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# Chapter

# 1

## Welcome To 541 N. Fairbanks!

Fairbanks is a stunning and fascinating building. The building features over forty diverse tenants and retail shops!

Designed by world renowned architect Harry Weese, the 404 foot tall, 30 story skyscraper was completed in 1969.

The structure is clad in Core-Ten steel, the material used for the Daley Center and the Picasso sculpture in the Center's plaza. The metal rusts with age, an effect intended by the Architects.

The lobby floor is ½ level below ground, and the underground retail concourse is found another half level below. The coffered ceilings in the lobby and outdoor arcade are similar to Washington DC's subway system, designed by Mr. Weese as well.

The 27 foot high lobby has a base that is 87 feet with 30 foot wide bay windows.

In 1973, the design Architects won an Honor Award from the American Institute of Architects.

Golub and Company LLC Leases and Manages the building. The management team is dedicated to providing quality, cost-efficient services. The team is comprised of responsive professionals.

This handbook has been written to provide you with information and to answer your questions on the operations of the building. If you have further questions, please feel free to contact the Office of the Building.

Sincerely yours,  
The Golub Realty Services Management Team

## 1.2



# Mission & Vision Statement

## Mission Statement

The Fairbanks team strives to be the premier property management team in Chicago! Our people, confident that there is a solution to any need, provide every customer with friendly, professional, and personalized service.

Through mutual respect and hard work, our team provides our customers with responsive service and innovative solutions making us the leader in the Chicago Real Estate Community.

## Vision Statement

The 541 Team listens to our customers to assess their needs and to exceed their expectations. We take service personally.

## 1.3

## Building Description



541 North Fairbanks Court formally the Time-Life building was designed by Architect Harry Weese & Associates.

It was built by Turner Construction Company in 1968 and renovated in 1988 and 1989.

The building, reminiscent of the Ludwig Mies van der Rohe style of architecture is clad with Core Ten weathering steel which develops a natural rust appearance over time.

The lobby and outdoor arcade is 27 feet high with coffered ceiling's similar to Washington DC's subway system; which Harry Weese & Associates designed as well.

The total base is 87 feet and the window bays are 30 feet wide. The lobby is sunken ½ level below ground, with an underground retail concourse another half level below.

The property consists of 28 floors and totals 541,637 rentable square feet with a typical floor measuring over 19,000 rentable square feet.

The rectangular site encompasses an area of approximately 43,000 square feet. The site has approximately 218 feet of frontage on North Fairbanks Court and approximately 200 feet of frontage on East Ohio Street and East Grand Avenue.

The lower four floors of the Property extend as an annex out to the east of the property line to create the bustle area. The rear (east side) of the first two floors comprise an enclosed loading dock area with six truck height docks. The front (west side) of the first two floors comprise a two story lobby area.

The design of the building was the first in the United States to implement stacked elevators in order to maximize elevator efficiency. An elevator modernization was completed in 2003.

Harry Weese on 541 North Fairbanks (Time-Life) "At Time Life we carried Miesian logic to a further stage because we did the largest pre fabricated segment that I've ever seen. Mies (Ludwig Mies van der Rohe) had two floors together, only two columns. At Time-Life the basic pre fabricated element was thirty feet long and twenty four feet tall. This reduces the amount of caulking, the amount of air infiltration and has more shadows."

In 1973, Harry Weese & Associates were given the Honor Award by the American Institute of Architects in the Office Building category.

## 1.4

# Property Management Team

Golub & Company headquartered in Chicago, Illinois, has been providing commercial and residential real estate services throughout the United States and across Central and Eastern Europe for more than 50 years.

The Company has developed, owned or managed more than 30 million square feet of commercial space and 50,000 multifamily units within the United States and abroad, with a



total value exceeding 4 billion dollars.

Known worldwide as one of the most innovative real estate development and investment firms, Golub & Company focuses on creating value, improving performance, and maximizing profitability, one project at a time.

**General Manager - Glenn A. Good, RPA, FMA, LEED Green Associate**

Glenn has worked in property management in Chicago for over 24 years in such prestigious buildings as the James R. Thompson Center and the CNA Building.

**Assistant General Manager - Anthony Falbo**

Anthony works with the Engineering, Security and Janitorial teams, outside contractors and vendors to ensure the tenants' needs are being met. He has 7 years of real estate experience.

**Tenant Service Coordinator -Nick Miller**

Nick served as a summer intern for three years prior to joining the Golub team in 2011. Nick deals with the building's Tenant and Accounting Contacts on a variety of matters.

## 1.5

# Engineering & Security Staff

### Engineering Staff

**Chief Engineer - Sean Murphy**

**Assistant Chief Engineer - Jeff Ruzich**

**Mike Albon - Stationary Engineer**

**Thomas Berry - Stationary Engineer**

**John Gannon - Stationary Engineer**

**Lee Magnan - Apprentice Engineer**



## Security Staff

**Security Director - Andre Martin**

**Assistant Director of Security - Sam Jackson**

## 1.6

# Base Level Services

541 N. Fairbanks Court provides the following base level services:

### **Building Access:**

Each tenant and their employees shall enjoy access to the premises including loading docks and elevators, 24 hours a day, 365 (or 366) a year, subject to the building's security requirements.

### **Building Directory:**

The building provides a directory that lists each Tenant's name, department names, and the names of key personnel.

### **Building Maintenance:**

The roof, windows, support structure, curtainwall, and foundations are the major components. The building is responsible for testing, maintaining, cleaning, and repairing these elements consistent with other Class A properties in downtown Chicago.

### **Building Personnel:**

Whelan Security is the security provider in the building. Among the responsibilities the Securitas team performs include rounds as well as assisting tenants with Security related questions including Fire Life Safety issues.

### **City Water:**

The building provides tenants with City of Chicago water from the regular fixtures for drinking, lavatory, and toilet use.

### **Electric and Telephone Service:**

Electricity is distributed to the tenant's premises either by the electric utility company serving the building or a supplier selected by the tenant (preferred). The tenant is responsible to



arrange metering and paying for the electric power or current furnished to their premises. The tenant is also responsible for making all necessary arrangements with telecommunication companies serving the building for all telephone and other telecommunication service and is responsible for all service used in the premises.

**Loading Dock:**

The building provides tenant's access to the loading dock, subject to non discriminating scheduling. After hour access is possible by calling the Office of the Building.

**Mechanical Systems:**

Heat and air conditioning is provided Monday through Friday from 8:00 a.m. to 6:00 p.m. and on Saturday from 8:00 a.m. to 1:00 p.m. excluding national holidays. After hours heating and cooling is available by calling the Office of the Building 48 hours prior to the date and time it is needed.

**Cleaning and Janitorial:**

The ABM Lakeside team provides restroom, common area, outside grounds, and general cleaning services on all floors of the building throughout the day. During the evening, the janitorial staff follows a comprehensive program for vacuuming, carpet scrubbing, dusting, mopping, disinfecting, trash disposal, and recycling in tenant spaces. Additionally, vendors refinish metal, and perform other specialty services to enhance the building's appeal.

**Passenger Elevator Service:**

The building provides passenger as well as freight elevator service. Use of the freight elevator after business hours is subject to scheduling.

**Window Cleaning:**

Washing of interior windows takes place once a year while the exterior portion of the building is cleaned quarterly. Additionally, the exterior windows are cleaned once annually with a rust compound to remove the "run off" from the Core Ten Steel.

## Chapter

# 2

## Building Directory

The building directory is located in the lobby Security desk.

All tenants and their employees are included in the directory.

## 2.2

## Dock Access

The loading dock is located on the east side of the building. The enclosed facility has an overhead door entrance on Grand Avenue and an exit on Ohio Street.

The loading dock has a clearance of 13ft 6in.

The loading dock is open Monday-Friday from 7:00am to 5:00pm with the exception of Holidays. If a shipment is expected during office hours, arrangements should be coordinated with the Office of the Building at 312-755-6000.

In order to provide the best service on the loading dock, the following rules should be adhered to:

- The loading dock is available on a first-come, first serve basis for a maximum delivery time of twenty (20) minutes. If the dock is needed longer than 20 minutes such as for a delivery of furniture, the Office of the Building should be contacted to request extra time.
- All personnel entering the loading dock must sign in and out with dock personnel.
- Only approved suppliers such as bottled water, vending machine operators, etc.,



will be allowed to leave their trucks in the loading dock while they make deliveries.

- Service Contractors are not allowed to park in the loading dock.
- See the dock attendant for the availability of loading dock carts.

All deliveries must be removed from the loading/ receiving area immediately. There are no facilities for storing shipments overnight and responsibility will not be assumed for materials left in the dock area.

## 2.3

# Moving Procedures

The following procedures should be followed, when a tenant is moving in or out of the building:

1. A certificate of insurance must be on file for the moving company in the Office of the Building.
2. The moving company must be union.
3. The Office of the Building should be notified at least 72 hours in advance of the move date. The request will be reviewed and if all items are addressed; approved.
4. The loading dock hours of operation are Monday-Friday 7:00am-5:00pm. All large moves need to be scheduled after 5:00pm.
5. Movement within the building by the moving crew is restricted to only those floors involved in the move.
6. Care should be taken to protect corridor walls, carpeting and flooring.
7. Only the freight elevators are to be used for the move. If you have any questions regarding this policy, please contact the Office of the Building.

## 2.4

# Elevators

**Passenger Elevators:**

1. There are two banks of elevators containing six passenger cars in each bank.
2. The elevators are accessible to the handicapped and are equipped with voice annunciation, and a hands free emergency intercom system and Braille identification.
3. The low-rise elevators serve the lobby and mezzanine levels and floors 2 through 18 .The high-rise elevators serve the lobby level through the mezzanine and 2<sup>nd</sup> floor as well as floors 17 through 28.
4. The elevators are fully automatic. Door openings are approximately 48" wide and 80" high. Interior dimensions for the low-rise cars are approximately 68" deep x 83.5" wide and 99" high. The high-rise door openings are approximately 48" wide and 80" high. The interior dimensions are 58" deep x 83.5" wide and 99" high. The capacity for the high-rise cars is 3,250 pounds. The capacity for the low-rise cars is 4,000 pounds.

