

**Esplanade at Locust Point  
Electronic Tenant® Portal**

**Created on September 5, 2022**

## Building Amenities: Building Amenities

1. [First Midwest Bank ATM](#)  
2001 Butterfield Road in the P3 garage entrance lobby level
2. **Car Detailing**  
[Detail Kings](#)  
2001 Butterfield Road, Suite 30, lower level parking garage  
Phone: (630) 297-8223
3. **Conference Center**  
*Esplanade Conference Center*  
2001 Butterfield Road, Suite 150 First floor West Link  
Phone: (630) 971-2000
4. **Deli**  
*Food Barz*  
1901 Butterfield Road, Suite 170  
Phone (847) 258-3471
5. **Hotel**  
[DoubleTree Hotel / Deli](#)  
Located in the DoubleTree Hotel  
Phone: (630) 971-2000
6. **Dentist**  
[Esplanade Dental Care](#)  
2001 Butterfield Road, Suite 140  
Phone: (630) 493-0914
7. **Restaurant**  
[Coopers Hawke](#)  
1801 Butterfield Road  
Phone: (331) 215-9463
8. **Fitness Center**  
*Esplanade Fitness Center*  
2001 Butterfield Road, Suite 50  
Phone: 963-3360  
Hours: M-T - 5:30a.m. to 10:00p.m., Friday 5:30a.m. to 8:00p.m.  
Saturday & Sunday - 8:00 a.m. to 3:00p.m.
  - Olympic-size lap pool, whirlpool and sundeck
  - Basketball court
  - Squash court
  - 2 Racquetball courts
  - Fitness Room
  - Weight Room
  - Aerobics Studio
  - Men's and Women's locker rooms
9. **Medical**  
*Center for Vein Restoration*  
2001 Butterfield Road, Suite 100  
Phone: 630-322-1200
10. **Parking**  
There are approximately 2,784 covered garage parking spaces and 418 surface parking spaces at the Esplanade at Locust Point Complex.
11. **Sundries**  
*Incidentals Inc.*  
2001 Butterfield Road, Suite 195  
Phone: 630-515-1822
12. **Temporary Employment Service:**  
[Placement Solutions](#), Suite 165, 2001 Butterfield Road phone: 630-968-0504  
*Malone*, Suite 120 2001 Butterfield Road phone: 630 -964-6700
13. **Electric Vehicle Charging**  
[Chargepoint](#) - <https://www.chargepoint.com>  
1901 Butterfield - Located on the P5 level of the 1901 Butterfield parking garage next to garage stairs.  
2001 Butterfield - Located on the P5 level of the 2001 Butterfield parking garage next to garage stairs.  
To get started - Set up an account - <https://na.chargepoint.com/signup/profile>



## Building Amenities: Phone/ISP Providers

Company	Phone Number	Website	Email
<b>AT&amp;T</b>	1-866-505-1765	<a href="http://www.att.com">www.att.com</a>	<a href="mailto:dh595q@att.com">dh595q@att.com</a>
<b>AT&amp;T Fiber Fiber Flyer Internet for Business Flyer Flyer</b>	Alyssa Furiate 312-259-5254		
<a href="mailto:af376t@att.com">af376t@att.com</a>			
<b>Business Only Broadband</b>	1-877-627-5262	<a href="http://www.bobbroadband.com">www.bobbroadband.com</a>	<a href="mailto:sales@bobbroadband.com">sales@bobbroadband.com</a>
<b>Comcast</b>	312-805-8083	<a href="http://www.comcast.com">www.comcast.com</a>	
<b>New Service / Upgrade, Moves, Internal / External Outages</b>	1-800 391-3000 & Get CR Ticket #		
<b>E-Vergent Business Flyer</b>	1-262-898-3783	<a href="http://www.e-vergent.com">www.e-vergent.com</a>	<a href="mailto:destiny@e-vergent.com">destiny@e-vergent.com</a>
<b>XO Communications</b>	1-866-349-0134	<a href="http://www.xo.com">www.xo.com</a>	
<b>Verizon</b>	1-800-526-3178	<a href="http://www.verizonwireless.com">www.verizonwireless.com</a>	

### RISER MANAGER

**Titan Electric** 1-630-530-4422 <https://titan-elec.com> [JJS@titan-elec.com](mailto:JJS@titan-elec.com)

## **Building Operations: Accounting**

### **Rental Payment Remittance Addresses:**

#### **2001 Butterfield Road**

Esplanade I SPE, LLC  
P.O. Box 856991  
Minneapolis, MN 55485-6991

#### **1901 Butterfield Road**

HP-AG Esplanade-Locust Point-IV LP  
3896 Solutions Center  
Chicago, IL 60677-3008

#### **3250 Lacey Road**

HP AG Esplanade at Locust Point V Limited Partnership  
P.O. Box 74008134  
Chicago, IL 60674-8134

#### **3131 Lacey Road**

Esplanade I SPE, LLC  
P.O. Box 856991  
Minneapolis, MN 55485-6991

## **Building Operations: Holidays**

The Building Holidays observed each year are listed below in order to aid your planning operations during the year.

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

Certain services are not provided on weekends and the holidays listed above.

## **Building Operations: Leasing**

The leasing company for Esplanade at Locust Point is Hamilton Partners, located at 1901 Butterfield Road, Ste 270. The main phone number is 630-963-0700. Listed below is the contact information for the authorized representatives.

<i>Leasing Agent</i>	<b>Dave Andrews</b>	630-719-5565	<a href="mailto:da@hpre.com">da@hpre.com</a>
<i>Leasing Agent</i>	<b>Phil Sheridan</b>	630-719-5567	<a href="mailto:phil_sheridan@hamiltonpartners.com">phil_sheridan@hamiltonpartners.com</a>

## **Building Security: Overview**

Security at The Esplanade is extremely important. A sophisticated card access system exists to help maximize personal safety and minimize property damage and theft.



## **Building Security: After Hours Escort**

Any tenant may call our main number at 630-963-0700 and have our security guard escort them to their car. This service is available Monday through Friday 9:00a.m. to 1:00a.m., Saturday 8:00a.m. to 10:00p.m. and Sunday 8:00a.m. to 4:00p.m.

## **Building Security: Deliveries**

All routine hand deliveries may be made during regular business hours. All other deliveries including those items requiring dollies or hand trucks, must be made through the freight elevator by way of the loading dock, located north of the building for 1901 and 3250, and the rear of the building for 2001 and 3131. Please note that no deliveries are allowed through the main entrance of any of the buildings.

# **Building Security: General Office Security**

## **Security Checklist**

**The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:**

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys and access cards.
- Establish uniform procedures for collecting keys prior to the termination of employees.
- Establish a rule that keys must never be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Designate a responsible person in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or one that conforms to a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

## **Suspicious Persons**

If you see suspicious or offensive persons in the building, please call the Management Office immediately. If possible, make note of appearance, clothing, etc. in order to assist building security in locating them.

Please be aware of strangers in your Tenant areas and halls. Quite often a question such as "May I help you locate someone?" will be enough to deter a potential thief. Suspicious encounters of this type should be reported to the Management Office immediately.

## **Building Security: Key and Lock Policy**

Below is information needed to use the Security Access Card System at the Esplanade. If there are any questions regarding this system, please call the Management Office at (630) 963-0700.

The Landlord will provide each Tenant with one full set of keys / key cards needed for their suite. Any additional keys/key cards needed after the initial move-in and distribution of the keys/key cards will be at the Tenants expense. Keys / key cards are only to be ordered by and surrendered to the Tenant Contact.

When the security access card is used to enter the building, the number of the person using the card and the time that person is entering is recorded. Your card is only programmed for access into the building and to your floor. If you prefer certain time restrictions for your cards, please contact the Management Office. Please inform your employees not to lend their card to anyone. If a card should be lost, or an employee terminated, report this to the Management Office immediately.

A key card issued by the Management Office is necessary for an individual to gain after hours access into the building.

To receive a card or make any changes to existing cards, the Tenant Representative must notify the Management Office in writing on company letterhead, via email, or on the [Key Card Request Form](#). Arrangements will then be made for the cards to be issued. Upon occupancy tenants are given their initial set of key cards at no cost. After that tenants will be billed via a Tenant Service Invoice for the card(s) required. The Key Cards is \$12.00 per card.

Please note, building Management will only take requests from the primary tenant representative.

Keycards can be re-used, if you have an employee leave and are able to collect their keycard from them, you may notify the management office to deactivate their card number and then once you hire a new person you may contact the management office and have that card re-activated. By doing this you will save the \$12.00 keycard charge.

### **Special Keying:**

All keys are keyed to a Building Master Key System. This includes the tenant suites. This is necessary so building staff has access in case of emergency. Tenants can not change or add additional locks or bolts to any door within their suite without prior written consent from the Management Office. If this is necessary, prior written consent must be gained from the Management Office. In such an event, the Tenant would be required to sign a Hold Harmless Agreement that would absolve Hamilton Partners, Inc., the owners and their employees, from responsibility for damages to the Tenant's or Landlord's property, due to the inability of building staff or management to gain access should an emergency occur.

## **Building Security: Lost and Found**

Please contact the Management Office at (630) 963-0700 to claim items that have been lost or found in the buildings.

# **Building Security: Property Removal**

Information Pending

## **Building Security: Solicitation**

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Management Office at (630) 963-0700 and we will send appropriate personnel to escort them off of the premises.

## **Building Security: Tenant Precautions**

Substantial responsibility for security rests with the individual Tenant. Tenants should insure, upon leaving the building, that all entrances and exits to their suites are locked. During the day, offices, desks and entrance areas should never be left unattended. Employees are urged to lock up and/or take valuables such as purses with them when they leave their work stations. This is particularly significant during holidays. If a suspicious person is noticed, call the Management Office at once and provide any details regarding the person. Require identification from repairmen who come to work in your office suite.



## **Building Services: 360 Facility Work Order System**

In an effort to further provide our tenants with the best available service, we added an additional method of contacting us for your tenant service needs.

Our internet based tenant service request product called [360Facility](#) allows you to request services directly from Hamilton Partners via the internet 24 hours a day.

