Locked stairwells that automatically unlock during a fire alarm
- Areas of rescue with intercoms in the stairwells

3. Tenant Access

a. Key Cards

Tenants and their employees are issued key cards programmed for access to:

- Designated restrooms on their floors
- The Michigan Avenue entrance
- Elevators
- The loading dock entrance

The replacement fee for a lost or damaged key card is **\$19.80** and will appear on the following month's rent statement. This fee is subject to change without notice.

b. After-Hours Entry and Exit

When entering or leaving after hours, tenants must swipe their key cards at the Security Desk. A key card is also required to operate the elevator and access an authorized floor.

c. After-Hours Elevator Access

To access an authorized floor after hours, hold the key card in front of the elevator reader and then select the designated floor.

d. Stairwell Access

Except on floors equipped with tenant card readers, stairwell doors remain locked and allow exit only at the first floor.

Stairwell doors automatically unlock during a fire alarm or related emergency. Each floor has an area of rescue and an intercom connected to the Lobby Security Desk.

4. Visitor Access

a. Visitor Registration

All after-hours visitors must be registered in advance through the **Visitor Management** section of the Tenant Access Portal at www.themonroebuilding.com.

b. Visitor Check-In

After-hours visitors must present identification to the Security Officer. Security will issue each visitor a dated, self-expiring name badge.

c. Unannounced Visitors

If an after-hours visitor has not been registered, Security will contact the Tenant Contact. The Tenant Contact must register the visitor through the Tenant Access Portal before access can be granted.

d. Visitor Check-Out

Visitors must return their name badges to the Security Officer when leaving the building after hours.

5. Contractors/Vendors/Messengers

a. Sign-In and Sign-Out

All contractors, vendors, and messengers must stop at the Lobby Security Desk and sign in and out, regardless of the time of day.

b. Identification and Badges

Before entering the building, contractors, vendors, and messengers must:

- Present a valid photo ID;
- Sign the Vendor Log legibly; and
- Accept any key card or self-adhesive name badge issued by Security.

Badges will display the applicable day of the week and must be worn visibly while the individual is in the building.

B. Certificate of Insurance Requirements

The building's insurance policy does not cover tenants or their personal property. As required by the Lease, each Tenant must maintain its own insurance coverage.

The Tenant must provide the Landlord with a valid Certificate of Insurance:

- Before occupying the Premises;
- Whenever coverage is renewed or changed; and
- Throughout the Lease term.

The Certificate of Insurance must name the owner entities identified in the Lease as additional insureds. Refer to the Lease for required coverage types and limits.

Ask your insurance agent to send current certificates to the Office of the Building. Contact the Office of the Building with any questions.

For vendor and contractor requirements, see **Certificate of Insurance Requirements, Exhibit A, page 26.**

C. Incident Report

Building Security must complete an incident report for accidents, thefts, unusual activity, and other incidents occurring on the property.

Tenants must cooperate with building staff and provide any information needed to document an incident accurately. Depending on the circumstances, a police report may also be required.

For additional information, see **Section V, Building Access and Security, Section H, Theft, page 24.**

D. Keys and Special Keying

Tenants may not install additional locks on doors within the Premises or building without the Landlord's prior written approval. Tenants may not make duplicate keys.

Request all additional keys through the Office of the Building. Keys cost **\$10 each**, subject to change without notice.

All keys must be returned to the Landlord when the Lease expires or terminates.

E. Lockout Procedures

If an employee is locked out of a suite, Security will contact the authorized Tenant Contact for approval to provide access.

Once approval is received, an Engineer or Janitorial staff member will open the suite. If neither Engineering nor Janitorial staff is on-site, the authorized Tenant Contact may approve four hours of Engineering overtime for an Engineer to be called to the building.

Security does not carry keys to tenant suites.

F. Property Removal Pass

Anyone removing personal or office property from the building must present Security with a completed Property Removal Pass signed by an authorized Tenant Contact.

The pass must include:

- A description of each item being removed; and
- The date of removal.

Give the original pass to the person transporting the property and provide a copy to Security in advance. Security will inspect the original pass when the property is removed.

Without a valid pass, the property must remain at the Security Desk or in the loading dock area until the individual obtains authorization from an authorized tenant representative.

Property Removal Passes are available from the Office of the Building or an authorized Tenant Contact. See the **Property Removal Pass Form, Exhibit E**.

G. Security Procedures and Rules

The Landlord may establish reasonable systems and procedures to protect the building and its occupants. Tenants and their employees, agents, contractors, guests, and invitees must comply with these security and safety requirements.

1. Daytime

The Security Officer monitors activity at the building's main entrances and loading dock.

Each Tenant is responsible for securing its own office. The Landlord is not responsible for lost or stolen property.

2. Nighttime and After-Hours

When entering after hours:

- Do not allow anyone to follow you into the building.
- Confirm that the entrance door closes securely behind you.
- Do not admit anyone who is having difficulty entering the building. Security will verify that person's authorization.