### **Freight Elevators:**

Number 13 freight elevator car serves the 3<sup>rd</sup> floor through the 28<sup>th</sup> floor. The door opening is 7' 11" high x 3' 11" wide. It is 6' 11" deep and 5' 4" wide x 10' high. The capacity is 4,000 pounds.

Number 14 freight elevator car serves the lower concourse level through the 4A level. The door opening is 7' 11" high x 7' 11" wide. It is 8' 11" deep and 7' 10" wide x 7' 10" high. The capacity is 12,000 pounds.

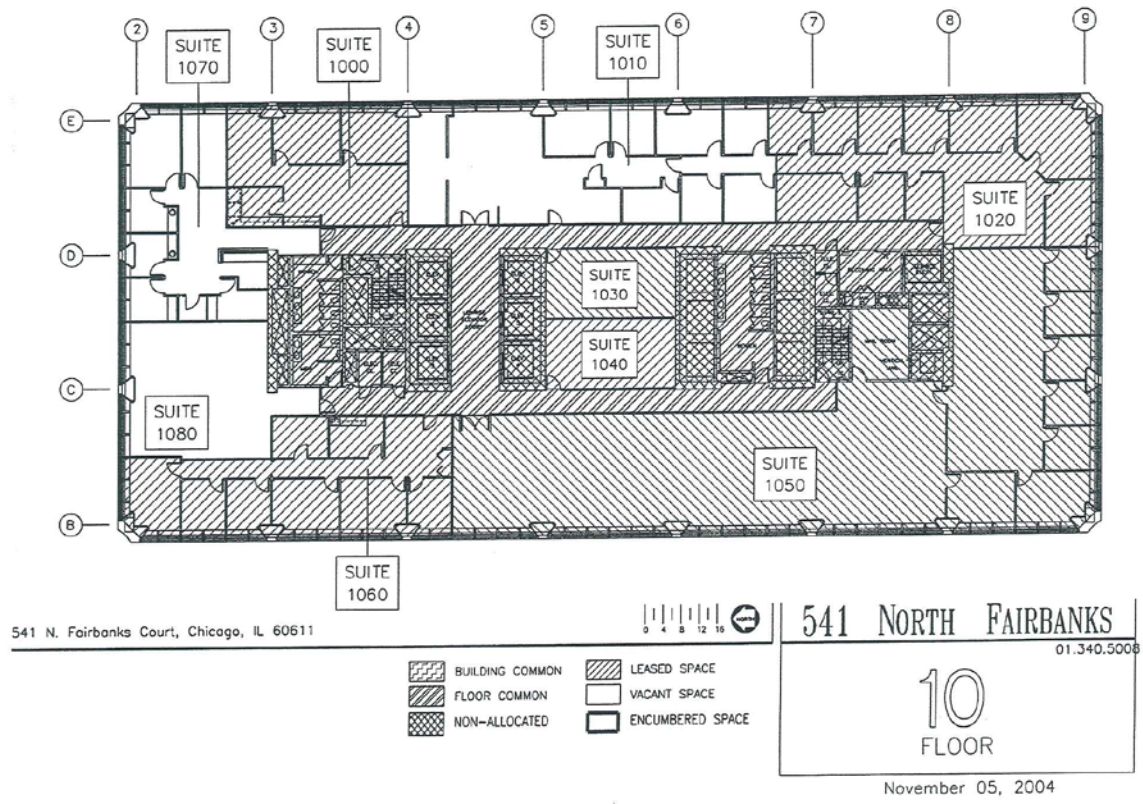
Delivery personnel are required to use freight elevators only. Passenger elevators are not to be used for deliveries. Freight elevators are available on a first-come, first-serve basis.

The transfer floor from No. 13 car to No. 14 car is at the 4A level.

The number 15 elevator car is located on the northeast side of the building. It is for the physically challenged and it serves the lower level through the 2<sup>nd</sup> floor. The car has a hands free emergency intercom system and Braille identification.

## 2.5

# Sample Floor Plan



## 2.6

# Hours of Operation & After Hours Access

The building is open 24 hours a day, 7 days week. Regular business hours are Monday through Friday 8:00 a.m. to 5:00 p.m. and Saturday's from 8:00 a.m. to 1:00 p.m.



Each tenant and their employees shall enjoy access to the premises including loading docks and elevators, 24 hours a day, 365 (or 366) a year, subject to the building's security requirements.

Tenant Office Managers shall notify Security when staff is expected after hours.

## 2.7

### Service Animals

Under Illinois' Guide Dog Access Act and White Cane Law, a person who is blind, hearing impaired, or physically disabled and who is accompanied by a service animal is ensured access and entry to 541 N. Fairbanks and areas where an individual works or where customers are generally allowed. The care and supervision of the service animal is solely the responsibility of the person with a disability while on the premises.

## 2.8

### Building Standards

#### **Air Compressors**

- Manufacturer – Quincy.
- Quantity – Two.
- Horse Power – 10.
- Tank Size - 5' x 30'.
- All pneumatic controls are Honeywell.

**Building Automation**

- Type – Honeywell-Excel 5000.

**Building Height**

- 406' 1/2"

**Building Business Hours**

- Monday through Friday 8:00a.m. – 5:00p.m.
- Saturday 8:00 a.m. - 1:00 p.m. with all day sign in.
- Sunday and Holidays – All day sign-in.

**Ceiling height**

- 12' (slab to slab)

**Construction**

- Structural System – Reinforced concrete steel frame.
- Curtain Wall – Exterior panels – Core-Ten Weathering steel and double pane insulated gold tint glass.
- Glazing – 64" x 58" double insulated, gold color reflective glass for total area curtain wall.

**Cooling**

- Chillers – Centrifugal. Two (1150 ton) 19D. One (325 ton) 19C.
- Manufacturer – Carrier

**Cooling Towers**

- Quantity – 8 Total
  1. 2400 ton on roof, four, 50 horsepower motors.
  2. 350 ton on the 4<sup>th</sup> floor, one, 30 horsepower motor.
- Tenant -
  1. Tenant tower has three, 250 ton cells located on the main roof.
- Type – Updraft.
- Manufacturer – Binks and Baltimore air coil.

**Curtainwall**

- Type – Core-Ten weathering steel.

**Domestic Water System**

- 1 (One) 12" incoming service.

### Domestic Water Main Valves

- Quantity – Four.
- Location – Lower level northeast pump room.

### Domestic Water Pumps

- Type – VFD.
- Manufacturer – Gould.
- Quantity – Four (two low zone, two high zone).

### Doors

- Size – 9' x 3', 1 ¾" thick solid core.
- Material – Mahogany.
- Door Frames – "Raco" hollow metal, painted to building standard.

### Electric Service

- 208/120 volt; 3-phase for lighting and general purpose receptacles.

### Elevators

- Type – Traction.
- Manufacturer – Otis Elevator.
- Quantity – 15 cars.
  1. 6 low rise, Lobby to 18<sup>th</sup> floor.
    - Low rise elevator dimensions – 8'4 h x 6'11 w x 5'8 d.
  2. 6 high rise, 17<sup>th</sup> to 28<sup>th</sup> floors.
    - Passenger car dimensions – 8'4 h x 6'11 w x 4'10 d.
  3. 1 freight, basement to 4<sup>th</sup> floor.
    - Large freight dimensions – 8' h x 8' w x 9'5' d.
  4. 1 handicap, basement to upper levels.
    - Handicap elevator dimensions – 7'4 h x 6'4 w x 6'1 d.
  5. 1 service, 3<sup>rd</sup> to 28<sup>th</sup> floors.
    - Small freight dimensions - 10'6 h x 5'4 w x 7'5 d.

### Exterior Lighting

- Hours – Monday through Sunday 6:00 a.m. – 7:00 pm.

### Fans



- Quantity – Ten fans located on level 4A. Six fans located on the 29<sup>th</sup> floor.
- Type – Centrifugal.
- Manufacturer – American Standard.

### **Fire Alarm System**

- Manufacturer – Honeywell.
- Remote tie to local Fire Department – Yes.
- Tied to HVAC System – Yes.

### **Fire Pumps**

- Quantity
  1. One, 125 horsepower, low zone, 1,000 gallons per minute.
  2. One, 100 horsepower, high zone, 1,000 gallons per minute.
  3. One, 100 horsepower, 1,500 gallons per minute for sprinklers.
- Type – Horizontal split case.
- Manufacturer – Peerless

### **Fire Valves (Main)**

- Quantity – One.
- Location – Lower level; northeast pump room.

### **Fixtures (Lighting)**

- 2' x 2' 9 cell deep parabolic silver reflectors per reflected ceiling panel used in private offices, closets, pantries, etc.
- 2' x 4' 9 cell parabolic silver reflectors per reflected ceiling panel used in common areas.

### **Floor Covering (Common Area)**

- Carpet – PatCraft Deadline Series –Editorial Q2604-104.
- Tile – VCT tile.

### **Floor Covering (Tenant Space)**

- Carpet – PatCraft New Client Series.

### **Foundation**

- Drilled Caissons

### **Frontage**

- Ohio Street (200')
- Fairbanks Court (218' 18")
- Grand Street (200')

### **Generator**

- Type -
  1. Diesel Generator – Caterpillar 480 volts, 350 Kilowatts (Located on the dock, when activated, generator turns on emergency lighting).

2. Natural Gas Generator – Caterpillar 480 volts, 480 Kilowatts (Located in the lower level south mechanical room. When activated, generator powers one elevator in each rise, the ejector pumps and the building compressors).

### Hot Water Heaters

- Quantity – Four.
  1. Two, low at ten gallons per minute.
  2. Two, high at ten gallons per minute.
- Capacity – 42 gallons per minute.
- Manufacturer – Aerco (heat exchangers).

### HVAC Cooling

- Type – Fan powered forced constant volume air supplies two pipe perimeter convector system, centrifugal chillers.
- Location – Two temperature zones per floor with a complete humidification system.

### HVAC Heating

- Boiler – Two, 700 Horsepower, low pressure natural gas boilers.
- Type – Steam converted into hot water.
- Manufacturer – Cleaver Brooks (fire tube).
- Heating Exchangers – Six.
- Cooling Exchangers – Two.
- Night Setback – Yes.
- Method of Control – Manual, set back heating water temperature.

### HVAC Hours

- Monday through Friday 8:00 a.m. – 6:00 p.m.
- Saturday – 8:00 a.m. – 1:00 p.m.
- Sunday and Holidays– Off.