Any service request for example, light bulb changes, card access requests, hot and cold calls, currently emailed or phoned in, can be requested via the [360Facility](#) program. For instance a hot service call requested through [360Facility](#) is emailed to a staff engineer and is sent as a text message to the same engineer via his phone. This request is then acknowledged by the staff member when received. After the issue has been addressed and corrected he acknowledges it in the system once more. At any point in time the tenant is able to monitor the progress and completion time of the request.

**The benefits of the program are numerous. Just a few include:**

- The ability to enter requests at your convenience.
- The ability to monitor the progress of your request.
- A historical record of your requests.

Best of all, using the program is very straightforward. We have attached a number of sample internet pages of the program for you to review. The website address is: <http://hpre.360facility.net/>

If after reviewing the attached information, you have any questions, please do not hesitate to contact us for a personal tour of the software.

Hamilton Partners believes in providing our tenants with the very best in facilities and services and believe this service will complement our current offerings.

[Click here to download the 360 work order access form.](#)

## **Building Services: Building Signage**

All Tenant entry signage is a building standard and is ordered through the Management Office at no cost to the tenant. Any additional signage for doors or walls viewable from a public corridor must be approved through the Management Office and is at the tenants' expense.

## Building Services: Commonly Asked Questions

### 1. Is there an ATM machine located in the building?

Yes. There is one located on the first floor garage elevator lobby of the 2001 Butterfield Road building.

### 2. Where are the restaurants located in the building?

Deli Time located on the 1st floor of the 1901 building suite 170, hours of operation are 7:00 a.m. until 3:00 p.m. Tommy R's is located on the 1st floor of the 2001 building in the Kiosk, hours of operation are 7:00 a.m. until 2:00 p.m.

The DoubleTree Hotel located on the West Side of the 2001 building accessible through an enclosed skybridge provides both a restaurant and a buffet. The Atrium Buffet hours are from 11:00 a.m. until 1:30 p.m. The Atrium Buffet is located on the second floor of the DoubleTree Hotel. The Esplanade restaurant opens for lunch at 11:00a.m. and remains open until 10:00p.m. The Esplanade restaurant is located on the first floor of the Hotel.

Incidentals located in the West Link area of the 2001 building is a sundry shop selling a variety of food and snack items. They are open weekdays only from 7:30a.m. to 5:00p.m.

Carlucci Restaurant at 1801 Butterfield Road, within the Esplanade campus.

### 3. What restaurants are available within a two-mile radius?

Dine-in casual restaurants that can be accessed east of the Esplanade Building include:

- [Red Lobster](#) located on the south side of Butterfield Road, 3001 Finley Rd.
- The [Olive Garden Restaurant](#) located on the south side of Butterfield Road, 1211 Butterfield Rd.
- [Honey Jam Café](#) located on the south side of Butterfield Road, 3000 Oak Grove Rd.
- [Buona Beef](#) located on the South side of Butterfield Road, 498 E. Roosevelt Rd., Lombard
- [Portillo's Restaurant](#) located on the north side of Butterfield Road in Finley Square / 500 Butterfield Rd.
- [Hooter's Restaurant](#) located on the south side of Butterfield Road, 1303 Butterfield Rd.
- [Brick House Tavern](#) located on the south side of Butterfield Road, 1461 Butterfield Rd.

<http://www.therestaurantdirectories.net>

### 4. Where are the designated smoking areas?

2001 Butterfield Road- P2, P4, P5 and P6 in the parking garage  
1901 Butterfield Road- P4 & P5 in the parking garage  
3250 Lacey Road- P3 and P4 in the parking garage  
3131 Wood creek- Bench area by the loading dock

### 5. Where is the Loading Dock located?

2001 Butterfield Road- south west side of the building  
1901 Butterfield Road- north side of building  
3250 Lacey Road- west side of building  
3131 Wood creek- north side of building

### 6. Where is the building directory located?

2001 Butterfield Road- One in the main atrium by the passenger elevators, second in the rotunda entrance of the building  
1901 Butterfield Road- One next to the passenger elevators in the first floor lobby and 2nd floor lobby.  
3250 Lacey Road- None  
3131 Wood creek- None

### 7. Who can I call to request carpet cleaning / special cleaning projects?

The Management Office can assist you with all of your special cleaning needs. Simply call the Management Office to make arrangements at (630) 963-0700.

**8. What should our office do when we hear the fire alarm?**

All alarms should be treated as real. Proceed to the building stairwells and exit the building. Please refer to [Fire Procedures](#).

**9. Does the building have cable TV services?**

Dish network is provided by Emergency Radio Service, please contact Brandt Richter at 630-773-9942.

Comcast service is provided by contacting Jeffrey Natalie at 708-949-8629. The Comcast service needs to be coordinated with our riser manager to run the cable from the building's D-marc to your space, contact Steve Scarcella with Titan Electric at 630-530-4422 - [Please click here for the Comcast Flyer](#).

**10. What types of service companies are located in the building?**

**Service companies located at the 1901 and 2001 building include:**

<b>Capstone Financial</b>	(630) 241-0833	Suite 130 – 2001 Building
<b>Effner Financial Group/ Northwestern Mutual Financial</b>	(630) 353-2300	Suite 450 – 1901 Building
<b>Esplanade Conference Center</b>	(630) 971-2000	1st Floor West Link-2001 Bldg.
<b>Esplanade Dental Care</b>	(630) 493-0914	Suite 140 – 2001 Building
<b>Esplanade Fitness Center</b>	(630) 963-3360	LL Rotunda – 2001 Building
<b>Downers Grove Chamber</b>	(630) 968-4050	Suite 105 – 2001 Building
<b>DoubleTree Hotel</b>	(630) 971-2000	West of Esplanade Building
<b>Incidentals Sundry Shop</b>	(630) 515-1822	Suite 195 – 2001 Building
<b>Midwest Vein Clinic</b>	(630) 322-9126	Suite 100 – 2001 Building
<b>Placement Solutions</b>	(630) 968-0504	Suite 1040 – 2001 Building
<b>Prudential Insurance</b>	(630) 493-0585	Suite 250 - 1901 Building
<b>Select Staffing</b>	(630) 964-6700	Suite 120 – 2001 Building

**Sudsational - Car Wash**

(630) 493-1111

LL 2001 Parking Garage

**Phone / ISP Providers**

<b>Company</b>	<b>Phone Number</b>	<b>Website</b>	<b>Email</b>
<b>AT&amp;T</b>	1-866-505-1765	<a href="http://www.att.com">www.att.com</a>	<a href="mailto:dh595q@att.com">dh595q@att.com</a>
<b>Business Only Broadband</b>	1-877-627-5262	<a href="http://www.bobbroadband.com">www.bobbroadband.com</a>	<a href="mailto:sales@bobbroadband.com">sales@bobbroadband.com</a>
<b>Comcast</b>	1-708-949-8629	<a href="http://www.comcast.com">www.comcast.com</a>	<a href="mailto:jeffrey_natalie@cable.comcast.com">jeffrey_natalie@cable.comcast.com</a>
<b>E-Vergent</b>	1-262-898-3783	<a href="http://www.e-vergent.com">www.e-vergent.com</a>	<a href="mailto:destiny@e-vergent.com">destiny@e-vergent.com</a>
<b>XO Communications</b>	1-866-349-0134	<a href="http://www.xo.com">www.xo.com</a>	
<b>Verizon</b>	1-800-526-3178	<a href="http://www.verizonwireless.com">www.verizonwireless.com</a>	

**RISER MANAGER**

**G&M Electric** 1-630-530-4422 <https://titan-elec.com> [SDS@titan-elec.com](mailto:SDS@titan-elec.com)

## **Building Services: Cleaning**

Tenants offices will be cleaned five (5) nights each week, Monday through Friday. This includes all normal cleaning such as dusting, emptying wastebaskets and vacuuming, etc. Should you have any special cleaning requests, please contact the Management Office.

## **Building Services: Elevators**

### **2001 Butterfield Road - Freight Elevator Dimensions**

*Car Door Opening* 4' x 8'  
*Car Floor L x W* 9'10" x 5'6"  
*Car Ceiling Height* 9' 9"  
*Load Capacity* 5,000 lbs.

### **1901 Butterfield Road - Freight Elevator Dimensions**

*Car Door Opening* 4'5" x 7'11"  
*Car Floor L x W* 6'10' x 7'6"  
*Car Ceiling Height* 9' x 8"  
*Load Capacity* 6,500 lbs.

### **3250 Lacey Road - Freight Elevator Dimensions**

*Car Door Opening* 4' x 8'  
*Car Floor L x W* 9'10" x 5'6"  
*Car Ceiling Height* 9' 9"  
*Load Capacity* 5,000 lbs.

## **Building Services: Forms**

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at [www.adobe.com](http://www.adobe.com).

[360 Work Order Form](#)

[Active Shooter Procedure](#)

[Active Shooter Procedure Card](#)

[Bomb Threat Check List](#)

[Company Fleet Vehicles](#)

[Disability List](#)

[Employee Roster](#)

[Fire Safety Team](#)

[Insurance Requirements: Esplanade at Locust Point I](#)

[Insurance Requirements: Esplanade at Locust Point IV](#)

[Insurance Requirements: Esplanade at Locust Point V](#)

[Key Card Access Form](#)

[Overnight Parking Notification](#)

[Tenant Information Form](#)



## **Building Services: HVAC**

Heating and air conditioning are provided Monday through Friday from 8:00a.m. to 6:00 p.m. and Saturdays from 8:00a.m. to 1:00p.m. Should the temperature level change abruptly or exceed a reasonable level in your suite, or in a particular office, please call the Management Office. All heating and air conditioning adjustments are performed by in house building engineers. The system does not allow for tenants to adjust heating and air conditioning controls themselves.

## **Building Services: Mail Service**

The Landlord will provide each Tenant with one full set of keys/key cards needed for their suite. Any additional keys/key cards needed after the initial move-in and distribution of the keys/key cards will be at the Tenants expense. Keys/key cards are only to be ordered by and surrendered to the Tenant Contact.

