

Building Access/ Security

BUILDING ACCESS

Access

Main Lobby – open 24/7

Pedway – Monday through Friday, 5:00am through 8:00pm

Saturday, 6:00am through 5:00pm

A building access badge or visitor badge is required at all times for access to the tower and Corporate Activity Level. Only authorized representatives of Landlord will be permitted in areas housing mechanical, electrical or other machinery of any kind.

BUILDING SECURITY

Security is provided on a 24-hour basis, 7 days a week. All security assistance calls or questions should be directed to Building Security at 312-653-6560.

Access Card Request

At move-in, tenants are required to provide a list of employees who are authorized to receive a building access badge for access to the building on a 24-hour basis, 7 days a week. Building Management should be notified any time a new employee is hired, a keycard is lost, or the access status of an employee changes. Tenants may request restricted access for certain employees (i.e. specify times employees may access the tower, etc.)

If an employee forgets their building access badge they must visit the front lobby desk to request temporary access. Tenants will supply Building Security with an active employee list (updated as needed) that security will reference if an employee requires access. If the employee is not listed on the active employee list then Building Security will contact an authorized representative to approve access and issue a temporary badge.

Badge requests can be made one of two ways.

1. Submit a work order online via www.300eastrandolph.com (preferred method)
2. Email request to annie.nazzaro@jll.com

The cost for a building access badge replacement is **\$25.00**.

Card Access is open from 8:00 a.m. to 2:00 p.m. Monday through Friday, with a one hour break from 12:00 p.m. to 1:00 p.m., for new hire and replacement badges. Please notify the building management office at the time of employee terminations to remove access from the individual's badge.

Please Note: All tenants must display their building access badge above the waist while in the common areas. The appearance of the badge must not be defaced or changed in any way.

Visitor Access

Visitor requests can be made one of three ways.

1. Visitor registration via www.300eastrandolph.com (preferred method)
2. Email request to annie.nazzaro@jll.com
3. Phone request to the Building Management Office at (312) 202-3800

All visitors are required to check in with Building Security upon arrival. All guests require government issued identification (driver's license, passport, state ID, etc.) for admittance into the building. An authorized representative of the tenant will be contacted should an unregistered guest require access.

Children under the age of 16 are not allowed to be left unattended in the building common areas unless supervised by an adult or a responsible teen who is at least 16 years of age or older, with valid government issued identification.