### Interior

- Floor Load
  1. Lobby – 100 pounds per square foot.
  2. Plaza – 100 pounds per square foot.
  3. Loading Dock – 125 pounds per square foot. (provisions have been made to support a 50 ton truck at any time).
  4. Mezzanine – 100 pounds per square foot.
  5. 2<sup>nd</sup> floor – 100 pounds per square foot.
  6. 3<sup>rd</sup> floor – 150 pounds per square foot.
  7. Floors 8 through 28 – 50 pounds per square foot.
  8. Floors 4 & 4A – 150 pounds per square foot.
  9. Floors 5, 6 & 7 – 100 pounds per square foot.
  10. 29<sup>th</sup> floor – 150 pounds per square foot.
  11. Main roof & 5<sup>th</sup> floor roof – 25 pounds per square foot.
- Height – slab-to-slab- 10'5" with 9' finish ceiling height.

- Interior Bay Size – 30' x 30' core to perimeter 30 feet.
- Water columns per floor – Two columns per floor located in the core area.
- Black Iron Stack – Yes.

**Loading Dock**

- Bays-(4) four @ 30' and 1 (one)@ 50'

**Lobby Treatment**

- Walls – Granite.
- Floors – Granite.
- Ceiling - Metal Pan & Granite.
- Wall Base- VPI #35 Graphite 4”.

**Lockset**

- Manufacturer – Sergeant HA Keyway.
- Style – Sergeant Mortise type brush bronze.

**Paint (Tenant Space)**

- Pratt & Lambert.

**Public Corridors**

- Walls – Vinyl Covering.
- Floors – Carpet.
- Exit Signs – Alcko single or double faced signs 13 ¾ x 7 ½.
- Ceiling – 2' x 2' USG Eclipse tile hung in USG Donn Fineline white ceiling grid.
- Ceiling Edge – USG “Compasso.”

**Roof**

- Smooth modified bitumen roof coated with aluminum fiber.

**Sanitary Sewer Systems**

- 2 (Two) 10" inch services; one south & one north.

**Sewer Ejectors**

- Type – Below Ground.
- Manufacturer – Yeoman Pump.
- Quantity – Three, 3 horse power operating at 100 gallons per minute.

**Stairwells**

- Emergency Lights – Each floor and stairwell is equipped with lights which are activated in an emergency situation.

**Substations and Feeds**



- Ontario Substation – 541 Fairbanks receives a feed from the Ontario Substation.
- Ontario Substation - 48 volt service is provided to the building through a “loop” system.
- Kingsbury Substation – 541 Fairbanks receives a feed from the Kingsbury substation.

### **Sump Pumps**

- Type – Submersible.
- Manufacturer Gould.
- Quantity – Four.

### **Toilet Exhaust**

- Type – Centrifugal.
- Horsepower – 25.
- C.F.M. – 34,905.
- Location – 29<sup>th</sup> floor mechanical room.

### **Restrooms**

- Restrooms per floor – One men’s and one ladies’ room per floor with the exception of floors 12 & 13 which have two men’s rooms and one ladies’ room.
- Floors 21 & 22 have two men’s and two ladies rooms per floor.
- Men’s Room – Two urinals, three lavatories and four water closets.
- Ladies’ Room – Three lavatories and six water closets.
- Lighting – Indirect.
- Flooring – Ceramic.
- Multi-tenant Floor Flush Valves – Automatic flush valve by TOTO model No. TET 1DNCR.
- Multi-Tenant Floor Faucets – Automatic faucets by TOTO.
- Single Tenant Floor Flush Valves - Sloan manual flush valves.
- Single Tenant Floor Faucets - Sloan manual faucets.

### **Windows**

- Thermopane, Tinted 1”.

## Chapter

# 3

## Building Security

The Building is staffed with thoroughly trained, licensed security representatives.

Security representatives enforce building regulations, maintain order, and investigate any issues or incidents related to security such as theft, vandalism, solicitors, threats to employees and suspicious persons in the building.

The Security Department employs video surveillance that is monitored and recorded.

All suspicious circumstances, medical emergencies, and criminal activities should be reported immediately to the Security Department by calling 312-755-6030. Please be prepared to give your name, telephone number, location and a brief description of the emergency.

To assist the Security Department in providing a safe and secure environment, the Office of the Building asks the Tenants of the building to:

1. Please keep corridor entrance doors, individual office doors and furnishings locked at all times.
2. Question persons with whom you are unfamiliar with.
3. After hours access will be granted to authorized personnel only. A keycard issued by the building will be required as proof of authorization.

### 3.2



## Life Safety Features

541 N. Fairbanks Court is constructed of Core-Ten weathering steel, reinforced concrete, and double glazed thermal glass to inhibit the spread and minimize the effects of fire on the building's structure.

The building is over 40% sprinkled and floors 14, 15, 16, 24, 25 and 26 have a sprinkle loop.

Pull station alarms are located in each stairwell landing on every floor on both the east and west side.

The fire alarm system activates audio and visual alarms in response to heat and smoke detectors. A public address system will direct tenants in the event of an emergency. Tenants should become familiar with identifying all devices and understanding their purposes.

Each floor has two emergency exiting stairwells. NOTE: In addition to the two stairwells, there is a stairwell that runs through the center of the 4<sup>th</sup> floor to the 2nd level. Each stairwell is equipped with emergency lighting and on every fifth floor; there is a two way communication system. The stairwells act as internal fire escapes and are used for evacuation purposes. The enclosed exit stairwells are constructed of fire resistant materials. Stairwell doors must not be blocked open, because this may allow the spread of fire or smoke into the exit stairwells.

Additionally, fire extinguishers are located throughout the building in wall cabinets in tenant suites and in all stairwells. Fire hoses are located on each floor. Tenants should become familiar with the exact location and the proper use of these devices.

Emergency evacuation chairs to assist the handicapped are located on floors 26, 24, 18 and 5.

In the event of smoke or fire, the building's emergency fire recall system will automatically recall all elevator cabs down to the lobby level. Please note that under no circumstances should elevators be used during a fire emergency.

The building is equipped with an emergency generator that provides lighting in the common corridors, stairwells, and elevators. The system provides light for a safe evacuation in the event of an emergency.

### 3.3

## Emergency Safety Procedures

This section contains quick reference to emergency information: what to do, who will assist, and what assistance will be provided by the building and professional emergency units. The complete



Emergency Action Plan for the building can be obtained by contacting the Office of the Building at 312-755-6000.

Emergencies and disasters are unpredictable and strike without warning. Failure to heed emergency preparations in advance could result in injury and death to tenants and loss or damage to buildings, property, and equipment.

By carefully reviewing this section and preparing accordingly, emergencies can be handled with decisive action.

## 3.4

### Incident Reports

The Office of the Building and the 541 Security Department work very closely to ensure that every incident that occurs within the building is accurately reported.

Security is required to write an incident report for any accident, theft, slip and fall, or any other incident occurring on the property. The Building Management team strongly encourages that tenants report all incidents in a timely manner to Security personnel, no matter the degree of severity.

In order to maintain a high level of security, the Office of the Building asks that all tenants cooperate with Security investigations when required.

Refer all follow-up inquiries related to an incident report to the Office of the Building by calling 312-755-6000

## 3.5

### Civil Defense & Disturbances

A Civil Disturbance is a breach of the peace and public order, which could result in a riot or mob action. A mob's disruption of the daily work routine can divert attention away from a critical area, leaving that area vulnerable. Most marches and rallies are peaceful; however, some may lead to a Civil Disorder.

In the event of a Civil Disturbance, building occupants should follow the procedures outlined below:

- Lock you entrance doors.
- Stay in your respective work areas. Spectators will just add fuel to the fire.



- Use alternative exits to avoid the disturbance.
- Do not argue or enter into any debate with the participants.
- Avoid calling the security desk with unnecessary inquiries about the disturbance.
- If you notice any of the participants in your building/suite, immediately call 911 to report the incident and then notify building security at 312-755-6030.

## 3.6

### Elevator Emergencies

From time to time, 541 N. Fairbanks experience an unexpected elevator emergency. Each elevator cab is equipped with alarm buttons that will connect you to the lobby security desk. The emergency elevator alarm buttons are located inside the passenger elevators, on both the right and left panels below the L floor button designated for the lobby.

1. Fully depressing this button will activate the hands free intercom system in the cab and connect the elevator occupant with a security representative who is stationed at the lobby security desk.
2. If the elevator stops between floors and the doors open, please stay in the car. Do not try to climb to the floor above or jump to the floor below. Do not try to pry the car doors open; doing so may cause damage to the equipment that could prolong the emergency. Stay calm and wait for help to arrive.
3. After the incident, please contact the Security Department and give details at 312-755-6030.

## 3.7

### Explosive Devices & Threats

A bomb threat is a very frightening experience. In the event you receive a phone call from an individual stating that a bomb has been placed, or will be placed, somewhere in the building, you should take the following steps.

- Stay calm.
- Make note of anything you detect relating to the individual (the FBI questionnaire will help you through this).
- Ask the questions listed on the FBI questionnaire.

Once you have completed the call, immediately contact the management of the building at 312-755-6000 and your own management.



The following pages contain the questions the FBI requests you attempt to ask the caller and the things you should try to notice about the incident. Some of the questions may sound silly, however, there are times that a caller is extremely nervous, and may give you more information than they intended.

## FBI QUESTIONNAIRE

### Questions To Ask Of The Caller:

When is the bomb going to explode?  
Where is it right now?  
What does it look like?  
What kind of bomb is it?  
What will cause it to explode?  
Did you place the bomb?  
Why?  
What is your address?  
What is your name?

### Things To Note About The Caller:

Make note of the exact wording of the threat:


Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_

Length of call: \_\_\_\_\_ Number at which you received the call: \_\_\_\_\_

Time of call: \_\_\_\_\_ Date of call: \_\_\_\_\_

### FBI Bomb Threat Questionnaire

#### **Caller's Voice:**

_____	Calm	_____	Nasal
_____	Angry	_____	Stutter
_____	Excited	_____	Lisp
_____	Slow	_____	Raspy
_____	Rapid	_____	Deep
_____	Soft	_____	Ragged
_____	Laughter	_____	Clearing throat
_____	Crying	_____	Deep breathing
_____	Normal	_____	Cracking voice
_____	Distinct	_____	Disguised
_____	Slurred	_____	Accent
_____	Whispered		

If voice is familiar, whom did it sound like?