## **Building Services: Recycling**

The Esplanade Buildings participate in a recycling program. Following is a list of what items are acceptable and what items are not acceptable:

### **We do accept:**

White paper  
Colored paper  
Carbonless paper  
Thermo fax paper  
Post-it notes  
Manilla or Kraft envelopes (with /without labels)  
Plain or window envelopes (with /without labels)  
Manilla or colored folders (no metal tabs)  
Magazines & Newspapers  
Coated papers (brochures, flyers, etc.)  
Cardboard  
Telephone books

### **We do not accept:**

Carbon paper  
Alligator clips  
Bathroom waste (any kind)  
Food or kitchen waste  
Label backing or sheets  
Toweling or tissue  
Photographs  
Microfiche  
Wax coated cardboard or chipboard  
Plastic (any kind)  
Rubberbands  
Spirals (from spiral notebooks)  
String or rope  
Transparencies  
Tyvek envelopes  
Metal (any kind)

If you need recycling containers, please contact the Management Office at (630) 963-0700.

# **Building Services: Riser Management**

Titan Electric, James Stege (224) 688-5435

## **Building Services: Tenant Services**

There are many services offered to Tenants at The Esplanade. These services will either be non-chargeable or chargeable. For either type of service, the Tenant is to call the Management Office at 630-963-0700 or enter into our [360 Facility](#) website.

### **NON-CHARGEABLE SERVICES**

#### **Heating and Air Conditioning**

Heating and air conditioning are provided, Monday through Friday from 8:00a.m. to 6:00p.m. and on Saturday from 8:00a.m. to 1:00p.m. Heating and air conditioning are not provided on Sundays or holidays. To insure proper settings for heating and cooling, Tenants should not attempt to reset the thermostats. If the system does not seem to be functioning efficiently, contact the Management Office. A trained building engineer will be dispatched to correct the problem.

#### **Light Bulbs**

Light bulb replacement is part of each tenant's operating expenses unless otherwise specified in the lease.

#### **Cleaning**

The building is cleaned between 5:00p.m. and 1:00a.m. Monday through Friday, excluding holidays. During the nightly cleaning, janitors will remove normal office refuse and rubbish from the premises and dust and vacuum according to predetermined specifications. Extraordinary or larger than normal quantities of refuse and rubbish will be removed for a fee. Cleaning personnel are provided keys for each Tenant suite, therefore, management recommends that Tenants lock their office at the close of the business day, even if employees are working late. All lights should be turned off by the Tenant upon leaving the premises. The cleaning crew is responsible to turn off the lights and make sure the suite doors are locked upon departing.

#### **Window Washing**

This service occurs throughout the year. Windows are washed both inside and outside by a professional firm. This cost is included in your operating expense stop figures. The Management Office requires the window washers to have the tenant sign off on any interior glass cleanings. This helps to ensure complete satisfaction of this service.

#### **Other**

Examples of types of service in this category would be hot/cold calls, burned out lights, and miscellaneous repairs.

### **CHARGEABLE SERVICES**

#### **After-hours HVAC**

Special service air conditioning (after hours, weekends and holidays) is available at a rate of \$65.00 per hour. If after hours air conditioning is required, contact the Management Office. Please give at least twenty-four (24) hours prior notice.

#### **Suite Keys**

Call the Management Office to order keys for your suite. The first two per lock set are provided at move in. Additional keys will be provided upon written request for a fee.

#### **Picture/Whiteboard Hanging**

Contact the Management Office to place a service call. Our maintenance staff will be dispatched at a rate of \$40.00 per hour.

#### **Cleaning**

At times, you may have special cleaning needs. These can be taken care of by calling the Management Office at 963-0700 and making a special request. Examples of these requests are as follows:

- Extraordinary quantities of rubbish
- Carpet maintenance, such as shampooing and / or carpet care for spills
- Floor maintenance, including reconditioning and waxing.
- Vacuuming furniture, draperies, etc.
- Cleaning private kitchen areas
- Cleaning private washroom areas

These are special services which are chargeable items. They must be requested at least three days prior to the date you wish the work to be completed. The only exception to this would be rubbish removal, which can be handled the same day as the service is required.

### **Rubbish Removal**

Requests for a dumpster or extra rubbish removal after move-ins, prior to move-outs or for general cleaning purposes will be billed at a rate of \$45.00 per dumpster full or \$35.00 per hour/per man if dumpster is not necessary.

### **Furniture/Office Equipment Disposal**

Price is determined based on quantity. Please contact the Management Office to make arrangements.

## **MISCELLANEOUS**

### **Electrical/Telephone Floor Outlets**

Installation of these requires boring and cutting. These installations must receive prior approval from the Management Office so as to minimize disturbance to other Tenants and to insure no structural damage to the building. Only Management approved contractors are allowed to do this work.

### **Parking**

Parking is available in the five-level parking deck. The surface parking lot is located on the north side of the building.

### **Window Covering**

Horizontal venetian blinds are the building standard window covering. Blinds should be closed and dropped each evening to sill height. This serves to make your office more comfortable during the first hours of building operation the succeeding day. Any window treatment other than blinds must be approved by Building Management. All such installation will be required to be placed on the inside of the building standard venetian blinds. No installation should block baseboard heaters if they exist in your office.

## Emergency Procedures: Overview

The procedures reviewed below will provide the necessary information to aid Tenants in making intelligent preparatory decisions and contingency plans for various emergency situations.

The best method for avoiding emergency situations is to prevent the conditions that can lead to an emergency. **The following is a list of some precautionary steps to note:**

1. Any flammable or combustible supplies should be kept off the premises.
2. Extension cords in lieu of permanent wiring are not recommended.
3. Appliances and cords should be kept in good repair.
4. Do not allow employees to use space heaters; they are prohibited.
5. If there is anyone in your office who requires special assistance in an emergency, assign specific persons in the office to this responsibility.
6. Additional appliances should not be used without consent of the Management Office. The building's wiring was designed to carry normal electrical load and an additional load may result in heat generation which can cause a fire.
7. Water should never be used on electrical, oil, gasoline or grease fires.
8. Check that coffee makers are turned off at the end of each work day. This is one of the major causes of small fires in office buildings.
9. Anyone spotting potential fire hazards in the building is asked to report them to the Management Office.

## **Emergency Procedures: Active Shooter Procedures**

[Click here for the Active Shooter Procedure.](#)

[Click here for the Active Shooter Procedure Card.](#)



## **Emergency Procedures: Bomb Threat**

Should a Tenant receive a bomb threat, try to receive as much information as possible from the caller and do not hang up the phone, this will assist the phone company in tracking down the location of the caller (see Bomb Threat Checklist below). Immediately call Hamilton Partners at (630) 963-0700 to relay the information received from the caller. Hamilton Partners will then notify the Downers Grove Police Department.

The Tenant who received the call should wait in the lobby for the arrival of the Police Department to give them as much information as possible. Tenants will make their own decisions as to whether to evacuate or not. If evacuation is necessary, Tenants should unlock desks, lockers and file cabinets, and turn off all machinery. Evacuees should remove all purses, briefcases, personal packages that might cause unnecessary wasted searching efforts. A complete search will be made by a designated official with a Tenant representative. If evacuation is chosen, the Building Evacuation Plan must be followed.

[Please click here to download the Bomb Threat Checklist](#)

## **Emergency Procedures: Civil Disturbance**

Should a riot or civil disturbance start outside the Building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and the police will be summoned.

# Emergency Procedures: Earthquake

## Earthquake Preparedness

Keep an earthquake preparedness kit on hand. Include the following:

- Food and water – at minimum, a 3 day supply (a 7 day supply is ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing, and a whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlights and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List, including family at work, school, daycare, etc.
- Long-distance message check-in phone number
- Cell phone

## During an Earthquake

Most earthquake-induced injuries are caused by falling objects or debris that has become dislodged by the quake. During an earthquake, please observe the following:

- Remain calm, do not panic.
- Stay in the office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.
- Floor Wardens should assess damage and injuries and be prepared to expedite evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

Elevators are equipped with seismic detectors, which when activated, will automatically stop the elevator at the nearest floor; if they are occupied at the time, inhabitants should exit immediately, and follow instructions issued by the Floor Warden.

## Following an Earthquake

- Be prepared for aftershocks. While aftershocks are generally smaller than the earthquake that generates them, they can cause additional damage.
- If you smell gas, notify the Building Office or Security immediately.
- Check immediate location – make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared for an absence of immediate emergency services, and be prepared to help yourself and others.
- Extinguish any fires. Do not light matches. Do not smoke.
- Listen for news or pertinent instructions on the radio or television.
- Do not use the telephone unless you have a dire emergency; ensure that all telephone receivers are properly mated to their cradles.
- Conserve, and responsibly ration food and water.

## **Emergency Procedures: Elevator Malfunction**

If you are in the elevator and it stops for no apparent reason, , remember to remain calm. Pressing the emergency button within the cab will alert Building Management that the elevator is malfunctioning. The cab number will be identified, and so too, the specific floor on which it is stuck. The Guard will establish two-way communication with elevators occupants until help has arrived.

In the event of a power outage, elevators will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car itself will temporarily cease moving. Each elevator will automatically return to the lobby, their doors will open, and they will remain inoperable until the power has been restored.

**IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.**

## Emergency Procedures: Emergency Contacts

<b>All Emergencies</b>	<b>911</b>
Building Management Office	(630) 963-0700
Building Security/After Hours Emergencies	(630) 963-0700
<b>Fire Department:</b>	
Downers Grove Fire Department:	
Non-Emergency	(630) 719-4580
Emergency	911
<b>Police Department:</b>	
Downers Grove Police Department:	
Non-Emergency	(630) 719-4601
Emergency	911
<b>Hospitals:</b>	
Good Samaritan	(630) 275-5900
Central DuPage	(630) 682-1600

### Important Notes

If you call 911 as a result of a medical emergency, please be sure also to notify Building Management with your name, callback number, and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Management Office, unless you have something specific to report. Building Management is aware of the noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so that Management may attend to the situation as quickly and efficiently as possible.

## **Emergency Procedures: Evacuation**

In the event of an emergency, Tenants shall evacuate their suite using the closest fire escape staircase.

### **HANDICAPPED PERSONS**

The Tenant's employees will accomplish the evacuation of handicapped persons from a fire area. Methods of removing the handicapped must be discussed and practiced well in advance of any occurrence. An updated list of handicapped employees should be provided by the Tenant and will be kept in the Management Office.

A cooperative effort is needed in every situation to achieve a safe stairwell evacuation.