Each Tenant remains responsible for securing its own office. The Landlord is not responsible for lost or stolen property.

3. Tenant Precautions

Tenants are encouraged to keep suite entrances locked during business hours. Many people enter the building each day, so tenants should take the following precautions:

a. Secure Unattended Areas

Lock all doors whenever a suite or reception area is unattended.

b. Protect Valuables

Store valuables in locked desks, filing cabinets, closets, or other secure areas.

c. Secure Safes and Access Information

Keep safes, vaults, strongboxes, and similar devices locked, especially when unattended. Limit access to combinations and do not leave them where they can be found or easily deciphered.

d. Report Suspicious Activity

Immediately notify Security or the Office of the Building if you see loiterers, peddlers, canvassers, or other unauthorized individuals on the property.

e. Record Equipment Information

Maintain serial number records for valuable office equipment. This information may assist in recovering missing or stolen items.

f. Inspect Wastebasket Areas

At the end of each day, check the areas around wastebaskets to ensure that no property has been placed there for unauthorized removal.

H. Theft

Immediately report every suspected theft, regardless of value, to:

- **Office of the Building:** (312) 223-1764
- **Security:** (312) 223-1795

Building staff will complete an incident report.

Tenants should also contact the Chicago Police Department at **311** and file a police report. Prompt reporting helps the Police Department identify possible patterns of theft.

I. Soliciting and Loitering

Canvassing, soliciting, peddling, and loitering in or around the building are prohibited by city ordinance.

If a solicitor approaches you or you observe anyone engaging in prohibited activity, immediately contact the Office of the Building and Security.

VI. Moving

Before scheduling or conducting a move, contact the Office of the Building at **(312) 223-1764** for requirements and coordination.

VII. Alterations or Remodeling

All alterations or remodeling within a tenant space require prior approval from the Office of the Building. Submit a written request to the Property Manager before beginning any work.

The installation of communications equipment, computer systems, or alarm systems must also be coordinated with and approved by the Office of the Building.

A. Alteration Projects

After receiving approval from the Property Manager, contact the Office of the Building before an outside contractor begins work.

All construction contractors—including general, electrical, plumbing, and telecommunications contractors—must:

- Register with the Office of the Building before beginning work;
- Provide a valid Certificate of Insurance to the Office of the Building; and
- Be union contractors.

See **Section IV, Building Services & Rules, Section B, Building Rules & Regulations, Subsection III, Construction, page 14.**

B. Freight Elevator Use

See **Section IV, Building Services & Rules, Section I, Freight & Dock Elevators, page 16.**

C. Loading Dock Hours and Access

See **Section IV, Building Services & Rules, Section F, Deliveries/Messengers, pages 15–16.**

VIII. Emergency Information

For every emergency:

1. Call **911**.
2. Immediately afterward, notify:
 - **Office of the Building:** (312) 223-1764
 - **Security:** (312) 223-1795

For a medical emergency, notifying Security after calling 911 is especially important. Security can help direct emergency responders to the correct location.

The building has two automated external defibrillators:

- Fitness Center, Suite 1325
- Hallway between the lobby and loading dock corridor

TAWANI Property Management–Loop partners with BOSS Corporation to conduct emergency life-safety classes and drills twice each year. Training includes:

- Evacuation
- Relocation
- Shelter-in-place procedures

Emergency information is also available through <https://www.themonroebuilding.com/tenants>

Contact your authorized Tenant Contact or the Office of the Building for additional information.

Exhibits

- **Exhibit A: Insurance Requirements**
- **Exhibit B: Schedule of Charges—Effective 2026**
- **Exhibit C: Tenant After-Hours Access Request**
- **Exhibit D: Emergency Contact & Authorized Signature Form**
- **Exhibit E: Monroe Building Property Removal Pass**



Exhibit A

INSURANCE REQUIREMENTS

Client#: 88163		TAWAENT		DATE (MM/DD/YYYY) 2/09/2017		
ACORD™		CERTIFICATE OF LIABILITY INSURANCE				
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER ABC Broker/Agent 123 Main St. New York, NY XXXXX		CONTACT NAME: PHONE (A/C, No, Ext): XXX-XXX-XXXX FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Insurance Company A INSURER B: Insurance Company B INSURER C: INSURER D: INSURER E: INSURER F:				
INSURED For Use With Vendor Form 123 Main St. New York, NY XXXXX		NAIC # XXXXXX XXXXXX				
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
PAR LIR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	X X	XXXXXXXX	xx/xx/xxxx	xx/xx/xxxx	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/PROP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS	X X	XXXXXXXX	xx/xx/xxxx	xx/xx/xxxx	COMBINED SINGLE LIMIT (EA accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ RETENTION \$	X X	XXXXXXXX	xx/xx/xxxx	xx/xx/xxxx	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	XXXXXXXX	xx/xx/xxxx	xx/xx/xxxx	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) J & J Arnaco, LLC and their respective parents, subsidiaries, legal entities and affiliates, and their respective directors, employees, joint ventures; Tawani Enterprises, Inc.; Tawani Property Management LLC dba Tawani Property Management - Loop are additional insureds on the general liability policy and auto liability policy with respect to work performed by the named insured under ISO Form CG 2010 or its equivalent. (See Attached Descriptions)						
CERTIFICATE HOLDER				CANCELLATION		
J & J Arnaco, LLC 104 S. Michigan Ave Suite 1316 Chicago, IL 60603				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE John P. Hecox		