\_\_\_\_\_

#### **Background Sounds:**

_____	Street noises	_____	Factory
_____	Crackling	_____	Animal noises
_____	Voices	_____	Clear
_____	PA system	_____	Static
_____	Music	_____	Local
_____	House noises	_____	Long distance
_____	Motor	_____	Booth
_____	Office	_____	Other
_____	Office machinery		

#### **Caller's Threat Language:**

_____	Well spoken (educated)	_____	Incoherent
_____	Foul	_____	Taped
_____	Irrational	_____	Message read by threat

maker



Remarks:

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## 3.8

# Fire & Report of Smoke

In the event of a fire or other emergency, it may become necessary to evacuate your office.

**NOTE: Fire Alarm Pull Stations.** When the alarm lever is pulled, they **DO NOT** sound a general alarm in the building. The Pull Stations send a silent signal to the Building's Security Desk and Fire Alarm monitoring company only. **NOTE** the Fire Alarm Pull Stations are located outside every fire stair door on every floor as well as in the basement of the building.

The Building Automation; Fire/Life Safety System will detect most fires within the building. These systems are monitored 24 hours a day. In the event of a fire alert, the Chicago Fire Department suggests the following procedures.

- Listen for instructions over the annunciation system. Local authorities or building personnel will broadcast messages to the "involved zones" (floor with possible emergency). During a fire, the involved zones that will be evacuated are 5 floors below and 2 floors above the fire floor. (The involved zone message begins after a short tone is heard and will give direction for evacuation measures.) An example is as follows:

Your attention please! Your attention please! The signal you just heard indicates a report of an emergency situation on the \_\_\_\_\_ floor. The \_\_\_\_\_ floor through the \_\_\_\_\_ floor are being evacuated. Please stay calm and evacuate your floor immediately using the nearest stairwell. **DO NOT USE THE ELEVATORS!** Please follow the instructions of your floor's evacuation team members. You may exit the stairwell at either the street level or \_\_\_\_\_ floor.

- If you are made aware of an emergency situation, alert members of the Tenant Emergency Evacuation Team of the need to evacuate and proceed to move all employees, visitors and any other tenants on your floor to the stairwells. (Members of the Tenant Emergency Evacuation Team should have whistles to assist them in alerting others in the event of an emergency, however, if you are made aware of the emergency first, do not be shy, use a loud voice to alert others).
- Remain in the designated area until the Fire Department issues further instructions.
- Do not use the elevators.
- Familiarize yourself with the location of ALL stairwells so that in the event one stairwell is blocked, you may proceed to the alternate stairwell.
- Depending on which floor the fire has been found, you will be instructed to evacuate the floor to a location 5 floors below or 2 floors above the fire floor, at which point you will



exit the stairwell. (This is done so that the floors surrounding the fire floor are evacuated and the stairwells remain relatively free of people allowing the firemen to ascend the stairs without interference.)

- Remember before opening any door during a fire, feel it with the back of your hand. If the door is hot, use an alternate escape route. Also, keep in mind that during your escape, the area may be filled with smoke so stay as low as possible during your exit.

The following steps should be followed immediately if you detect fire or smoke within the building:

- Dial 911 and notify the fire department.
- Dial 312 755-6030 and notify the building security of the situation. Security will then contact the Fire Department and ensure they are in route.
- Alert others in the area.
- Attempt to put out the fire by using available fire extinguishers, ONLY, if it can be done without endangering your safety.
- Be prepared to evacuate.

A fire extinguisher is a specially pressurized canister device that releases water or chemicals to put out a fire. The type of extinguisher used must fit the class of fire. The four fire classifications and the type of extinguisher to use for each are described below:

**Class A Fires**

**Ordinary Combustibles (Green Label Symbol)**

Wood, cloth, paper, rubber, many plastics and other common materials that burn easily.

**Class B Fires**

**Flammable Liquids (Red Label Symbol)**

Gasoline and other flammable liquids, oil, grease, tar, oil based paint, lacquer and flammable gas.

**Class C Fires**

**Electrical Equipment (Blue Label Symbol)**

Energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery and appliances.

**Class D Fires**

**Combustible Metals (Yellow Label Symbol)**

Alkylolithiums, Grignards and Diethylzinc. (None found at this property.)

- In the event of a minor fire, a portable fire extinguisher may be used.
- A pressurized water extinguisher is good for Class A fires only.
- A dry-chemical extinguisher is good for Class B & C fires. It can be used on Class A fires if water is used afterwards so that the fire does not restart.
- A multi-purpose, dry chemical extinguisher is good for Class A, B & C fires.



#### NEVER ATTEMPT TO USE AN EXTINGUISHER IF:

- You are uncertain how to use the extinguisher.
- The fire is spreading beyond the immediate area where it started.
- The fire could possible block your escape route.

## 3.9

### Medical Emergencies

In the event of a medical emergency, please take the following steps:

Contact 911 and give as much pertinent information as possible such as the nature of the emergency, name of the person in need of assistance, the building address, the location within the building in which assistance is needed, your name and the name of your company.

Contact Security at 312-755-6030 and give the information to the Security Representative that you gave to the 911 dispatcher. Additionally, Security will give direction to the emergency personnel when they arrive and will also dedicate an elevator and escort them to the site of the emergency. Security will stay with the emergency personnel to provide an escort when they are ready to leave.

## 3.10

### Power Failure

The 541 Fairbanks building is equipped with two back up generators for the purpose of providing a limited source of power in the event of a power failure.

In the event of an electrical power failure, the following guidelines should be observed:

- The Office of the Building will notify and periodically update the Tenants on the status of the power outage, via email, telephone or fax.
- The Security Department will use the public address system to give instructions if it becomes necessary to evacuate the building or relocate within the building. If instructed to evacuate, follow the Emergency Action Plan.
- The passenger elevators will return to the lobby one at a time and remain in the lobby. There will be one elevator available for use in each bank.



The decision to evacuate the building due to a power failure is made in close consultation with the City of Chicago Fire and Police Departments and Commonwealth Edison, the service provider for the area. Ultimately the final decision to evacuate the building is based solely on employee safety.

## 3.11

# Severe Weather

### EARTHQUAKE, POWER FAILURE, FLOOD, TORNADO

Aside from the other emergencies mentioned in the manual, there are a few other weather and human-error related conditions that may potentially arise ranging from earthquakes to floods to power failures. In this part of the country, it is highly unlikely that we would be directly affected by a hurricane; however, there is the potential of an earthquake or flood.

In any event, the Office of the Building's primary concern is to take the appropriate steps in the event any of these conditions occur. Experts have suggested the following steps as acceptable:

- Stay calm.
- Stay away from windows.
- Stay off the elevators.
- In the case of an earthquake, the safest place is under a strong desk or in a doorway.
- In the case of a flood, power failure or other emergency conditions, evacuation will most likely be recommended, depending on the severity of the problem. (Remember, even in a power failure, the emergency lights will light your way to a safe evacuation through the corridors and down the stairwells.)
- Notify the management of the building of any power failure since it may only be in your area and may be easily remedied.
- If you see any damage to the building as a result of one of these emergency conditions, please contact the Office of the Building immediately.
- Above all, listen to those in charge (Firemen, Policemen, etc.) – they have been trained to handle these kinds of situations.

### TORNADO

- There are two designations placed on a tornado; a Watch and a Warning. A Tornado Watch indicates that the conditions are right for a tornado. A Tornado Warning indicates that a tornado has been sighted in the immediate area.



In the event of a Tornado Watch the following will occur:

Whoever is made aware of the threatening weather should notify his or her management, as well as the building management. It will be up to your management to inform you and the rest of its employees of the Watch.

Once you have been notified of the Watch, you should do the following:

- Immediately close the blinds in your office.
- Remain as far away from the windows as possible.
- Remain at your normal workstation.
- If you have a battery-operated radio, tune into a station that gives weather updates.
- If possible, you should remain in the building until the weather has cleared.

In the event of a Tornado Warning the following will occur:

- An alarm will be activated through the Emergency One-Way Voice Communication System. (The sound you will hear is a “whooping” sound.)
- Move away from the perimeter of the building (window areas) and towards the center of the building. Remember to close all doors behind you.
- Emergency Response Team members should direct fellow employees, visitors or other tenants toward corridors, stairwells and elevator lobbies.
- Do not use the elevators.
- Protect yourself by placing your head close to your knees and covering your neck with your hands.
- Remain in this designated area until “all clear” announcement has been made by a member of the building staff or your management.
- If you cannot reach a corridor or lobby in time, the next safest place is under a desk, chair or table.
- Once the “all clear” has been announced and everyone has returned to their workstation or other designated area, Emergency Response Team members should assist management in accounting for all employees.
  
- If anyone has been injured, the Emergency Response Team members should assist where possible and call the emergency numbers provided in this manual for further assistance.
- If any portion of the building has been damaged in your area, notify the Office of the Building immediately.

## Chapter

# 4

## Heating & Air Conditioning

Heating and air conditioning are provided to ensure tenant's comfort Monday through Friday from 8:00 a.m. to 6:00 p.m. and Saturday from 8:00 a.m. to 1:00 p.m., excluding national holidays.

After hours heating and air conditioning can also be provided at an additional cost. Please contact the Office of the Building at 312-755-6000 for information.



## 4.2

### Cable Television

Cable Television can be provided at the tenant's expense through Comcast. For rates and sign-up, go to [www.comcast.com](http://www.comcast.com) or call 1-800-COMCAST (800-266-2278).

## 4.3

### Contractor Services

The Office of the Building is able to provide specialty services of professional trades, cleaning, and abatement crews to ensure comfort to each and every tenant.

A listing of contractors authorized to perform work in the building is available and includes providers of cable, electric, painting, signage, and general items.

The Office of the Building will assist tenants in obtaining cost estimates for the work requested.

In addition to day and evening cleaning services, the following frequent services are provided:

#### **Carpet Cleaning:**

Carpet cleaning service is provided throughout the building on Monday-Friday evenings. In the tenant area, the contractor will spot clean gum, tar, stains, and any foreign matter from all carpeted areas and rugs. On as needed basis, the Tenant can request Pile Lifting.