Any employees that are handicapped need to be assigned to a "Buddy". This "Buddy" will be responsible for any assistance needed by the handicapped employee. A list of any employees requiring special assistance must be submitted to the Management Office so that any special evacuation aides required can be identified.

During an evacuation, individuals with restricted mobility should go to the nearest safe stairwell and seek assistance in entering the stairway system.

If possible, carry them in your arms or on your back. Kneel at the front of the wheelchair and place the person's arms up and over your shoulders and across your chest. Then lean forward before slowly standing.

If two persons are needed, use a basic swing carry. People position themselves next to the wheelchair and grasp each other's upper arm or shoulder interlocking arms. The assisted party places their arms firmly around each person's neck. The people then lean forward, placing their free arms under the individual's legs and firmly grasping each other's wrists.

Should there be a person you are unable to remove from the building, move (drag) them to the closest stairwell. Stairs are considered "safe havens" for 2 to 3 hours. Inform the Fire Department of their location.

**PLEASE SEE EVACUATION PROCEDURES AT [1901](#), [2001](#), [3250](#), AND [3131](#) FOR BUILDING SPECIFIC PROCEDURES**

# Emergency Procedures: Fire and Life Safety

## What you can do to prevent fires:

1. Please do not throw trash, empty boxes or other materials in the stairways or the corridors. The Downers Grove Fire Department considers this a fire code violation. Trash or empty boxes can interfere with an evacuation in case of an emergency.  
Trash is normally removed from your floor at night by the night cleaning crew. If for some reason you need to have trash removed during business hours, please contact the Management Office.
2. There is no smoking in the buildings.
3. Should a wastebasket catch fire and no water is immediately available, place another basket over it and then follow up with water.
4. Extension cords are not allowed as they are considered to be a hazard. If you need an additional electrical outlet, please call our office.
5. Space heaters are not permitted as they are considered to be hazardous. If you need the temperature adjusted, please contact the Management office.
6. Coffeepots must be turned off when you are finished using them. Further, turn off all office equipment including, copy machines, desk lamps, personal computers, etc. before closing your office for the day.
7. The Illinois Clean Air Act prohibits smoking in public buildings.

## FIRE EMERGENCY PROCEDURES

CALL THE DOWNERS GROVE FIRE DEPARTMENT (911) IMMEDIATELY UPON:

1. Seeing unexplained smoke
2. Smelling even a little smoke

Explain: "This is the Esplanade I, \*YOUR BUILDING AND ROAD\*, (state floor number)."

STATE THE NATURE OF THE EMERGENCY, YOUR LOCATION IN THE OFFICE, YOUR COMPANY NAME AND SUITE NUMBER.

AFTER YOU CALL THE FIRE DEPARTMENT, CALL THE MANAGEMENT OFFICE AT (630) 963-0700. WE WILL DISPATCH OUR STAFF IMMEDIATELY.

If instructed by the Fire Department, Building Management, or by using your best judgement, evacuate all people from your company VIA THE EXIT AS ASSIGNED DO NOT USE THE ELEVATORS!!

In the event of an alarm, only three (3) floors are alerted, the floor the alarm is activated on, and the floors directly above and directly below the alarm. Only these three floors will hear the alarm and receive the computerized voice message broadcasting via the building intercom system to evacuate. If an alarm should sound on your floor, do not call the Management Office for verification or instructions. Please evacuate the floor immediately.

Most fires will be confined to the room of origin if the doors are closed. Close the door(s) to the area once everyone is evacuated.

If you see an unconfined fire of any size, immediately alert the people in your area and leave your floor. Fire alarm pull station boxes and fire extinguishers are located next to the stairwell doors. The pull station boxes are red and the fire extinguisher boxes are white. When activated, the alarm box will set the alarm off in the building and immediately notify the Fire Department. Upon activating the alarm, leave the building.

\*Labels bearing emergency numbers are provided for safety and convenience through the Downers Grove Fire Department. Our office can provide you with labels.

## IF YOU ARE TRAPPED BY FIRE

If you are trapped, it is vital that you remain calm so you can think clearly and take the correct action. In smoke filled areas, crawl near the floor. Do not walk, cleaner air is closest to the floor.

Put closed doors between you and smoke and heat. Seal off cracks around doors and vents. If possible, use wet towels.

Make sure the Fire Department knows your exact location. Even if the Fire Department is at the building, call 911 to alert them of your location; then, call the Management Office at (630) 963-0700 and inform them of the same.

Each Tenant should appoint one employee for each of the following positions:

1. Suite Captain
2. Assistant Suite Captain
3. Searcher
4. Stairwell Monitor

Multi floor tenants should appoint employees for each floor.

## **FIRE SAFETY EQUIPMENT**

The building has a complete stand pipe system running from the base floor throughout the building. The stand pipe system provides immediate access to the fire hose hook up of the Downers Grove Fire Department.

In addition to the stand pipe system, the building contains ABC fire extinguishers. They are located next to the stairwells.

In addition, every suite has a minimum of one (1) fire extinguisher. This extinguisher should be visible and easily accessible to all employees. Fire extinguishers are maintained by the Building Management and are included in your operating expense stop. Each floor is protected through the use of a heat sensor, which is connected to the building fire alarm panel. The fire alarm panel activates the strobes and horns to sound if a heat sensor or pull box is activated. Pull boxes are located adjacent to the stairwells on every floor. The fire alarm panel sends a direct signal to the central monitoring station at the Downers Grove Fire Department.

## **EXTINGUISHING SMALL FIRES:**

If there is a small fire, call the Fire Department first before any attempt is made to extinguish the fire. **DO NOT HESITATE OR DELAY.**

Fight a small contained fire only (i.e. waste basket, paper fire). You should have at least one (1) fire extinguisher located within your suite. In addition, there are extinguishers in the fire cabinets adjacent to the stairwells. These extinguishers are CLASS ABC dry chemical fire extinguishers and may be used for the following types of fires:

- Ordinary Combustibles
- Flammable Liquids
- Electrical Equipment Fires

Get someone to help you attempt to put out the fire using the portable fire extinguishers. **DO SO ONLY IF YOU FEEL CAPABLE.** Instructions for use are printed on the extinguishers. **DIRECT NOZZLE AT THE BASE OF THE FIRE, NOT SMOKE. COVER ALL BURNING SURFACES WITH A SIDE TO SIDE MOTION.**

**ANY ATTEMPT TO USE THE FIRE FIGHTING EQUIPMENT SHOULD BE DONE ONLY AFTER NOTIFYING THE DOWNERS GROVE FIRE DEPARTMENT USING THE EMERGENCY NUMBER 911. THEN CALL THE MANAGEMENT OFFICE AT 963-0700. AGAIN, IF THE FIRE IS OR GETS LARGE GET OUT!!**

Familiarize yourself with all fire extinguishers, their locations and directions for their use. When using an extinguisher, always keep your back to the door to allow for quick escape.



# Emergency Procedures: Fire Safety Team Procedures

## SUITE CAPTAIN

The Suite Captain is responsible for reporting any potential or actual emergency condition to the Management Office at (630) 963-0700.

The Suite Captain is also responsible for organizing his/her emergency team members and making sure emergency procedures are carried out correctly.

After leaving the building, the Suite Captain should locate the Building Manager or Assistant Manager. He /she will be located on the sidewalk in front of the handicapped parking at the main entrance. Inform the Building Manager or the Assistant of the following:

1. The location of the fire if spotted in or around your suite.
2. Whether everyone is out or not. If not, the location of those remaining.

### Other Duties:

1. Appoint other personnel within your office to assist you in monitoring fire safety within your suite.
2. You should appoint an Assistant Suite Captain to both assist the Suite Captain and to take charge in case of absence of the Suite Captain.
3. You should be familiar with the closest stairwell for exiting. Further, you should also be aware of a second option of evacuation in case the first option is blocked.
4. Supervise all key emergency team members.
5. Ensure that all emergency team personnel know their assigned duties and location in case of an emergency.
6. Inform and train key emergency personnel and all suite personnel in emergency procedures.
7. Pre plan the handling of handicapped and/or physically disabled personnel during evacuation.
8. Responsible for the evacuation of suite personnel.

[Click here to view the Fire Safety Team Chart](#)

## SEARCHER

### Description of Responsibilities:

Under the supervision of the Suite Captain, Searchers are responsible for finding and evacuating all personnel from the suite, specifically from remote areas such as storerooms, file rooms, coffee areas, etc.

### Duties:

1. Check all rooms including any private restrooms, conference rooms/remote areas.
2. Advise any remaining personnel within your suite of the emergency and insist on their evacuation.
3. Evacuate any guests or client within your suite along with all employees.
4. Should the Searcher come across an individual who, for whatever reason, refuses to leave, make note of their location and leave them. Notify your Suite Captain of their location.

## STAIRWELL MONITOR

### Description of Responsibilities:

Under the supervision of the Suite Captain, Stairwell Monitors are responsible for an assigned exit area to ensure personnel will exit into the stairwell in an orderly manner. A specific exit will be assigned to each Stairwell Monitor by the Building Management.

### Duties:

1. Quickly inspect stairwells before evacuation, to be sure they are clear of any smoke.
2. Go immediately to the exit and direct all personnel to evacuate appropriately.
3. Direct personnel to exit along the right side of the stairwell only. The left side must remain clear for emergency personnel.

4. Supervise and monitor evacuation flow while remaining calm and encouraging quietness and orderliness in personnel evacuating.
5. Stay at the exit until Searchers have cleared all personnel from the floor.
6. Under no circumstances may any personnel enter elevators during an emergency.

## **Emergency Procedures: Flooding**

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

## **Emergency Procedures: Homeland Security**

Hamilton Properties recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

### **Department of Homeland Security**

<http://www.dhs.gov/dhspublic>

### **Federal Emergency Management Association**

<http://fema.gov/>

### **American Red Cross**

<http://www.redcross.org/>

### **Center for Diseases Control and Prevention Emergency Preparedness and Response**

<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

## **Emergency Procedures: Medical Emergency**

If an employee has a medical problem, call the Downers Grove Fire Department at 911. Please advise them of the following:

1. Tenant name.
2. Building address.
3. Suite number and floor number.
4. Name of the individual needing medical assistance and whether the individual is male or female.
5. Description of the problem.
6. Call the Management Office at 963-0700 to report location of the individual so that security can be waiting at the entrance to escort emergency personnel to the proper location.