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HZS



Exhibit B

Schedule of Charges - Effective 2026

Labor Rates:

Engineering	\$95.00/hr. reg. time (min. ½ hr.) \$147.00/hr. overtime (min ½ hr.)
Janitorial	\$40.00/hr. reg. time (min ½ hr.) \$60.00/hr. overtime (min ½ hr.)
Security	\$55.00/hr. overtime (min 4 hrs.)

Rentals and Purchases:

Labor charges are included for the following services:

Hard Keys	\$10.00 each
Key Cards	\$19.80 each
Fitness Center One Time Fee	\$100.00 each
Garbage Dumpster	\$49.50 each*
Recycling Dumpster	\$27.50 each**

* Any garbage exceeding receptacle capacity is an extra charge for removal

**Recycling - All boxes must be flattened. Recyclables – clean paper, cardboard, bottles & cans.

Non-Recyclable – plastic bags, Styrofoam, binders, paper clips, other garbage

Labor will also be charged (a minimum of ½ hour) for following services:

Light bulbs:	T5 fluorescent	\$9.50 each
	Can Lite	\$8.00 each
	Flood Lite	\$9.75 each
	Exit Sign Lamp	\$6.60 each
	Ballast	\$60.00 each (varies)

HVAC:

Please give 24-hour notice when possible, for all HVAC services.

Overtime labor may apply. HVAC is provided

Monday–Friday 8am–6pm and Saturday 8am – 1pm.

After-hours HVAC Per Floor \$100.00/hr.

Any service call to a Tenant's space that does not involve a base building repair will result in a charge to the Tenant. All of the above rates are subject to material costs and markup costs of 10% in accordance with Tenant's Lease. **All fees are subject to change at any time.**



Exhibit C

Tenant After-Hours Access Request

Tenant Name:	
Building/Suite:	
Telephone:	
Please allow building access for the following:	
List Name(s):	
Company	
Date:	Time:
Location:	
Purpose:	
Comments:	

Should there be any questions, our after-hours contact will be:

Name:	
Phone:	Mobile:
Authorized Tenant Contact Signature:	

All after-hours access requests must be received by the Office of the Building by 12:00 noon on any business day and by 12:00 noon Friday for any weekend activities.

Office Use Only:

Received By: _____ Distribution: _____ Security



Exhibit D

EMERGENCY CONTACT & AUTHORIZED SIGNATURE FORM

Name of Company: _____ Floor Location: _____
 Date: _____ Phone No.: _____ Fax No.: _____
 Name of person completing form: _____

Tenant Contact during business hours:

1. _____ Office No.: _____ Email: _____
 Printed Name
 2. _____ Office No.: _____ Email: _____
 Printed Name

Individuals/telephone #'s to contact in the event of an after-hours emergency:

1. _____ home: _____ cell: _____
 Printed Name
 2. _____ home: _____ cell: _____
 Printed Name
 3. _____ home: _____ cell: _____
 Printed Name

			Y	N		
1.	Print Name	Title	Signature	☐	☐	Keys Property Removal Pass Telecom. Work
2.	Print Name	Title	Signature	☐	☐	Keys Property Removal Pass Telecom. Work
3.	Print Name	Title	Signature	☐	☐	Keys Property Removal Pass Telecom. Work
4.	Print Name	Title	Signature	☐	☐	Keys Property Removal Pass Telecom. Work

*Signatures of those individuals authorized to order **Keys** and/or sign **Property Pass Removal Forms, Telecommunications Changes or Additions.**



Exhibit E

Monroe Building Property Removal Pass

104 S. Michigan Ave.

Chicago, IL 60603

(312) 223-1764

Tenant Name: _____ Date: _____

Floor: _____ Suite: _____ Time: _____

Bearer's Name: _____

The bearer of this pass is permitted to remove the following items, equipment or materials from the Monroe Building:

Description: _____

Authorized Signature: _____

Phone Number: _____

Instructions:

1. Complete this form in its entirety.
2. Obtain Authorized Signature.
3. Present this form to Security with proper I.D. when leaving with the item(s).
4. Property Removal Passes will be collected by Building Security.

The Pass will not be honored unless:

1. All items to be removed are listed on this form.
2. I.D. must be presented to Building Security.
3. Property may ONLY be removed on the date of this pass.