In terms of Common areas, the contractor will spot clean the carpeting on a daily basis and shampoo the carpeting on a monthly basis alternately using extraction and rotary methods of cleaning.

#### **Exterminating:**

A full service weekly exterminating program is in effect. The service includes treatment in common areas, men's and women's restrooms, electrical and janitorial closets, kitchens, and any other area throughout the building where there is a report of insect or rodent activity.



In the event of an emergency, treatment will be provided, however, please contact the Office of Building and be prepared to give the exact location where the insects were discovered, the name of the area occupant/employee, and a description of the insect.

During the exterminator's weekly visit, the exterior perimeter areas are inspected for signs of rodent activity, and, if necessary, treated accordingly.

If a tenant desires service within their suite, there will be an additional charge. Please contact the Office of the Building to arrange service.

## **Window Cleaning**

Interior lobby windows are cleaned on a weekly basis while the exterior windows and glass are cleaned four (4) times a year. All interior glass within the tenant's suite is cleaned annually.

In order for the interior windows to be cleaned properly, tenants should ensure that window sills be free of books, plants, and other items that might block access for the window washers.

# 4.4

## Housekeeping

### **General Housekeeping**

Janitorial Services are available during normal business hours 8:00 a.m. – 5:00 p.m. The Janitorial team cleans the building's common and public areas and provides supplemental service including emergency cleanups and office area cleaning. The common areas include public and tenant restrooms, elevator lobbies, common corridor hallways, the lobby and plaza. If janitorial service other than that which is normally provided by the building is necessary, please contact the Office of the Building.

### **Evening Cleaning Services**

The night time Janitorial team performs all general facility and restroom cleaning functions. These functions include: dusting, vacuuming, emptying and cleaning of waste receptacles, mopping, glass cleaning and dispenser refilling.



The night crew can be contracted to provide special services in the individual tenant suites. These services include: washing dishes, cleaning kitchen appliances (microwave, refrigerator) and special carpet cleaning programs. If you require special service, please contact the Office of the Building to discuss scope and pricing.

## 4.5

# Furniture

## Furniture

If you require assistance with furniture assembly, moving furniture or wall hangings, please contact the Office of the Building and let us know the scope of work. The scope of work will be reviewed and a determination made on how to complete it in a timely and cost effective manner.

## 4.6

# Electrical Upgrades

Electrical upgrades span a wide variety of improvements, such as power, performance, safety, and convenience. As the demand for electrical upgrades increase in tenant spaces, the need for additional electrical and communication outlets may be necessary.

If any electrical upgrades are needed in your space, please contact the Office of the Building which will provide an approved service contractor to provide these services.

A written service proposal will be submitted to the tenant for review and approval before any services are rendered. Upon written approval, the Office of the Building will coordinate an applicable work schedule between the contractor and tenant.

Please note that Golub Realty Services charges a 15% administrative fee in addition to all costs relating to Electrical Upgrades.

## 4.7

# Energy Conservation

Energy conservation is everyone's responsibility. Energy conservation is the practice of decreasing the quantity of energy used while achieving a similar outcome. The average office space has 2 televisions, a VCR and numerous phones. If these items were replaced with



ENERGY STAR qualified models they would save more than 25 billion pounds of greenhouse gas emissions.

Here is a short list of things you can do to help conserve energy and save money:

- During the workday, if not in use, please turn off lights and electrical appliances.
- At the end of the workday, please turn off lights, copy machines, radios and computers.
- Turn down the temperature of your water heater to the warm setting (120°F). You'll not only save energy, you'll avoid scalding your hands.
- Check the age and condition of your major appliances, examples being refrigerators, dishwashers, copiers, etc. You may want to replace them with more energy-efficient models.
- Unplug any electrical devices that are not being used on a regular basis.

Additionally, please report any leaking faucets, running toilets, light bulb outages and heating or cooling problems to the Office of the Building.

## 4.8

### Equipment Service & Repair

Tenants may have their own supplemental air conditioning units for their IDF or computer rooms. These units require service and monthly maintenance.

We suggest tenants purchase a service contract for these units or they can contact the Office of the Building for an appropriate recommendation.

Additionally, each tenant will be responsible for the service and repair for their appliances and office equipment. For additional assistance or references, please contact the Office of the Building at 312-755-6000.

## 4.9

### Office Signage

The building maintains a standard for signage. This includes signage and frames to be mounted outside of Tenant's suites. Signage includes the company name and suite number. Please contact the Office of the Building at 312-755-6000 to obtain pricing. Delivery on most orders is two weeks.

## 4.10

### Recarpeting

When repair or replacement of carpeting is required in your suite, please contact the Office of the Building. Building management will contact the approved flooring contractor and obtain a proposal based on your scope of work. Upon written approval from the Tenant, management will coordinate a schedule for installation. After successful completion, the contractor's invoice will be forwarded to the requesting tenant for payment.

## 4.11

### Recycling Program

541 conserves valuable resources through its office wastepaper recycling program and commingled recycling program. Since its inception, the program has grown to accept high grade paper, newspaper, mixed office paper, magazines, catalogs, food cans, aluminum cans, glass, and plastic goods.

Upon request, each employee is issued a desk-side recycling container. The container is intended for acceptable recyclable materials only. Emptying of the recycling containers occurs during evening cleaning.

Large gurneys for major file purges and office clean-ups or additional containers can be secured on a loan basis for a minimal fee by contacting the Office of the Building at 312-755-6000. Additional supplies of desk side containers are also available by contacting the Office of the Building.



## 4.12

### Telecommunications & Data Hook-ups

The Telecommunications and Data Hook-up program for the building's riser closets is maintained by Rex Electric. They are responsible for all phone lines, DSL lines, circuits and T1 circuits.

If you should have problems or require any additional services other than the items mentioned above, simply contact your telecommunications provider and the Office of the Building who will then contact Rex on your behalf to make an appointment.

## 4.13

### Riser Program

The 541 Management team has selected Rex Electric to administer the Riser Management Program. They are responsible for managing and securing all the equipment, cabling and conduit work running through the building's electrical closets. Additionally, Rex handles all vertical (riser) work from the net pop to the electrical closets on each floor.

Please feel to contact the Office of the Building with any electrical related questions or concerns.

## 4.14

### Work Order System

Work order requests can be submitted on the online work order system. This user friendly program is a fast way to submit requests that go directly to an on-site building engineer. To visit this site please go to: <http://www.541northfairbanks.com/>

## 4.15

### Preferred Vendor List

The building has built relationships with numerous vendors and contractors who do work in the building. The preferred vendors have been selected based on their quality of service, competitive pricing and level of trust the management team has with them.

If you require any services that these or other providers offer, please contact the Office of the Building and we will contact the vendor and provide you with a quote.

#### **Electrical Work/Riser Management**

REX Electric  
230 W. Monroe Street  
Suite 1125  
Chicago, IL 60606

#### **General Contractors**

Bear Construction  
1501 Rohlwing Road  
Rolling Meadows, IL 60008

#### **Janitorial Services**

ABM Lakeside  
180 N. LaSalle St. #14  
Chicago, IL 60601

#### **Painting/Carpet Replacement**

JORE  
1299 Lunt Avenue, Unit B  
Elk Grove Village, IL 60007

#### **Pest Control**

Orkin Pest Control  
4161 N. Damen Avenue  
Chicago, IL 60618



## 4.16

### Remodeling & Redecorating

The Property Management Team will approve and coordinate all tenant remodeling and redecorating requests.

Prior approval is required for demolition, adding or moving walls and doors, relocating partitions, adding or eliminating electrical or telephone/data outlets, lighting changes, painting, re-carpeting, installing blinds, and re-keying locks. All changes must comply with building standards and all regulations regarding health, life, safety, and accessibility.

Only pre-approved contractors are permitted to provide remodeling services. Management will review your request and have the appropriate contractor prepare a cost estimate. A proposal will then be submitted to the tenant for review and approval. The proposal will include the standard Golub supervisory fee. Once approval is granted, the Management Team will coordinate the project with the tenant and contractor. All work is to take place during normal business hours unless the additional cost for after-hours work has been approved.

Upon completion of the work an invoice will be forwarded to the tenant for payment. Any questions regarding invoices should be directed to the Office of the Building.

## 4.17

### Equipment Loan Program

Equipment reservations can be made for items like dollies, pallet jacks and basic hand tools. The tenant is responsible for the safekeeping of the loaned items and will be liable for any damages. Tenants must sign a waiver for all items for liability purposes. These items can be reserved upon availability through the Office of the Building by calling 312-755-6000.

## 4.18

### Price List

#### Keys

Sargent Series Key	\$5.00/ea
Standard Key	\$5.00/ea
Schlage Key	\$6.00/ea
Touchcom Access Key Card	\$10.00/ea
Lockout Fee	\$15.00
Re-Key Cylinder	\$65.00

#### Signage

Suite Signage	\$100.00/ea (not to exceed)
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#### Voice/Data Lines

<u>Description</u>	<u>First Unit</u>	<u>Additional Unit</u>
POTS	\$193.20	\$117.30
DSL	\$236.90	\$154.10
DID	\$236.90	\$154.10
T-1	\$428.95	\$281.75

#### HVAC

After Hours Heating	\$170.00/hr per floor
After Hours Cooling	\$225.00/hr per floor

#### Elevator & Dock Use

Move-Outs & Large Deliveries	\$40.00/hr (min. 4 hours)
Dumpster	\$316.25/30 yard roll off
Gondola	\$15.00

\* Miscellaneous labor items including: moving of furniture, furniture assembly, hanging of pictures and white boards, etc. will be billed at \$60.00/hr with a 15 minute minimum.

\* Please contact the OOB at 312-755-6000 for electrical and painting work. The OOB will obtain a proposal based on the scope of work and deliver it to you for approval.



### **Light Bulbs**

Light bulb pricing varies depending on the fixture and quantity in the tenant's suite. Please contact the Office of the Building at 312-755-6000 for information.

The following rates are the rates charges when the building Engineer's perform additional services in a tenant's suite:

**Labor: \$40.00/hr – 15 minute minimum**

**Labor (moving furniture): \$60/hr - 15 minute minimum**

Please note that Golub Realty Services charges a 15% administrative fee in addition to all building and tenant services.