# Emergency Procedures: Pandemic Preparedness

## What you Need to Know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

## Importance and Benefits of Being Prepared

The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.

When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the [World Health Organization](#) (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.

A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.

As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at [www.pandemicflu.gov/](http://www.pandemicflu.gov/).

[The Department of Health and Human Services](#) (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

## Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:

### [Pandemicflu.gov](http://www.pandemicflu.gov)

This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.

### [Centers for Disease Control and Prevention](#) (CDC)

The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline—1-800-CDC-INFO (1-800-232-4636)—that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to [inquiry@cdc.gov](mailto:inquiry@cdc.gov).

### [Department of Homeland Security](#) (DHS)

DHS is working on a "Business Planning Guide," which will be posted on the DHS home page and on [Pandemicflu.gov](http://Pandemicflu.gov) as soon as it is completed. Also, for business-specific questions, the DHS has created an e-mailbox—[DHSPandemic@dhs.gov](mailto:DHSPandemic@dhs.gov).

### [BOMA Resources](#)

BOMA/Greater Toronto Pandemic Flu Report

The report addresses the threat to commercial buildings from an avian flu pandemic.

**The resources above will provide a lot of information, but we also encourage you to:**

- Listen to local and national radio
- Watch news reports on television
- Read your newspaper and other sources of printed and Web-based information
- Look for information on your local and state government Web sites
- Consider talking to your local health care providers and public health officials.

## **Emergency Procedures: Power Failure**

**In the event of a power failure, please follow these procedures:**

1. Turn off all electrical equipment except lighting.
2. Advise the Management Office at 963-0700.
3. If there is adequate lighting from windows and emergency lighting, continue performing assignments.
4. The Management Office will advise regarding the cause and length of power failure as soon as possible. Please make sure the Management Office has current contact information.



# Emergency Procedures: Severe Weather

## If a damaging storm occurs:

1. Move away from the building exterior to an elevator lobby or an interior room without windows, or the building stairwells.
2. Report any damage or storm related leaks to the Management Office at 963-0700.

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

## Severe Weather Alerts

Below is a link to the Village of Downers Grove Self Service Web Portal; you can log on and sign up to receive severe weather alerts from the Village of Downers Grove. We encourage each tenant to sign up for this service.

<https://portal.blackboardconnectcty.com/welcome.aspx?eiid=1207B6088C3678A56D70>

## Severe Weather Sirens

The Village of Downers Grove uses Outdoor Emergency Sirens. These severe weather sirens are TESTED year-round on the first Tuesday of the month at 10:00 a.m.

## **Emergency Procedures: Sprinkler Break**

### **If a sprinkler accidentally discharges:**

1. Electrocution hazard - stay clear of spray areas. Do not attempt to move any items in spray path.
2. Call the Management Office at 963-0700 immediately.
3. Keep all persons clear of spray area until management personnel turn off sprinkler valve and power supply.
4. After the sprinklers have been turned off and there is no power in the area, list all items damaged or destroyed by the spray.
5. Insurance for Tenant property is carried by the Tenant, not by the building. Completed damage lists should be turned in to the Tenant's insurance carrier.

# **Emergency Procedures: Terrorism Threats**

## **Suspicious Individuals**

Notify the Management Office if you observe any suspicious individuals or suspicious behavior. This would include people who do not appear to have business within the buildings.

## **Suspicious Vehicles**

The Management office requests that Tenants advise us when they plan to leave their vehicles parked overnight in the garage or lots for any length of time. Please notify the Management Office if you observe any vehicles that appear abandoned near the building or if a vehicle appears suspicious.

## **Suspicious Mail/Packages**

Staff responsible for incoming mail/packages should maintain an awareness of possible threats. Following is a check list of common features of threatening letters:

- No return address
- Excessive postage
- Hand written or poorly typed addresses
- Misspelling of common words
- Restrictive markings such as "Confidential" and "Personal", etc.
- It's lopsided or lumpy in appearance. Has excessive weight and/or a feel of powdery substance.
- It's sealed with excessive amounts of tape.

## **What should you do with a suspicious piece of mail?**

- Don't handle a letter or package that you suspect is contaminated.
- Don't shake it, bump it or sniff it.
- Wash your hands thoroughly with soap and water.
- Contact local law enforcement authorities (911) and also notify the Management Office immediately.

## **Emergency Procedures: Toxic Hazards**

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

## **Esplanade I 2001 Butterfield: After Hour Access**

After business hours, access into the building can only be made by authorized personnel with access cards. These hours are as follows:

1. From 5:30p.m. until 6:30a.m. Monday through Friday
2. After 12:30p.m. on Saturday
3. All day and night on Sunday
4. All authorized holidays

## **Esplanade I 2001 Butterfield: Building Hours**

**The building hours for The Esplanade are as follows:**

6:30a.m. to 5:30p.m. Monday through Friday

8:00a.m. to 12:30p.m. Saturday

Closed Sundays and Holidays

Tenants requiring entry during non-business hours must have a valid security access card.

## **Esplanade I 2001 Butterfield: Building Access**

The building doors are unlocked and all intrusion alarms are off between 6:30a.m. and 5:30p.m., Monday through Friday and from 8:00a.m. to 12:30p.m. on Saturday. Tenants or visitors will not need a security access card to enter the building during these hours.

# Esplanade I 2001 Butterfield: Building Management

## Introduction

The Hamilton Partners, Inc. handbook is provided to you with information concerning The Esplanade at Locust Point I. Should you have any questions or need additional information, please contact the Management Office at (630) 963-0700.

## Building Management

The Management Office is located at the 1901 Butterfield Road building in suite 270. The 1901 Butterfield Road building is accessible from 2001 Butterfield Road via a covered walkway. Office hours are 8:00a.m. to 5:00p.m., Monday through Friday. The telephone number is (630) 963-0700. Anyone attempting to contact the Management Office after hours or on weekends will be automatically forwarded to our answering service.

**The Esplanade at Locust Point management team is comprised of the individuals listed below:**

<b>Title</b>	<b>Name</b>
General Manager	Vladimir Marinkovich
<b>Assistant Property Manager</b>	<b>Aimee Majchrowicz</b>
Chief Engineer	Marek Kaczor
<b>Engineer</b>	<b>Dan Koier</b>
Engineer	Daniel Angelo
<b>Day Porter</b>	<b>Mark Bradac</b>
Day Matron	Theresa Delacruz

To contact these individuals, please call the Management Office at (630) 963-0700. Office hours are 8:00a. m. to 5:00p.m., Monday through Friday. The office is closed on Saturdays, Sundays and holidays. Should an emergency arise during non-business hours, calls will be forwarded to the answering service and in turn will notify the proper personnel.



# Esplanade I 2001 Butterfield: Dining

## On Campus Dining

- Coopers Hawk 1801 Butterfield DG
- Food Barz 1901 Butterfield DG
- Osteria by Fabio Viiviani - 2111 Butterfield DG
- Tommy R's 2001 Butterfield DG

## Off Campus Dining

- [Click here to view Neighborhood Chapter](#)

## **Esplanade I 2001 Butterfield: Directions**

# **Esplanade I 2001 Butterfield: Directory**

*Information Pending*

## **Esplanade I 2001 Butterfield: Mail Service**

All outgoing mail should be placed in the depository located on the first floor across the freight elevator lobby on the west side of the tower. Mailbox numbers are assigned through the Management Office. Mail is picked up Monday through Friday and times are posted on the depository boxes. Mail delivery is made once a day, Monday through Saturday.

### **Drop Boxes**

[Federal Express](#) and [UPS](#) drop boxes are located by the mail room. Pick-up times are as listed on boxes.

## **Esplanade I 2001 Butterfield: Non-smoking Building**

Due to the Clean Air Act of January 9, 1990 - Public Act #86-1018, 2001 Butterfield Road is a non-smoking building. Smoking at the loading dock is prohibited due to combustibles present in that area. A copy of the Clean Air Act is located in the [Forms Section](#) of this handbook.

Designated smoking areas are located in the parking garages on levels P2, P4, P5, and P6.

## **Esplanade I 2001 Butterfield: Parking**

Tenant parking areas are provided on all levels of the parking garage. Handicapped parking is located near the parking garage elevators on level P-3 and the front lot of the building. There are approximately seventy - three (73) two-hour visitor parking spaces located in the front of the main atrium lobby near the circular drive.

### **Parking (Overnight)**

Tenant's who need to park their vehicles overnight in the parking garage or lots should notify the Building Management Office with the following information: Name, Tenant name, color/make/model of vehicle, license plate #, location of vehicle and how long it will be parked in the garage. For your convenience you can email or fax the "overnight parking notification form" to the Management Office. We will forward this information to our Security. Vehicles that are left overnight that can not be identified run the risk of being towed at the owners expense.

[Click here for the Overnight Parking Notification Form](#)

### **Electric Vehicle Charging**

- Chargepoint - [www.chargepoint.com](http://www.chargepoint.com)

## **Esplanade I 3131 Woodcreek: After Hours Access**

After business hours, access into the building can only be made by authorized personnel with access cards. These hours are as follows:

1. From 4:30p.m. until 7:30a.m. Monday through Friday
2. Weekends
3. Authorized holidays

## **Esplanade I 3131 Woodcreek: Building Access**

The building doors are unlocked and all intrusion alarms are off between 7:30a.m. and 4:30p.m., Monday through Friday. Tenants or visitors will not need a security access card to enter the building during these hours.



## **Esplanade I 3131 Woodcreek: Building Hours**

**The building hours for The Esplanade are as follows:**

7:30a.m. to 4:30p.m. Monday through Friday  
Closed Saturdays, Sundays and Holidays

Tenants requiring entry during non-business hours must have a valid security access card.

# Esplanade I 3131 Woodcreek: Building Management

## Introduction

The Hamilton Partners, Inc. handbook is provided to you with information concerning The Esplanade at Locust Point I. Should you have any questions or need additional information, please contact the Management Office at (630) 963-0700.

## Building Management

The Management Office is located at the 1901 Butterfield Road building in suite 270. Office hours are 8:00a. m. to 5:00p.m., Monday through Friday. The telephone number is (630) 963-0700. Anyone attempting to contact the Management Office after hours or on weekends will be automatically forwarded to our answering service.

