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Contact Us:

JLL Management Office
20 N. Wacker Drive, Suite 1945
Chicago, IL 60606

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Fax: 312-629-5005
Security Desk: 312-629-5025
CivicOpera@am.jll.com

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

Dear Tenants,

We hope that this newsletter finds you well! As summer comes around, we welcome back those who are able to return to office and invite you check out our recent activities, COVID -19 Updates, and to take a look at our Roof Terrace Reservation information.

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

Amanda Beaudway, Assistant General Manager
Amanda.Beaudway@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

Happenings:



Earth Day E-Waste Drive

The Earth Day E-Waste Drive was a big success. Our building was able to dispose of over 2,500 pounds of electronic waste!

If you have any old electronics you're looking to discard, please consider using the complimentary e-waste recycling bins available on the dock between 7am-3pm, Monday through Friday. The dock is located on level B accessible via the small freight elevators.

Reminders:



Return to the Office

Thank you to everyone who participated in our Return to Office Survey. As more employees return to the office, please be mindful of our new mask policy in the building to comply with local and state guidelines (below).

COVID-19 Guidelines

Per the City of Chicago and CDC COVID-19 Guidelines, in common areas, vaccinated individuals will not be required to wear facial. Unvaccinated individuals are still required to wear facial coverings in common areas, including our fitness center.

All building staff and contractors are required to wear facial coverings in common areas and inside tenant spaces.



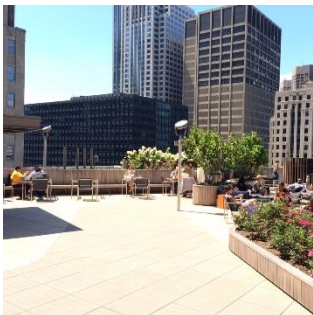
Security Policies

As a general reminder, be mindful of locking the door to your suite(s) and ensuring that they are properly and fully locked when leaving the building.

If you are scheduling work to be completed inside your suite or expecting a delivery from an outside vendor, the management team must be notified at least 24-hours prior with the following information:

- Date
- Time
- Service or delivery being provided
- If the vendor will require dock access
- A valid Certificate of Insurance

In the Building:



Roof Terrace

The Civic Opera Building has a beautiful Roof Terrace on the 15th floor overlooking the Chicago River! Now that warm weather is upon us, we recommend checking it out and taking your afternoon break outside! It is open to tenants Monday through Friday from 8am – 10pm.

Tenants will need to use their building-provided Kastle keycard to access the terrace. If you are in need of a keycard or have any questions, please contact the management office at 312-629-5000.

The Roof Terrace and Gallery are also available for private reservations by tenants on a first-come, first-serve basis through the [service portal](#). If you are interested in reserving the terrace for your company, please check out the building website [here](#) for additional details.

[Roof Terrace/Gallery Reservation Form](#)