## Chapter

# 5

## Commercial & Retail Amenities

The Lower Level Concourse of 541 N. Fairbanks offers a number of retail amenities to help you accomplish your business and personal needs.

### **Food Service**

Café 541 is part of Chicago based Deli Time, a family owned commercial food service chain. Since its founding in 1991, Deli Time has been operating restaurants in class "A" office buildings. Café 541 offers an extensive array of hot and cold breakfast fare, hot and cold lunch entrees, sandwiches, sides, snacks, desserts, beverages and espresso drinks for every taste and budget. The menu is continually evolving in response to food and beverage trends and the requests of customers. Most selections change daily for even more variety. Café 541 also offers baked to order individual pizzas, fresh tossed made to order salads and fluffy omelets. Sit-down or carry-out service is available from 7 a.m. to 3 p.m. weekdays. And with a call to 1-866 DELITIME you will be in touch with our quick-response catering department. The corporate catering division serves any formal or informal office event, on-site or off-site, meetings, seminars, parties and picnics.

### **Convenience Store**

Fairbanks Convenience has a wide variety of your daily convenience needs. Products include: bottled soft drinks, candy, chocolate, periodicals, over the counter pharmaceuticals, greeting cards, small gifts, tobacco products and lottery tickets. Pay them a visit when your cravings get the better of you.

### **Hair Salon**

Salon 541 offers both women's and men's haircuts, shampooing, dying, styling and a full service nail technician. The friendly staff is on site Tuesday-Saturday.

### **Shoe Repair**

Lupo's Shoe Repair is a full service leather maintenance shop. Working with shoes, belts, handbags and luggage; they can help you refurbish almost anything. In addition to their repair services, Lupo's also offers a shoe shine service.

### **First Northern Credit Union**

First Northern Credit Union is a full service financial institution offering everything from interest bearing checking accounts to auto loans to mortgages.

We conveniently serve our membership through:

- 6 branches
- 6,400 shared branching locations
- Online Banking
- And our network of 63,000 surcharge-free ATMs

As a credit union, we are a not-for-profit. We're owned and operated by our members, the people who save and borrow money here. Because we have no outside stockholders, our members earn higher dividends on savings, pay lower rates on loans and appreciate reduced or eliminated service fees.

Tenants and tenant employees of 541 N. Fairbanks are eligible to join First Northern Credit Union.

## 5.2

### Public Parking

Although the building does not have parking, there are numerous parking facilities within walking distance of the building.

#### **River East Center Self Park**

300 E. Illinois St, Chicago, IL (0.06 miles away)  
312-494-9770

#### **Imperial Park**

322 East Illinois Street, Chicago, IL (.08 miles away)  
312-329-1107

**Mc Clurg Court Center Concierge**

350 East Ohio Street, Chicago, IL (.08 miles away)  
312-943-0006

**Standard Parking**

505 East Illinois, Chicago, IL (0.3 miles away)  
312-822-1006

**Park One Inc**

535 N. Saint Clair St, Chicago, IL (0.13 miles away)  
312-661-1839

**Standard Parking**

644 North Lake Shore Drive, Chicago, IL (0.2 miles away)  
312-822-1006

**Park One Inc**

150 East Huron Street, Chicago, IL (0.3 miles away)  
312-280-4580

**Four Points by Sheraton**

630 N Rush Street, Chicago, IL (0.3 miles away)  
312-981-6600

## 5.3

### Conference Room

The building conference room is located on the lower level of the building. All tenants have the opportunity to reserve the conference room for private use on a first come first serve basis. Please call the Office of the Building at 312-755-6000 to check availability.

The 8<sup>th</sup> Floor Board room is located on the 8<sup>th</sup> floor of the building. All tenants have the opportunity to reserve the conference room for a fee on a first come first serve basis.

## 5.4

### Community Services

**Restaurants**

**Deli Time**

541 N. Fairbanks Ct, Chicago, IL (0.00 miles away)  
312-410-9049

**P J Clarke's (American Food)**

302 E. Illinois St, Chicago, IL (0.06 miles away)  
312-670-7500

**D4 Irish Pub & Cafe**

345 E. Ohio St, Chicago, IL (.06 ft away)  
312-624-8385

**Markethouse Chicago Restaurant**

611 North Fairbanks Ct, Chicago, IL (.07 ft away)  
312-224-2200

**Niu Japanese Fusion Lounge**

332 East Illinois St, Chicago, IL (.07 ft away)  
312-527-2888

**West Egg Cafe (Breakfast)**

620 N. Fairbanks Ct, Chicago, IL (0.08 miles away)  
312-280-8366

**Timothy O'Toole's Pub Chicago (Pub Food)**

622 N. Fairbanks Ct, Chicago, IL (0.09 miles away)  
312-642-0700

**Dao Thai Restaurant (Thai Food)**

230 E. Ohio St # 230, Chicago, IL (0.10 miles away)  
312-337-0000

**Les Nomades**

222 E. Ontario St, Chicago, IL (0.1 miles away)  
312-649-9010

**Panera Bread**

635 North Fairbanks Ct, Chicago, IL (0.1 miles away)  
312-274-3955

**Mary's Cafe**

215 East Grand Ave, Chicago, IL (0.1 miles away)  
312-337-2500

**Emilio's Tapas Restaurant (Spanish Food)**

215 E. Ohio St, Chicago, IL (0.12 miles away)

312-467-7177

**Indian Garden (Indian Food)**

247 E. Ontario St # 2, Chicago, IL (0.12 miles away)  
312-280-4910

**Volare (Italian Food)**

201 E. Grand Ave, Chicago, IL (0.13 miles away)  
312-410-9900

**Ron of Japan Inc. (Japanese Food)**

230 E. Ontario St, Chicago, IL (0.14 miles away)  
312-644-6500

**Capital Grille (Steak House)**

633 N. Saint Clair St, Chicago, IL (0.17 miles away)  
312-337-9400

**Billy Goat Tavern**

430 North Michigan Ave, Chicago, IL (0.2 miles away)  
312-222-1525

**Elephant & Castle (English Pub Food)**

160 E. Huron St, Chicago, IL (0.27 miles away)  
312-440-1180

**Bandera**

535 North Michigan Ave, Chicago, IL (0.2 miles away)  
(312)-644-3524

**Fast Food**

**Subway**

535 N. Michigan Ave, Chicago, IL (0.2 miles away)  
312-527-3978

**Jimmy John's Gourmet Sandwiches**

205 E Ohio St, Chicago, IL (.06 ft away)  
312-245-0100

**Chipotle Mexican Grill (Tacos & Burritos)**

291 E. Ontario St, Chicago, IL (0.1 miles away)  
312-587-7753

**Potbelly's Sandwich Works (Sandwiches)**



277 E. Ontario St, Chicago, IL (0.11 miles away)  
312-337-6488

**Pockets (Calzones & Salads)**

205 E. Ohio St, Chicago, IL (0.13 miles away)  
312-923-9898

**Burrito Beach (Tacos & Burritos)**

200 E. Ohio St, Chicago, IL (0.14 miles away)  
312-335-0668

**McDonald's**

645 N. Mc Clurg Court, Chicago, IL (0.2 miles away)

**Grocery Stores**

**Dominick's Finer Foods**

255 E. Grand Ave, Chicago, IL (.01 miles away)  
312-279-1305

**Fox & Obel**

401 E. Illinois, Chicago IL (.2 miles away)  
312-410-7301

**Banks**

**Chase**

255 E. Grand Ave, Chicago, IL (0.06 miles away)  
312-670-0914

**First American Bank**

643 N. Fairbanks, Chicago, IL (0.1 miles away)  
312-881-8600

**Harris Bank**

352 East Illinois St, Chicago, IL (0.1 miles away)  
312-22-5200

**Citibank**

100 S. Michigan Ave #1, Chicago, IL (0.2 miles away)  
312-419-9002

**Bank of America**



500 N. Michigan Ave, Chicago, IL (0.2 miles away)  
312-464-0701

### **Salon & Barber**

#### **Salon 541**

541 N. Fairbanks Ct, Chicago, IL (0.00 miles away)  
312-321-1885

#### **Sheraton Plaza Barber Shop**

150 E. Huron Ste 1304, Chicago, IL (0.3 miles away)  
312-787-7633

#### **Truefitt & Hair Barber**

900 N Michigan Ave #600, Chicago, IL (0.6 miles away)  
312-337-2525

#### **Mario Tricoci Hair Salon & Day**

900 N. Michigan Ave, Chicago, IL (0.6 miles away)  
312-475-7001

### **Hospitals**

#### **Northwestern Memorial Hospital**

251 E. Huron St, Chicago, IL (0.22 miles away)  
312-926-2000

### **Hotels**

#### **Embassy Suites Hotel Chicago-Downtown-Lakefront**

511 North Columbus DR, Chicago, IL (0.02 miles away)  
312-836-5900

#### **Fairfield Inn-Downtown**

216 E. Ontario St, Chicago, IL (0.15 miles away)  
312-787-3777

#### **Sheraton Chicago Hotel & Tower**

301 E. North Water St # 1, Chicago, IL (0.16 miles away)  
312-464-1000

#### **Courtyard By Marriott Mag Mile**

165 E. Ontario St, Chicago, IL (0.19 miles away)  
312-573-0800

### **Movie Theaters**

#### **AMC River East 21**

322 E. Illinois St, Chicago, IL (0.07 miles away)  
888-262-4386

#### **AMC Loews 600 North Michigan 9**

600 N. Michigan Ave, Chicago, IL (0.21 miles away)  
888-262-4386

#### **Imax Theatre at Navy Pier**

600 E. Grand Ave, Chicago, IL (0.53 miles away)  
312-595-5629

### **Post Offices**

#### **Ontario St Postal Store**

355 E. Ohio St Ste 200, Chicago, IL (0.2 miles away)  
312-527-0674

## 5.5 Vending Services

541 North Fairbanks Court features a Convenience store in the retail area of the building.

The Office of the Building strongly encourages tenants to support and patronize this merchant.

Tenants are reminded that except as reasonably required to accommodate their employees, and subject to applicable legal requirements, Tenants shall not cook, otherwise prepare or sell any food or beverages in or from the premises.

If tenants have any questions, please call the Office of the Building.

