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Contact Us:

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Office Hours: 8:00am – 5:00pm
Monday - Friday

Happenings:



Dear Tenants,

We hope you all are well and healthy! The building has remained open and the management team is here to help however we can. This newsletter is to share current information and upcoming events happening throughout the building. Please share this with your coworkers!

Office of the Building - Staff Changes

We've had a few recent staff changes in our Management Office. Please see below for our current team. We are always here to assist!

Hope Tate, General Manager
Hope.Tate@am.jll.com

Kellie Schuch, Assistant General Manager
Kellie.Schuch@am.jll.com

Kristin Marino, Property Associate
Kristin.Marino@am.jll.com

Julia Bourland, Tenant Services Representative
CivicOpera@am.jll.com

Donna Huang, Property Accountant
Donna.Huang@am.jll.com

William McSpadden, Director of Security
William.McSpadden@aus.com

Jason Martin, Chief Engineer
Jason.Martin@am.jll.com

Fred Libert, Assistant Chief Engineer
Fred.Libert@am.jll.com

Virtual Mixology Event & MLB Trivia Event

Thank you to everyone who participated in our virtual events this quarter! We hope you enjoyed learning how to craft delicious St. Patrick's Day drinks and testing your baseball knowledge. Congratulations to our winners of MLB trivia – **Jimmy Mijal, Kathryn Eggers, and Keaton DeRocher** – who all won Amazon gift cards!

Earth Day Recycling Webinar

In honor of Earth Day, Waste Management offered a live webinar about recycling. This informative talk included the current state of the recycling industry, how you can recycle at work and at home, and what you can do to make a positive impact on the environment. If you are interested in receiving copies of the presentation slides, please contact the Management Office.

E-Waste Drive

For Earth Day we also hosted an E-Waste Drive with Ecotronic! We want to encourage all tenants to take advantage of the building's complimentary electronic recycling program. If you have any old electronics you're looking to discard, please consider using the e-waste recycling bins available on the dock between 7am-3pm. The dock is located on level B accessible via the small freight elevators.

[Acceptable Electronics](#)



Virtual Cooking Class for Cinco De Mayo

We have a fun event coming up this May! The Civic Opera Building will be celebrating Cinco de Mayo by hosting a virtual cooking class on Tuesday, May 4th at 4:00pm. This class will focus on the best salsa and guacamole recipes. Cook along or just sit back, enjoy a margarita and watch the demonstration.

If you are interested in registering, please contact the Management Office. An ingredient list will be provided to all participants.

Reminders:



Complimentary Document Destruction

It's time for spring cleaning and you may have many documents you would like to shred. Did you know the Civic Opera Building offers free document shredding? All tenants are welcome to bring documents to the security console located in our mail room on the 20th floor/suite 2031. The contents are then destroyed off-site.

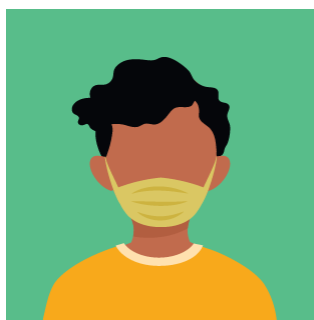
Please remember that manila or hanging folders, binders, etc. are not allowed as they take up too much room. Please only place the actual document(s) to be destroyed inside the console.



Battery Recycling

Friendly reminder that we also offer free battery recycling to tenants at the building. Bring your used batteries to the recycling bucket located in the Mail Room on the 20th floor/suite 2031.

Important note: the battery terminals either need to be taped or placed in individual bags before being placed in the bin. We hope this new service offers an easy way to recycle more often!



Social Distancing & Face Masks

Please remember that face masks are required in all common areas and amenity spaces throughout the building. Tenants should always try to maintain social distancing of six (6) feet at all times.

The CDC has helpful information on the use of face coverings, how to wear your face mask correctly, as well as how to store and wash your masks.

Please find a link to each of these resources below:

- [CDC Guide – Use of Face Coverings](#)
- [CDC - Know How to Wear Your Face Mask Correctly](#)
- [CDC - How to Store and Wash Masks](#)

In the Building:



Fitness Center

The Fitness Center is open and available for tenant use. We are operating at 50% capacity, in adherence with the State of Illinois and City of Chicago guidelines. Please keep in mind that this percentage can change at any time. Please visit the City of Chicago website for the latest guidelines: [chicago.gov](https://www.chicago.gov)

If you are interested in becoming a member, there is a one-time fee of \$50 and you will need to sign our waivers.

Current members – to continue to use the Fitness Center, you must sign our Covid-19 Addendum to the Fitness Center Waiver. Access to the facilities will be reinstated once the addendum is received.

[Fitness Center Waiver](#)

[Fitness Center - Covid-19 Addendum to Waiver](#)

Bike Room



Summer is almost here and we would like to remind everyone about the Bike Room - available to tenants at the Civic Opera Building! Due to high demand, bike spots will be processed on a first come, first served basis.

Please be reminded that bike room memberships are processed on an annual basis and do not carry over year to year. All current bike room memberships will expire on June 30, 2021.

- **How to Register:** Please complete the attached Bike Room Waiver and submit the completed form via Angus or by dropping off the completed form and payment to the Office of The Building in Suite 1945.
- **Fee:** \$50 Annually
- **Location:** The Bike Room can be accessed through the loading dock off of Lower Wacker Drive. Bicycles are never permitted to be ridden in the building and should be walked to/from the dock and Bike Room. Once your bike is dropped off in the Bike Room, you are allowed to take the small freight elevator directly to your suite. A map is attached for further reference.
- **Next Steps:** Once your form and payment are received, we will provide you with a permit sticker. This sticker will need to be visible on your bike at all times, while parking in the bike room. Bike Room Memberships are valid for a one-year term. Access to the bike room will expire on June 30, 2022.

[Bike Room Waiver](#)

[Bike Room Map & Directions](#)

Helpful Links:

[Building Policies and Procedures](#)

[Building Services Requests](#)

[Building Amenities](#)

[Emergency Procedures](#)