**The Esplanade at Locust Point management team is comprised of the individuals listed below:**

<b>Title</b>	<b>Name</b>
Property Manager	Vladimir Marinkovich
<b>Assistant Property Manager</b>	<b>Aimee Majchrowicz</b>
Lead Engineer	Robert Doucet
<b>Engineer</b>	<b>Dan Koier</b>
Engineer	Dan Angelo
<b>Engineer</b>	<b>Mark Kaczor</b>
Day Porter	Mark Bradac
Day Matron	Theresa Delacruz

To contact these individuals, please call the Management Office at (630) 963-0700. Office hours are 8:00a. m. to 5:00p.m., Monday through Friday. The office is closed on Saturdays, Sundays and holidays. Should an emergency arise during non-business hours, calls will be forwarded to the answering service and in turn will notify the proper personnel.

## **Esplanade I 3131 Woodcreek: Dining**

### **On Campus Dining**

- Coopers Hawk 1801 Butterfield DG
- Food Barz 1901 Butterfield DG
- Osteria by Fabio Viiviani - 2111 Butterfield DG
- Tommy R's 2001 Butterfield DG

### **Off Campus Dining**

- [Click here to view Neighborhood Chapter](#)

**Esplanade I 3131 Woodcreek: Directions**

# **Esplanade I 3131 Woodcreek: Directory**

**Info Pending**

**Esplanade I 3131 Woodcreek: Mail Service**

**Info Pending**

## **Esplanade I 3131 Woodcreek: Non-smoking Building**

Due to the Clean Air Act of January 9, 1990 - Public Act #86-1018, 3131 Butterfield Road is a non-smoking building. A copy of the Clean Air Act is located in the [Forms Section](#) of this handbook.

The designated smoking area is by the loading dock.

## **Esplanade I 3131 Woodcreek: Parking**

Tenant parking is located along the south end of the parking garage on P1.

### **Parking (Overnight)**

Tenant's needing to park their vehicles overnight in the parking garage or lots should notify the Building Management Office with the following information: Name, Tenant name, color/make/model of vehicle, license plate #, location of vehicle and how long it will be parked in the garage. For your convenience you can email or fax the "overnight parking notification form" to the Management Office. We will forward this information to our Security. Vehicles that are left overnight that can not be identified run the risk of being towed at the owners expense.

[Click here for the Overnight Parking Notification Form](#)

### **Electric Vehicle Charging**

- Chargepoint - [www.chargepoint.com](http://www.chargepoint.com)



## **Esplanade IV 1901 Butterfield: After Hour Access**

After business hours, access into the building can only be made by authorized personnel with access cards. These hours are as follows:

1. From 5:30p.m. until 6:30a.m. Monday through Friday
2. All day and night Saturday and Sunday
3. All authorized holidays

After hours all perimeter doors to the building have readers where people may swipe their cards to gain access into the building. Please note, at the main entrance the only door with a reader is the handicapped door, the revolving door and the left side door does not have a reader.

Also, there are only two elevators that can be called after hours, (cars #5 and #6) the freight elevator and the elevator directly next to the freight elevator (Click here for a floor plan of after hour elevator locations). Once getting into the elevator employees must swipe their card by the reader then press the button of the floor they wish to go to. Keycards are only programmed to take employees to the floor in which their office is located and back down to either the 1st or 2nd floor (public floors) for exiting purposes.

Should an employee experience problems with their keycard after hours or on the weekend they should be instructed to report the problem to their facilities manager the next business day. When reporting key card problems please have the employee name, keycard number, date, time and location where the card was not working. Please do not have employees call our main number (963-0700) or page the after hours security when experiencing keycard problems. Security has been instructed they are not to let anyone into the building after hours, this is for everyone's safety.

## **Esplanade IV 1901 Butterfield: Building Hours**

**The building hours for The Esplanade are as follows:**

6:30a.m. to 5:30p.m. Monday through Friday  
Closed Saturdays, Sundays and Holidays

Tenants requiring entry during non-business hours must have a valid security access card.

## **Esplanade IV 1901 Butterfield: Building Access**

The building doors are unlocked and all intrusion alarms are off between 6:30a.m. and 5:30p.m., Monday through Friday. Tenants or visitors will not need a security access card to enter the building during these hours.

During these hours all doors and elevators will be working. Please note, at the main entrance the revolving door will be open but the two side doors will be locked, we prefer everyone use the revolving door during normal business hours. However, the handicapped door is functioning for those who need to utilize it.

# **Esplanade IV 1901 Butterfield: Building Management**

## **Introduction**

The Hamilton Partners, Inc. handbook is provided to you with information concerning The Esplanade at Locust Point IV (1901). Should you have any questions or need additional information, please contact the Management Office at (630) 963-0700.

## **Building Management**

The Management Office is located on the 2nd floor of the 1901 Building, Suite 270. Office hours are 8:00a. m. to 5:00p.m., Monday through Friday. The telephone number is (630) 963-0700. Anyone attempting to contact the Management Office after hours or on weekends will be automatically forwarded to our answering service.

**The Esplanade at Locust Point IV management team is comprised of the individuals listed below:**

<i>General Manager</i>	<b>Vladimir Marinkovich</b>
<b><i>Assistant Property Manager</i></b>	<b>Aimee Majchrowicz</b>
<i>Lead Engineer</i>	<b>Thom Radomski</b>
<i>Engineer</i>	<b>Dave Kunkle</b>
<b><i>Day Porter</i></b>	<b>Chris Dadej</b>

To contact these individuals, please call the Management Office at (630) 963-0700. Office hours are 8:00a. m. to 5:00p.m., Monday through Friday. The office is closed on Saturdays, Sundays and holidays. Should an emergency arise during non-business hours, calls will be forwarded to the answering service and in turn will notify the proper personnel.

## **Esplanade IV 1901 Butterfield: Dining**

### **On Campus Dining**

- Coopers Hawk 1801 Butterfield DG
- Food Barz 1901 Butterfield DG
- Osteria by Fabio Viiviani - 2111 Butterfield DG
- Tommy R's 2001 Butterfield DG

### **Off Campus Dining**

- [Click here to view Neighborhood Chapter](#)

## **Esplanade IV 1901 Butterfield: Directions**

## **Esplanade IV 1901 Butterfield: Directory**

There are two building directories located at the Esplanade IV. The Building Directories are located next to the passenger elevators in the main atrium lobby and on the 2nd floor.

## **Esplanade IV 1901 Butterfield: Mail Service**

All outgoing mail should be placed in the depository located on the basement level. Mailbox numbers are assigned through the Management Office. Mail is picked up Monday through Friday and times are posted on the depository boxes. Mail delivery is made once a day, Monday through Saturday. [UPS](#), [Federal Express](#), etc. are located on the basement level near the mailboxes.

### **Drop Boxes**

[Federal Express](#) and [UPS](#) drop boxes are located in the mail box area of the 1901 Butterfield Road building on the lower level. Pick-up times as listed on boxes.



## **Esplanade IV 1901 Butterfield: Non-smoking Building**

Due to the Clean Air Act of January 9, 1990 - Public Act #86-1018, 1901 Butterfield Road is a non-smoking building. Smoking is prohibited at the main entrance to the building; at the stairway entrances into the garage and also at the loading dock due to combustibles present in that area.

Designated smoking areas are located in the parking garages on levels P4 and P5.

## **Esplanade IV 1901 Butterfield: Parking**

Tenant parking areas are provided on all levels of the parking garage. Handicapped parking is located near the parking garage elevators. There are approximately 128 visitor-parking spaces located north of the building (Butterfield Road).

### **Parking (Overnight)**

Tenant's who need to park their vehicles overnight in the parking garage or lots should notify the Building Management Office with the following information: Name, Tenant name, color/make/model of vehicle, license plate #, location of vehicle and how long it will be parked in the garage. For your convenience you can email or fax the "overnight parking notification form" to the Management Office. We will forward this information to our Security. Vehicles that are left overnight that can not be identified run the risk of being towed at the owners expense.

[Click here for the Overnight Parking Notification Form](#)

### **Electric Vehicle Charging**

- Chargepoint - [www.chargepoint.com](http://www.chargepoint.com)

## **Esplanade V 3250 Lacey: After Hours Access**

After business hours, access into the building can only be made by authorized personnel with access cards. These hours are as follows:

1. From 5:30p.m. until 7:00a.m. Monday through Friday
2. Weekends
3. Holidays

After hours all perimeter doors to the building have readers where people may swipe their cards to gain access into the building. Please note, at the main entrance the card reader is located on the granite near the single door on the right; the revolving door and the left side door do not have a reader.

All elevator cabs are equipped with card readers for after hours access to your floor. Once getting into the elevator employees must swipe their card by the reader then press the button of the floor they wish to go to. Keycards are only programmed to take employees to the floor in which their office is located and back down to either the 1st or 2nd floor (public floors) for exiting purposes.

Should an employee experience problems with their keycard after hours or on the weekend they should be instructed to report the problem to their facilities manager the next business day. When reporting key card problems please have the employee name, keycard number, date, time and location where the card was not working. Please do not have employees call our main number (963-0700) or page the after hours security when experiencing keycard problems. Security has been instructed they are not to let anyone into the building after hours, this is for everyone's safety.

## **Esplanade V 3250 Lacey: Building Access**

The building doors are unlocked and all intrusion alarms are off between 7:00a.m. and 5:30p.m., Monday through Friday. Tenants or visitors will not need a security access card to enter the building during these hours.

During these hours all doors and elevators will be working. Please note, at the main entrance the revolving door will be open but the two side doors will be locked, we prefer everyone use the revolving door during normal business hours. However, the handicapped door is functioning for those who need to utilize it.

## **Esplanade V 3250 Lacey: Building Hours**

**The building hours for The Esplanade V are as follows:**

7:00a.m. to 5:30p.m. Monday through Friday  
Closed Saturdays, Sundays and Holidays

Tenants requiring entry during non-business hours must have a valid security access card.

# Esplanade V 3250 Lacey: Building Management

## Introduction

The Hamilton Partners, Inc. handbook is provided to you with information concerning The Esplanade at Locust Point V. Should you have any questions or need additional information, please contact the Management Office at (630) 963-0700.