# Chapter

# 6

## Tenant Rules & Regulations

1. Tenant shall not use or permit the Premises to be used for any retail or wholesale use or for off-track betting or other gambling use.
2. Any sign, lettering, picture, notice or advertisement installed within the Premises which is visible from the public corridors within the Building shall be installed in such manner and be of such character and style as Landlord shall approve in writing. No sign, lettering, picture, notice or advertisement shall be placed on any outside window or in a position to be visible from outside the Building.
3. Tenant shall not use the name of the Building for any purpose other than Tenant's business address, or use the name of the Building for Tenant's business address after Tenant vacates the Premises.
4. Sidewalks, entrances, passages, courts, corridors, halls, elevators and stairways in and about the Premises shall not be obstructed nor shall objects be placed against glass partitions, doors or windows which would be unsightly from the corridors of the Building or from the exterior of the Building.
5. No animals (except seeing eye dogs), pets, bicycles (except in the designated area on the loading dock) or other vehicles shall be brought or permitted to be in the Building or the Premises.
6. Room to room canvasses to solicit business from other tenants of the Building are not permitted.
7. Tenant shall not waste electricity, water or air conditioning and shall cooperate fully with Landlord to assure the most effective and efficient operation of the heating and air conditioning systems of the Building. All controls shall be adjusted only by authorized Building personnel.
8. All corridor doors shall remain closed at all times.
9. No locks or similar devices shall be attached to any door except by Landlord and Landlord shall have the right to retain a key to all such locks.



10. Tenant assumes full responsibility for protecting the Premises from theft, robbery and pilferage. Except during Tenant's normal business hours, Tenant shall keep all doors to the Premises locked and other means of entry to the Premises closed and secured.

11. Only machinery or mechanical devices of a nature directly related to Tenant's ordinary use of the Premises shall be installed, placed or used in the Premises and the installation and use of all such machinery and mechanical devices is subject to the other rules contained in this Exhibit and in the Lease.

12. All cleaning, repairing, janitorial, decorating, painting or other services and work in and about the Premises shall be done only by authorized Building personnel.

13. Safes, furniture, equipment, machines and other large or bulky articles shall be brought to the Building and into and out of the Premises at such times and in such manner as the Landlord shall direct (including the designation of elevator) and at Tenant's sole risk and cost. Prior to Tenant's removal of such articles from the Building, Tenant shall obtain written authorization of the Office of the Building and shall present such authorization to a designated employee of Landlord.

14. Tenant shall not in any manner deface or damage the Building.

15. Inflammables such as gasoline, kerosene, naphtha and benzene, or explosives or any other articles of an intrinsically dangerous nature are not permitted in the Building or Premises.

16. Tenant shall ascertain from Landlord the maximum amount of electrical current which can safely be used in the Premises, taking into account the capacity of the electric wiring of the Building and the Premises and the needs of other tenants, and shall not use more than such safe capacity. Landlord's consent to the installation of electrical equipment shall not relieve Tenant from the obligation not to use more electricity than such safe capacity.

17. To the extent permitted by law, Tenant shall not permit picketing or other union activity involving its employees in the Building, except in those locations and subject to time and other limitations as to which Landlord may give prior written consent.

18. Tenant shall not enter into or upon the roof or basement of the Building or any storage, heating, ventilation, air-conditioning, mechanical or elevator machinery housing areas.

19. Tenant shall not distribute literature, flyers, handouts or pamphlets of any type in any of the common areas of the Building.

20. Except as reasonably required to accommodate Tenant's employees, and subject to applicable legal requirements, Tenant shall not cook, otherwise prepare or sell any food or beverages in or from the Premises.

21. Tenant shall not permit the use of any apparatus for sound production or transmission in such manner that the sound so transmitted or produced shall be audible or vibrations therefrom shall be detectable beyond the Premises.



22. Tenant shall keep all electrical and mechanical apparatus free of vibration, noise and air waves which may be transmitted beyond the Premises.
23. Tenant shall not permit objectionable odors or vapors to emanate from the Premises.
24. Tenant shall not place a load upon any floor of the Premises exceeding the floor load capacity for which such floor was designed or allowed by law to carry.
25. No floor covering shall be affixed to any floor in the Premises by means of glue or other adhesive, unless the installation procedure is approved by Landlord.
26. Tenant shall not remove the solar window film from any window in the Premises.
27. Tenant shall comply with Landlord's Building smoking policy, as the same may be amended from time to time. If required by any present or future federal, state or local law, ordinance or regulation or mandated by Landlord, the Building is or may be designated a non-smoking building.
28. Tenant shall participate in all recycling programs established for the Building by Landlord and shall comply, at Tenant's expense, with each present and future federal, state and local law, ordinance and regulation regarding recycling.
29. Tenant shall arrange for deliveries to be made to the Premises only when a representative of Tenant is available to accept them. Landlord may refuse deliveries at all other times. No envelopes or packages may be left in corridors at any time.
30. Tenant, upon termination of occupancy, shall deliver to the Office of the Building all the keys of offices, rooms, and toilet rooms which were furnished to Tenant.
31. Tenant shall not place items near or on the perimeter induction units. Additionally, the Office of the Building reserves the right to enact additional rules to ensure that the induction units are capable of meeting their designed purpose.
32. No objects heavier than the lift capacity of the Building's freight elevator shall be brought into or installed in the Building. The moving of materials and equipment shall occur only between such hours designated by, and only upon previous notice to, the Office of the Building. No freight, furniture, or bulky matter of any description shall be received into the Building or carried into the elevator except during such hours and in a manner approved by the Office of the Building.
33. Freight elevators are for delivery use only and must be used by visitors, tenants, and delivery personnel when handling carts, hand trucks, and dollies.
34. Tenant shall not place any radio or television antenna, aerial wires, or other equipment on the roof or any other part of the inside or outside of the Building.
35. Tenant shall refer all contractors, contractors' representatives, and installation technicians to the Office of the Building for supervision, approval, and control before performance of any contractual service. This provision shall apply to all work performed in the Building, including installation of any walls, trim, ceilings, equipment, or any other physical alteration of the Building.



36. Tenant shall not paint or decorate, mark, cut or drill into, or drive nails or screws into, any part of the Premises or the Building except as may be permitted in the Premises pursuant to the alterations provisions of the Lease; or in any way deface any part of the Premises or the Building.

37. No portion of the Premises or any other part of the Building shall be used or occupied as sleeping or lodging quarters.

38. It is strongly recommended that tenants not use the emergency stairwells for any reason other than the purpose of an emergency or an orderly evacuation. Note: Exiting the stairwells **in a non-emergency situation** at the street level is discouraged due to the fact that the doors are equipped with an alarm device. Using the emergency stairwells to smoke or congregate is strictly prohibited. Placing furniture or debris within the stairwells is a violation of the City of Chicago Fire Code.

39. Tenant shall keep all items at least 18 inches below the ceiling for fire protection purposes.

40. Tenant shall not use any of the restroom facilities in the Building for the purpose of bathing, conducting sponge baths or other 'washing up', other than washing hands and faces. In furtherance of the foregoing, no person shall be permitted to remove any articles of clothing for the purpose of conducting any such bathing activities, whether at the sink or elsewhere within such restroom facilities.

41. The Office of the Building reserves the right to make reasonable rules and regulations in accordance with the Lease as needed for safety, care, and cleanliness of the Building and for the preservation of good order therein.

## 6.2

### Smoking Policy

Smoking is prohibited in all offices, common areas, stairwells and the loading dock. Smoking is allowed outside near the smoking urns located on the north and south plazas.

Chicago's Clean Indoor Air Ordinance states that "smoking is prohibited within 15 feet of any entrance to an enclosed area where smoking is prohibited, including the entrance to public buildings."



## 6.3

### Display & Exhibit Policy

1. All tenants shall provide a written explanation and photographs of their display and/or exhibit, which must be approved by the Office of the Building.
2. Exhibited display panels/materials must meet all local and state fire and safety code regulations. Lighting must be United Laboratories (UL) approved.
3. All display/panel systems must be prefabricated.
4. Tenant and not-for-profit displays and/ or exhibits will run for one week. Art or public interest displays and/ or exhibits will run depending upon space availability.
5. All displays and/or exhibits must be of a cultural or community service nature. No religious or political promotions are permitted.
6. Displays may not block or obscure the view of building entrances, the retail shops, or interfere with security operations.
7. The building will supply a limited number of tables and chairs for each exhibit.
8. All groups must sign a Display and Exhibit Release Waiver that holds G/WDC 541 North Fairbanks LLC harmless in case of injury to or theft of exhibit materials. Damage to the building's property as a result of the display and/or exhibit is the responsibility of the event sponsor.
9. The Office of the Building has the right to reject any request that does not meet the guidelines established or if the completed display or exhibit differs from the original proposal, it will be removed.

## 6.4

### Posting Policy



541 N. Fairbanks Court is a Class A office building and strives to maintain the common corridors and elevator lobbies in a clean and neat manner. With this in mind, the building strictly limits the amount of postings allowed.

The Office of the Building must approve and stamp all postings. Tenants may not post their own notices or directional signage. Any postings that are not stamped for approval will be removed.

If tenants have questions regarding the building's posting policy, please contact the Office of the Building.

## Chapter

# 7

## Fairbanks Tenants & Services

### **Kokua**

Kokua is a privately owned portfolio of full service, upscale hotels located in Buffalo, New York, Dallas, Texas, Denver, Colorado, Indianapolis, Indiana, and Saint Louis, Missouri.

All of the hotels are located in key downtown city centers or nearby primary airport areas, offering full service amenities for the individual business traveler or group/meeting attendee.

More information can be obtained by visiting their web site at [www.kokuahospitality.com](http://www.kokuahospitality.com).

### **American Hydrotech**

American Hydrotech is a recognized leader in the development, production, and distribution of premium waterproofing and roofing products. Their products are sold through an extensive network of sales representatives, many of whom are recognized as industry wide experts.

More information can be obtained by visiting their website at [www.hydrotechusa.com](http://www.hydrotechusa.com).



## Chicago Park District

The treasures of the Chicago Park District are numerous! The CPD manages over 220 stunning facilities throughout the City including over 7,300 acres of parkland, 552 parks, 33 beaches, 9 museums, 2 world class conservatories, 16 historic lagoons, and 10 bird and wildlife gardens.

