



SL Civic Wacker LLC, JLL as Agent
 20 N. South Wacker, ste. 1945
 Chicago, Illinois 60606
 tel +1 312-629-5000
 Civic Opera@am.jll.com

Civic Opera House -20 North Wacker Drive
TENANT INFORMATION SHEET

General Information

Company Name: _____ Suite Number: _____

Sub-tenant Of: _____ Leasing To: _____

Corporate Address: _____

Description of Business: _____

Main Phone: _____ Main Fax: _____

Main Office Contact

The name and contact information of the person who is the main contact with the Office of the Building. This person is also designated to receive and distribute the tenant news emails.

Name: _____ Title: _____

Email Address: _____ Phone Number: _____

(Alternate Contact)

Name: _____ Title: _____

Email Address: _____ Phone Number: _____

Executive Contact

The name and contact information of the person who is the executive contact for your company. This person is also designated to receive leasing and legal documents on behalf of the company.

Name: _____ Title: _____

Email Address: _____ Phone Number: _____

(Alternate Contact)

Name: _____ Title: _____

Email Address: _____ Phone Number: _____

Rent Statements

The name and contact information of the person to be contacted in relation to monthly rent statement adjustments and payments.

Name: _____ E-Mail Address: _____

Phone Number: _____ Mailing Address: _____

Service Request Statements (TSR Invoices)

The name and contact information of the person to be contacted in relation to monthly service request statements for work done at the 20 North Wacker Drive location only.

Name: _____ E-Mail Address: _____

Phone Number: _____ Mailing Address: _____

Angus Users

The name and email address of individuals authorized to create work orders and billable service requests

Name: _____ E-Mail Address: _____

Name: _____ Email Address: _____

Name: _____ E-Mail Address: _____

Name: _____ Email Address: _____

Emergency Contacts

The names and after-hour phone numbers of persons to be contacted in case of an emergency or other after-hour issue. Please list these contacts in order starting with who should be contacted first.

(Mandatory)

Name:	Cellular Phone:	Home Phone:	Alternate Email:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Occupants

In order to plan for tenant appreciation events and for emergency planning please provide occupant information.

Total number of Occupants: _____

Occupants During Day: _____ Occupants During Night: _____

If you occupy more than one floor please specify occupants per floor

Day:	Night:
Occupants on Floor #____: _____	Occupants on Floor #____: _____
Occupants on Floor #____: _____	Occupants on Floor #____: _____
Occupants on Floor #____: _____	Occupants on Floor #____: _____

Fitness Center Access

Please check one

Fitness Center access: Paid by employee _____ Paid by company _____

Tenant Contact Information Sheet Completed By: _____ **Date:** _____

EMERGENCY CONTACT & EVACUATION FORM

CURRENT DATE: _____

SUITE NUMBER: _____

TENANT: _____

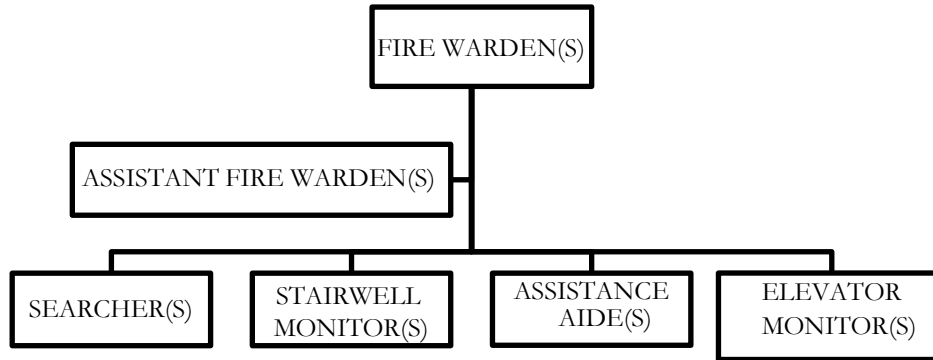
NUMBER OF EMPLOYEES: _____

NUMBER OF PERSONS NEEDING ASSISTANCE: _____

NOTE: YOU MUST SUPPLY THE OFFICE OF THE BUILDING WITH UPDATES AS THEY OCCUR.

EMERGENCY CONTACTS – PLEASE PRINT

NAME	OFFICE PHONE	EMERGENCY PHONE (mobile and/or home)



EMERGENCY EVACUATION TEAM MEMBERS – PLEASE PRINT

RESPONSIBILITY	NAME	CELLULAR PHONE #
FIRE WARDEN		
BACKUP FIRE WARDEN		
ASSISTANT FIRE WARDEN		
BACKUP ASSISTANT FIRE WARDEN		
SEARCHER		
SEARCHER		
SEARCHER		
STAIRWELL MONITOR		
STAIRWELL MONITOR		
ASSISTANCE AIDE		
BACKUP ASSISTANCE AIDE		
ELEVATOR MONITOR		
BACKUP ELEVATOR MONITOR		



Jones Lang LaSalle Americas (Illinois) L.P.
Markets Property Management / Midwest
20 North Wacker Drive, Suite 3410, Chicago, Illinois 60606
tel +1 312 629-5000 fax +1 312 629-5005

To: All occupants - 20 North Wacker Drive

From: SL Civic Wacker Management Office

Subject: Identification of individuals requiring assistance in a full or partial building evacuation

The Chicago City Council has passed an ordinance introducing procedures that will increase the level of safety and security for occupants of high rise structures in the city. The ordinance directs building owners and managers to develop written procedures for emergency evacuations. It requires designated staff personnel to perform specified activities. It also asks for the identification of occupants requiring assistance in a full or partial building evacuation.

Section 13-78-080(e) "Each plan shall list the name and normal floor location of each regular occupant who has voluntarily self-identified that they need assistance and the type of assistance required to swiftly exit the high rise building in case of an emergency."

If you feel that you would need assistance in evacuating the building or moving to an area of refuge, please complete this form and return it to the office of the building. This information is critical for an adequate response by either Emergency Evacuation Team members, building staff, or responding Fire Department personnel.

Name: _____ **Date:** _____

Company: _____

Floor/Area: _____ **Phone:** _____

Age: _____ **Sex:** _____

Nature of disability: _____

Permanent

Temporary

Length of Disability (if temporary): _____ **Weeks** _____ **Months**

This information is confidential. It is to be kept separate from personnel files and shared only with those who have responsibilities under the Emergency Evacuation Plan.



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Property Removal Authorization Form
20 N. Wacker Dr.

Date: _____

Company Name: _____ Suite #: _____

Name of person completing form: _____

Signature of person completing form: _____

The following person(s) have authorization to sign Property Removal Passes:

Name (please print)

Signature

1. _____

2. _____

3. _____

4. _____

5. _____