## Building Management

The Management Office is located on the 2nd floor of the 1901 Building, Suite 270. Office hours are 8:00a. m. to 5:00p.m., Monday through Friday. The telephone number is (630) 963-0700. Anyone attempting to contact the Management Office after hours or on weekends will be automatically forwarded to our answering service.

**The Esplanade at Locust Point V management team is comprised of the individuals listed below:**

<b>Title</b>	<b>Name</b>
General Manager	Vladimir Marinkovich
<b>Assistant Property Manager</b>	<b>Aimee Majchrowicz</b>
Lead Engineer	Doug DeMars
<b>Engineer</b>	<b>Thom Radomski</b>
Engineer	Dave Kunkle
<b>Day Porter</b>	<b>Armando Gaytan</b>

To contact these individuals, please call the Management Office at (630) 963-0700. Office hours are 8:00a. m. to 5:00p.m., Monday through Friday. The office is closed on Saturdays, Sundays and holidays. Should an emergency arise during non-business hours, calls will be forwarded to the answering service and in turn will notify the proper personnel.

## **Esplanade V 3250 Lacey: Dining**

### **On Campus Dining**

- Coopers Hawk 1801 Butterfield DG
- Food Barz 1901 Butterfield DG
- Osteria by Fabio Viiviani - 2111 Butterfield DG
- Tommy R's 2001 Butterfield DG

### **Off Campus Dining**

- [Click here to view Neighborhood Chapter](#)

## **Esplanade V 3250 Lacey: Directions**



## **Esplanade V 3250 Lacey: Mail Service**

All outgoing mail should be placed in the depository located in the lower level. Mailbox numbers are assigned through the Management Office. Mail is picked up Monday through Friday and times are posted on the depository boxes. Mail delivery is made once a day, Monday through Saturday. [Federal Express](#) box is located in the lower level.

### **Drop Boxes**

[Federal Express](#) is located in the mail box area of the 3250 Lacey Road building. Pick-up times as listed on box.

[United Parcel Service](#) drop box is located in the mailbox area of the 3250 Lacey Road building. Pick-up times are listed on the box.

## **Esplanade V 3250 Lacey: Non-smoking Building**

Due to the Clean Air Act of January 9, 1990 - Public Act #86-1018, 3250 Lacey Road is a non-smoking building. Smoking is prohibited at the main entrance to the building; at the stairway entrances into the garage and also at the loading dock due to combustibles present in that area.

Designated smoking areas are located in the parking garages on levels P3 and P4.

## **Esplanade V 3250 Lacey: Parking**

Tenant parking areas are provided on all levels of the parking garage. Handicapped parking is located near the parking garage elevators. There are approximately 15 visitor parking spaces located on the exterior surface lot.

### **Parking (Overnight)**

Tenant's who need to park their vehicles overnight in the parking garage or lots should notify the Building Management Office with the following information: Name, Tenant name, color/make/model of vehicle, license plate #, location of vehicle and how long it will be parked in the garage. For your convenience you can email or fax the "overnight parking notification form" to the Management Office. We will forward this information to our Security. Vehicles that are left overnight that can not be identified run the risk of being towed at the owners expense.

[Click here for the Overnight Parking Notification Form](#)

### **Electric Vehicle Charging**

- Chargepoint - [www.chargepoint.com](http://www.chargepoint.com)

## **Introduction: Welcome**

Your new investment in office space ensures you a prestigious address backed by the expert management services of Hamilton Partners.

In support of your daily operations, Hamilton Partners, is pleased to provide you with this Tenant Handbook especially designed to provide quick, useful information about building policies, parking, emergency procedures, services and amenities. Please review this information and retain it for future reference. Supplemental pages will be provided for any revisions.

The contents of this Handbook in no way amends the terms of your Lease, or the Rules and Regulations of the building.

You are the most important part of our business. We look forward to a long and mutually prosperous relationship with you as our tenant.

Sincerely,

**HAMILTON PARTNERS, INC.**

## **Introduction: About Hamilton Partners**

[Hamilton Partners](#) is a privately owned real estate development and investment firm and is in the business of providing quality commercial space to meet the needs of its customers. As a leader in the Chicago market, we develop, lease and manage commercial projects throughout the Metropolitan Chicago.

# **Introduction: Operating Instructions**

## **Navigation**

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

## **Special Features**

This Electronic Tenant® Handbook has special features, such as a site map and [Search engine](#). In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by [clicking here](#).

## **Updates**

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information.

If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office.

# **Policies and Procedures: Building Requirements**

## **The Illinois Indoor Clean Air Act**

On January 9, 1990, Governor James R. Thompson signed House Bill 1695 giving Illinois its first law to restrict smoking in public places. The Illinois Indoor Clean Air Act was implemented on July 1, 1990. This law prohibits smoking in all public places including places of work, regardless of size.

This law defines a public place as any enclosed indoor area used by the public or serving as a place of work including but not limited to hospitals, restaurants, retail stores, offices, commercial establishments, elevators, indoor theaters, libraries, art museums, concert halls, public conveyances, education facilities, nursing homes, auditoriums, arenas and meeting rooms.

Effective January 1, 1991 we are requesting that all Tenants comply with the Illinois Indoor Clean Air Act and refrain from smoking in entrance ways, public corridors, public restrooms and elevators. A copy of the Act immediately follows.

### **ILLINOIS CLEAN INDOOR AIR ACT**

#### **PUBLIC ACT NO. 86-1018**

Signed: January 9, 1990  
Effective Date: July 1, 1990

AN ACT to restrict smoking in public places and providing penalties for violations thereof.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

**Section 1.** This Act shall be known and may be cited as the "Illinois Clean Indoor Air Act."

**Section 2.** The General Assembly finds that tobacco smoke is annoying, harmful and dangerous to human beings and a hazard to public health.

**Section 3.** For the purposes of this Act, the following terms have the meanings ascribed to them in this Section unless different meanings are plainly indicated by the context:

1. "Department" means the Department of Public Health.
2. "Proprietor" means any individual or his designated agent who by virtue of his office, position, authority, or duties has legal or administrative responsibility for the use or operation of property.
3. "Public place" means any enclosed indoor area used by the public or serving as a place of work including, but not limited to, hospitals, restaurants, retail stores, offices, commercial establishments, elevators, indoor theaters, libraries, art museums, concert halls, public conveyances, educational facilities, nursing homes, auditoriums, arenas and meeting rooms, but excluding bowling establishments and excluding places whose primary business is the sale of alcoholic beverages for consumption on the premises and excluding rooms rented for the purpose of living quarters or sleeping or housekeeping accommodations from a hotel, as defined in The Hotel Operators; Occupation Tax Act and private, enclosed offices occupied exclusively by smokers even though such offices may be visited by nonsmokers.
4. "Smoking" means the act of inhaling the smoke from or possessing a lighted cigarette, cigar, pipe or any other form of tobacco or similar substance used for smoking.
5. "State Agency" has the meaning ascribed to it in subsection (a) of Section 3 of The Illinois Purchasing Act.
6. "Unit of local government" has the meaning ascribed to it in Section 1 of Article VII of the Illinois Constitution of 1970.

**Section 4.** No person shall smoke in a public place except in that portion of a public place, which may be established and posted under Section 5 as a smoking area. This prohibition does not apply in cases in which an entire room or hall is used for a private social function and seating arrangements are under the control of the sponsor of the function and not of the proprietor or person in charge of the place. Furthermore, this prohibition shall not apply to factories, warehouses and similar places of work not usually frequented by the general public.

**Section 5.** The elected and appointed officials of the State of Illinois and of any unit of local government and of any school district, or their designee, having control over property of the State or of a unit of local government or of a school district which includes a public place, and the proprietor of a structure which includes a public place may establish an area on the premises as a smoking area where smoking shall be permitted, unless otherwise prohibited by law or ordinance. When establishing an area as a smoking area, a person establishing such area shall utilize existing physical barriers, ventilation systems, and other physical elements of the premises to minimize the intrusion of smoke into areas where smoking is not permitted. When a public place is a single room or enclosure, a person establishing such area may satisfy the purposes and provisions of this Act by establishing a reasonable portion of the room or enclosure as a smoking area.

**Section 6.** The State or unit of local government or school district official or their designee or a proprietor and his agents in control of a place which includes a public place shall make reasonable efforts to prevent smoking in the public place outside established smoking areas by posting appropriate signs or contacting a law enforcement officer, or other appropriate means.

**Section 7.** A person, corporation, partnership, association or other entity, who violates Section 4 of this Act is guilty of a petty offense.

**Section 8.** The Department, a local board of health, or any individual personally affected by repeated violations may institute, in a circuit court, an action to enjoin violations of this Act.

**Section 9.** No individual may be discriminated against in any manner because of the exercise of any rights afforded by this Act.

**Section 10.** If any provision, clause or paragraph of this Act shall be held invalid by a court of competent jurisdiction, such validity shall not affect the other provisions of this Act.

**Section 11.** A home rule or non-home rule unit of local government in this State shall not have the power and authority, after the effective date of this Act, to regulate smoking in public places. Pursuant to Article VII, Section 6, paragraph (h) of the Illinois Constitution of 1970, it is declared to be the law of this State that the regulation of smoking as provided by this Act is a power which preempts home rule units from exercising such power subject to the limitations provided in the Act, provided that any home rule unit that has passed an ordinance concerning the regulation of smoking prior to October 1, 1989 is exempt from pre-emption.



## **Policies and Procedures: Company/Fleet Vehicles**

All company/fleet vehicles that are parked in the garage are required to have a Building Management issued vehicle sticker and the car should only be parked on level P6 of the garage at 1901 and 3250, and level P5 at 2001 and 3131.

[Click here to download the Company Fleet Vehicles Form](#)

## **Policies and Procedures: Contractors**

Information Pending

## **Policies and Procedures: Contractor Work**

All construction, service (carpet cleaning, extra window cleaning, etc.) or repair work, as well as contractors performing such work, must provide a Certificate of Insurance, be Union coordinated and approved by the Management Office. See "[Tenant Services](#)".

# **Policies and Procedures: General Rules and Regulations**

Information Pending

## **Policies and Procedures: Insurance Protection**

Any suspected theft, no matter how small, should be reported to the Management Office immediately. The Tenant should also notify and file a report with the Downers Grove Police Department. Police need to be informed of any thefts in the building to establish a pattern to the thefts and to effectively investigate them. The building does not carry insurance to cover a Tenant's personal belongings or furnishings, thus Tenants are urged to provide their own personal property insurance in limits they deem appropriate.