More information can be obtained by visiting their web site at [www.chicagoparkdistrict.com](http://www.chicagoparkdistrict.com).

## FIRST NORTHERN CREDIT UNION

First Northern Credit Union is a full service financial institution offering everything from interest bearing checking accounts to auto loans to mortgages.

We conveniently serve our membership through:

- 6 branches
- 6,400 shared branching locations
- Online Banking
- And our network of 63,000 surcharge-free ATMs

As a credit union, we are a not-for-profit. We're owned and operated by our members, the people who save and borrow money here. Because we have no outside stockholders, our members earn higher dividends on savings, pay lower rates on loans and appreciate reduced or eliminated service fees.

Tenants and tenant employees of 541 N. Fairbanks are eligible to join First Northern Credit Union.

## Jonathon D. Goldman MD, MS, Laura Kordon MD and Marshall Kordon PsyD.

A 541 tenant for over 15 years, Dr. Goldman and Associates provide psychiatric and psychological services to children, adults, and families with mental health problems.

## Hyde Park Group & Vagus

The Hyde Park Group & Vagus is a full service marketing communications company offering innovative, cross disciplinary marketing, advertising, and public relations services.



HPG and Vagus work extensively in the food industry with Restaurants and packaged goods companies for whom they develop integrated marketing programs, new product concepts, and promotions.

Clients include many not for profit Agencies such as Pathways Awareness Foundation, Illinois Network of Charter Schools, Georgetown University, University of Chicago, and Chicago Youth Centers.

More information on the group can be obtained by visiting their web site at [www.hpgvagus.com](http://www.hpgvagus.com).

### **The Japanese Chamber of Commerce & Industry of Chicago**

The Japanese Chamber of Commerce was founded in 1966 to promote good will and understanding between the Japanese and American business communities in the Chicago area.

The mission of the JCCC is to deepen mutual understanding and improve relations between Japanese and U.S. businesses through a wide variety of cultural, educational, and charitable programs.

More information can be obtained by visiting their web site at [www.jccc-chi.org](http://www.jccc-chi.org).

### **Letvin & Stein**

Letvin & Stein is a law firm engaged in a general civil practice. The firm is comprised of two attorneys: one is a certified public accountant, specializing in transactional and business matters including real estate transactions, financing, business organization, taxes, probate, estate planning, banking, and debtor-creditor issues.

The second attorney specializes in civil litigation in state and federal trial and appellate courts including personal injury, bankruptcy, business, real estate, construction, foreclosure, employment, banking, and contract questions.

### **Martha Stewart Living**

541 N Fairbanks is home to the Chicago Advertising Sales office of the Martha Stewart Living Omnimedia Inc, the publishing and content provider founded by Martha Stewart.

Martha's creative vision is the blueprint for Martha Stewart Living Omnimedia and the expansive multimedia portfolio that includes award-winning magazines such as *Martha Stewart Living*, *Everyday Food* and *Martha Stewart Weddings*; the nationally syndicated, Emmy Award-winning television series "The Martha Stewart Show;" Martha Stewart Living



Radio on Sirius Satellite Radio; the best-selling book "The Martha Stewart Homekeeping Handbook;" Martha Stewart Everyday mass-market merchandise, sold at Kmart; Martha Stewart Furniture with Bernhardt; Martha Stewart-designed homes and communities with KB Home; Martha Stewart cards; Martha Stewart Rugs with Safavieh; and the Martha Stewart Collection of products for the home at Macy's.

The Chicago office is the brand representative of the Advertising Sales for the Publishing and Digital ray of the company in the Midwest region. Martha Stewart Living Omnimedia represents a model of excellence across our magazines, digital, television, radio and merchandising properties.

### **Northwestern Memorial**

The 541 N. Fairbanks building is home to several of Northwestern Memorial Hospital's administrative departments, including Finance, Medical Records, Internal Audit, Corporate Integrity, Claims & Litigation, and the NM Academy, Northwestern Memorial's in-house education, training and certification program. Located within two blocks of 541 N Fairbanks, Northwestern Memorial Hospital, including its new Prentice Women's Hospital and existing Stone Institute of Psychiatry, has 897 inpatient beds, a Level 1 Trauma Center and is the primary teaching hospital for Northwestern University's Feinberg School of Medicine.

Northwestern Memorial is consistently ranked among the nation's top hospitals in *US News and World Report*, named by Chicagoans as its "Most Preferred" hospital and listed in Working Mother's magazine's "100 best Companies for Working Mothers".

### **Paragon Design International**

Paragon is a full service graphic design firm specializing in corporate identify, branding, and professional marketing materials.

Paragon believes good design is not about layout or color, it is about problem solving.

More information can be obtained by visiting their web site at [www.paragondesigninternational.com](http://www.paragondesigninternational.com).

### **Talent Partners**

For nearly 40 years, Talent Partners has been instrumental in bringing thousands of commercials to air.

Talent Partners enjoys longstanding relationships with over 700 agencies and advertisers and processes payroll for some 65,000 performers, models, musicians, and photographers each year.



More information can be obtained by visiting their web site at [www.talpar.com](http://www.talpar.com).

### **Time, Inc.**

Time Inc. is one of the largest content companies in the world, with a portfolio of approximately 130 titles, including some of the world's most popular, powerful, and trusted brands (People Magazine, Sports Illustrated, and Time Magazine).

Additionally, Time Inc.'s popular brands and successful franchises extend to online, television, cable video on demand, satellite radio, mobile devices, events, and branded products.

More information can be obtained by visiting their web site at [www.TimeInc.com](http://www.TimeInc.com).

### **Trinity Financial Services**

Trinity's mission is to provide comprehensive wealth management services to ensure their client's achieve their financial goals.

Trinity Financial Advisors is a fee only financial planning and investment management firm. Due to this fact, Trinity's team can maintain total objectivity and suggest the course of action that is best for their clients.

More information can be obtained by visiting their web site at [www.tfa-llc.com](http://www.tfa-llc.com).

### **Sovereign City Radio Services**

Sovereign Radio Services LLC was founded in 2007 by Mark Follett for the purpose of acquiring, leasing, and brokering AM and FM radio stations in medium and large markets across the United States.

Mark Follett is also co-founder of Relevant Radio; the nation's largest Catholic talk radio network that is heard on 34 stations nationwide. It is estimated that over 30 million people are reached weekly.

SCRS took ownership of WNTD AM 950 in October 2007 and has its Spanish language brokered programming from 7:00 p.m. to 5:00 a.m. Monday through Friday and full time on the weekends. The move made way for the addition of Relevant Radio to air from 5:00 a.m. to 7:00 p.m. Monday through Friday.



More information can be obtained by visiting their web site at [www.wovmfm.com](http://www.wovmfm.com).

### **Univision Chicago, WGBO, Channel 66 and TeleFutura Chicago, WXFT, Chanel 60.**

Univision Chicago is the number 1 Spanish language station in the market featuring popular Univision network programming, with local newscasts broadcasting out of their studio space located on the 11<sup>th</sup> floor.

WGBO consistently produces the number 1 ranking 5:00 p.m. newscast among young adults, regardless of language.

TeleFutura Chicago was launched in 2002 and quickly became the number 2 rated Spanish language station in the market by offering alternative programming such as movies and sports to Chicago's Hispanic community.

More information can be obtained by visiting their web site at [www.univision.com](http://www.univision.com).

### **Westrec Marinas**

Westrec Marinas operates the Chicago Park District's nine (9) Lakefront harbors. The harbors stretch from Lincoln Park on the north to Jackson Park on the south.

With accommodations for more than 5,000 boats, the Chicago Park District Harbors constitute the nation's largest municipal harbor system and feature state of the art floating docks, moorings, star docks, and fuel facilities.

More information can be obtained by visiting their web site at [www.westrec.com](http://www.westrec.com).

### **Café' 541**

Café 541 is part of Chicago based Deli Time, a family owned commercial food service chain. Since its founding in 1991, Deli Time has been operating restaurants in class "A" office buildings. Café 541 offers an extensive array of hot and cold breakfast fare, hot and cold lunch entrees, sandwiches, sides, snacks, desserts, beverages and espresso drinks for every taste and budget. The menu is continually evolving in response to food and beverage trends and the requests of customers. Most selections change daily for even more variety. Café 541 also offers baked to order individual pizzas, fresh tossed made to order salads and fluffy omelets. Sit-down or carry-out service is available from 7 a.m. to 3 p.m. weekdays. And with a call to 1-866 DELITIME you will be in touch with our quick-response catering department. The corporate catering division serves any formal or informal office event, on-site or off-site, meetings, seminars, parties and picnics.



## **Convenience Store**

The Fairbanks Convenience store has a wide variety of products to meet your needs including bottled soft drinks, candy, chocolates, periodicals, over the counter pharmaceuticals, greeting cards, small gifts, tobacco products, and lottery tickets.

## **Lupo's Shoe Repair**

Lupo's Shoe repair is a full service leather maintenance shop. Working with shoes, belts, handbags and luggage, Lupo's can help you refurbish almost anything. In addition to their repair services, Lupo's also shines shoes.

## **Salon 541**

Salon 541 offers both Women's and Men's haircuts, shampooing, dying, styling, and a full service nail technician. The friendly staff is on site Tuesday through Saturday.

## **The Rehabilitation Institute of Chicago (RIC)**

RIC was founded in 1954 with the mission to provide quality, comprehensive rehabilitation care. Today, the Institute carries that same mission at their Flagship hospital, which houses 182 inpatient beds, and at an additional 40 site of care throughout Illinois, Indiana, and Michigan. RIC has been recognized as the "#1 Rehabilitation Hospital in America" for 21 years straight by U.S. News & World Report. Learn more at [www.ric.org](http://www.ric.org).

At 541 N. Fairbanks, you will find the Helen M. Galvin Health and Fitness Center and the Virginia Wadsworth Wirtz Sports Program which provides a place for people with physical disabilities to declare their own *Ability* through fitness, and recreational and competitive sports.

The Vocational Rehabilitation program, also at 541 N. Fairbanks, offers a range of services to employers and people with physical disabilities, including Employment Services Coordination, Employment Planning Services, Comprehensive Vocational Evaluation, and Community Employment Services.