# Policies and Procedures: Moving Procedures

## Tenant Responsibilities Prior to Occupancy

Two weeks prior to a move, Tenants should contact the Management Office to coordinate the move and reserve the service elevator. An elevator operator will be required for all moves at a rate of \$35.00 per hour and will be billed directly to the Tenant via a monthly Tenant Service Invoice.

**Please note:** Once a tenant project is substantially completed it is handed over to our Building Management Office. Any vendor coordination that impacts the building requires notification and scheduling through our office after that time. For specific costs and hours associated with vendor coordination, please [Click Here](#).

## Various items must be completed prior to new tenants moving in. These items are as follows:

1. Have your UNION mover provide a Certificate of Insurance naming Hamilton Partners, Inc. and additional insureds.
  - [Insurance Requirments: Esplanade at Locust Point I](#)
  - [Insurance Requirments: Esplanade at Locust Point IV](#)
  - [Insurance Requirments: Esplanade at Locust Point V](#)Please have them reference your company's name on the certificate. Please note that this certificate must be on file prior to the move. No moving will be allowed without this certificate on file.
2. Provide the post office with change of address information. Your new address will be \*YOUR STREET NAME AND NUMBER\*, Downers Grove, IL 60515. A mailbox will be provided to you by the Management Office. The suite number is indicated on your lease.
3. Order phone and internet circuits from your telecom provider. Contact Titan Electric, James Stege (224) 688-5435 to provide the tie-in of your phone system to the building riser cables. Only Titan Electric is authorized to do this work in the building.
4. Contact Titan Electric, James Stege (224) 688-5435 in order to extend the new circuits to your space.

**Notify CommonWealth Edison at 1-800-376-7693 to request electric service in your name. You will need to give ComEd the following information:**

- 1) Name of your company.
- 2) Suite number and building address.
- 3) Date you took occupancy of your space.
- 4) ComEd will ask for your Tax ID number.

## Moving Procedures

In an effort to act in the best interest of the Tenant and to protect the property, the following information regarding movement of office furniture and equipment into or out of The Esplanade must be adhered to. The Management Office should be advised in writing of any special requirements in connection with your move. If items are to be received prior to your move, arrangements must be made for the use of the loading dock, as well as the storage of items. Please note that the freight elevator is placed out of service on Wednesday mornings for scheduled maintenance. Prior to any move, the tenant must provide the following to Hamilton Partners, Inc. Direct all correspondence to Hamilton Partners, 1901 Butterfield Road, Suite 270, Downers Grove, IL 60515, Attention: Property Manager.

1. Date of move.
  2. Name of the Union moving company and the moving supervisor for both the moving company and your company.
  3. Proof of adequate insurance coverage by the moving company.
    - [Insurance Requirments: Esplanade at Locust Point I](#)
    - [Insurance Requirments: Esplanade at Locust Point IV](#)
    - [Insurance Requirments: Esplanade at Locust Point V](#)
- Move-in hours are to be arranged with the Management Office. All deliveries must be received at the loading dock and signed for by the tenant.

- The freight elevator is the only elevator to be used for moving.
- Any and all damage to the building or elevator areas which the Tenant, moving company or its employees or agents shall cause, shall be the sole responsibility of the Tenant and will be invoiced accordingly by the Landlord. Please review the following section in this manual entitled [Moving Policy](#) which should be given to the moving companies bidding on your contract.

## Moving Policy

The following procedures pertain to moving furniture, equipment and supplies in and out of the Esplanade at Locust Point IV, Downers Grove, Illinois.

ANY MOVERS THAT DO NOT ADHERE TO THE FOLLOWING RULES WILL NOT BE ALLOWED TO ENTER THE PREMISES OR WILL BE REQUIRED TO DISCONTINUE THE MOVE:

1. Two weeks prior to a move, tenants should contact the Management Office to coordinate the move and reserve the service elevator. Move-ins/outs must be accomplished Monday through Friday after 6:00p.m. or between 8:00a.m. and 5:00 p.m. on Saturday, or as agreed upon with the Management Office. At that time, the moving company contact person and phone number are to be given to the Building Management.
2. Clean masonite sections will be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The masonite must be at least one-fourth inch thick, 4' x 8' wide sheets in elevator lobbies and corridors, and 32" wide sheets through doors and in Tenant space. All sections of masonite must be taped to prohibit sliding.
3. The mover shall provide and install protective coverings on all walls, door facings, elevator cabs and other areas on the route to be followed during the move. These areas will be inspected for damage prior to and after the move by Building Management.
4. Any damage to the building or fixtures caused by the move are the responsibility of the tenant.
5. Only the service elevator will be used for the movement of furniture, equipment and supplies unless prior written approval to use additional elevators has been granted by the Landlord.
6. The mover shall be responsible for inspecting the tenant suite prior to the move. The mover shall acquaint himself with the condition existing in the suite so that he may furnish equipment and labor necessary to provide for the orderly, timely and efficient movement of furnishings and equipment. He shall acquaint himself with all available information regarding difficulties which may be encountered and the conditions, including safety precautions, under which the work must be accomplished.
7. An elevator operator will be required for all moves at a rate of \$35.00 per hour and will be billed directly to the Tenant via a monthly Tenant Service invoice.
8. The moving company must make arrangements with the Management Office for use of the elevator for each move. A firm arrival time will be established. Any late arrival from the movers scheduled arrival time will result in a charge of \$50.00 per hour waiting time to the moving company.
9. Moving company employees shall be bonded and uniformly attired identifying the moving company name. These are required to aid in maintenance of premise's security.
10. The tenant assumes full responsibility for any damage caused by the mover to truck docks, doors, floors, elevators or public corridors.
11. The moving company will be required to remove all boxes, trash, etc., when leaving the building. Any materials left behind will be disposed of and charges for this disposal will be the responsibility of the tenant.
12. The moving company must at its expense carry insurance as defined in the following paragraphs A thru F:
  1. Workers Compensation/Employer's Liability  
This insurance shall contain a waiver of subrogation rights against Hamilton Partners, Inc. from any liability resulting from possible accidents occurring to mover's employees.
  2. Comprehensive General/Liability Insurance  
This insurance will cover bodily injury and property damage including, but not limited to the following:
    - Premise and Operations
    - Products/Completed Operations
    - Broad Form Property Damage
    - Broad Form Contractual Liability
    - Personal Injury

- Coverage for any Special Hazard or Operation
3. Automobile Liability Insurance  
This insurance will cover claims for bodily injury or property damage arising out of the ownership, maintenance, or use of any private passenger or commercial vehicle.
  4. Cargo Liability
  5. Comprehensive Dishonesty Bond
  6. All said policies should contain HP/AG Esplanade @ Locust Point IV - Limited Partnership, Hamilton Partners, Inc. and all subsidiaries thereof as additional insureds.
13. The mover shall provide and deliver Certificates of Insurance to Hamilton Partners, Inc. at least ten (10) days prior to any move-in operation. All policies shall indicate that at least ten (10) days prior written notice be delivered to Hamilton Partners Inc. by the insurer prior to termination, cancellation, or material change of such insurance. Management can refuse the mover access to Esplanade if the limits provided on the Certificate of Insurance are not acceptable to Hamilton Partners, Inc.



## **Policies and Procedures: Tenant Remodeling**

Tenants must request all remodeling or construction work through the Management Office to insure that such work is consistent with the building standards established at the Esplanade at Locust Point. On all construction, working drawings will be required and must receive approval.

### **The following policies shall apply:**

For all construction jobs, the Management Office supervisor will receive the tenant's approval prior to commencement of construction. Upon completion of the job, the Tenant will be charged the actual cost plus a 5-15% management fee.

### **Typical types of construction requests are:**

1. Electrical outlet installation.
2. Light fixture installation or relocation.
3. Door and wall relocation.
4. Carpet Repairs.

Installation of electrical/telephone floor outlets require boring and cutting. These installations must receive prior approval from the Management Office so as to minimize disturbance to the Tenants and to insure no structural damage to the building. Only Management approved contractors are allowed to do this work.

Any glue-down applications for floor covering shall be completed with water-soluble adhesives only. Tenants will be accountable for costs to remove non-soluble adhesives.

If work has been contracted to be done in Tenant's suite (i.e. telephone or electrical), Tenant must notify Management before work commences. Please note that only pre-approved contractors are authorized to do work in the building. All construction, repair or service work, must be coordinated and approved by the Management Office prior to work being performed. All contractors must have a current Certificate of Insurance on file with the Management Office.

- [Insurance Requirments: Esplanade at Locust Point I](#)
- [Insurance Requirments: Esplanade at Locust Point IV](#)
- [Insurance Requirments: Esplanade at Locust Point V](#)

## **Policies and Procedures: Vendor/Engineer Coordination**

**Our policy to coordinate our building engineers to assist tenant vendors is as follows:**

- Saturday hours from 7:00a.m. – 3:00p.m. are billed \$97.50/hr (time and half).
- If engineers are required to stay after the above hours on a Saturday or anytime on Sunday, the rate is (\$130/hr (double time).
- Monday-Friday after 6:00p.m. is billed at \$97.50/hour – Emergency work only.
- We ask that non-emergency work be scheduled at least 48 hours in advance, preferably 72 hours in advance.
- An e-mail can serve as the formal request for the engineer's time. This is subsequently billed at month end to the tenant.

Note that engineers are not normally scheduled for weekend work at the property.

# **The Neighborhood: Alternate Transportation**

## **Pace Bus:**

[Shuttle Bug Route 465 Belmont Station - Esplanade](#)

## **Taxi Service:**

### **Downers Grove Limousine Service**

1788 Butterfield Road  
Downers Grove, IL 60515  
(630) 270-2164

[limoservicedownersgroveillinois.info](http://limoservicedownersgroveillinois.info)

### **Midland Transportation Inc.**

2801 Finley Rd # 220  
Downers Grove, IL 60515-1039  
(773) 847-5101

Chicago O'Hare International Airport is located approximately a half hour away.

For additional information on bus and train schedules in Chicago and surrounding areas, please visit [www.transitchicago.com](http://www.transitchicago.com).