

it's easy being green

Building-wide environmental program will benefit everyone



illuminations

a newsletter for the tenants and guests of 311 South Wacker Drive

With global warming in the news every day and everyone talking about "going green," wouldn't it be wonderful if we could help the environment and boost the bottom line at work? Both goals are achievable as 311 South Wacker Drive introduces this summer an exciting new program called Greenergy™. Part of a major environmental initiative from CB Richard Ellis (CBRE), the building's management company, Greenergy launches with some simple steps everyone can take to conserve energy at little or no cost.

"Conserving electricity is one of the easiest and most effective places to start without compromising comfort or workplace efficiency," said Nancy Capadona, general manager of 311 South Wacker. "It can lead to lower operating costs for all of us. Just as important, it will make us even better citizens of the community and our planet."

CBRE's 400 largest buildings - those over 100,000 square feet - are part of the program rollout. As the largest property under management in Chicago, 311 South Wacker will help lead the initiative, which is based on a program from Energy Star, the conservation and education organization of the Environmental Protection Agency. As experts in developing energy efficiency guidelines - you've probably seen their logo on appliances in your home - they are providing the training sessions and materials that our building has already begun using as staff learns to audit, benchmark and track our energy usage.

Our goal will be to reduce energy consumption by 10 percent. The building's ownership, management and staff will lead the way in this effort by keeping building equipment and systems in top shape to run most efficiently. Janitorial staff will be instructed to turn off unnecessary lighting when they leave a space. HVAC systems will be calibrated to run when they are needed most and less frequently during other periods.

For tenants, participation will be easy. 311's tenants pay directly for all the power they consume, except that which runs the HVAC systems. Taking a few simple steps can really add up and result in valuable savings that impact the bottom line. Energy Star estimates that a firm occupying a relatively large office space, for example, could potentially save thousands of dollars annually. Here are a few things you can do:

- Switch off lights and equipment before you go home at night, including computer monitors, printers, photocopiers, audiovisual equipment and coffee makers.
- On sunny days, forego using the lights in perimeter offices.
- Program all computers and monitors to go into low-power sleep mode when they go unused for a set period of time. Such a simple move can save \$25 to \$35 annually per PC, according to Energy Star.
- Adjust your thermostat by one or two degrees to conserve energy.

"Our tenants are key in making the building run efficiently," Ms. Capadona said. "Just do a few simple things and savings should be easy to achieve."

Energy conservation is the first step in CBRE and 311 South Wacker's Greenergy plan. Concurrently, our building has improved its recycling program (please see accompanying story). Further down the road, CBRE will encourage water conservation, the use of green building materials and other products, and more.

"We are excited to be incorporating green thinking into our building's operations," Ms. Capadona said. "Now is the time to play our part, and what better place to do it than in the workplace?"

To learn more about energy conservation and steps you can take, go to the EnergyStar Web site: www.energystar.gov.

what goes around comes around

Improved recycling program launches in May

Why be good when you can be great? As part of the Greenergy program, 311 South Wacker has revamped and expanded its waste recycling program. Now we need our tenants to help us reach some new goals.

311 South Wacker currently produces approximately 10 tons of recyclable paper, plastic and metal each week, but roughly 25 percent of that material - 5,000 pounds - ends up in landfills because it is contaminated. **To be great, we hope to cut this contamination rate in half by the end of 2007.** And that's where you come in.

First, there is paper recycling. Tenants are good at separating recyclable paper from wet trash, but the two still manage to mix. It is very important that everyone use the colored bag system that we provide for your office's waste receptacles. Clear bags (usually used in copy rooms and at individual desks) are for recyclable materials. Black bags (usually used in the kitchen areas) are for non-recyclable materials such as food and beverage waste. If your office wishes to customize this process to fit your firm's needs, please contact Eddie Cuevas, Kimco Corporation, at 312/692-8113 or at ecuevas@kimcocorp.com.

Building management is doing its part, too. To make sure that paper is not contaminated on the first-floor loading dock before it is hauled away, we had Allied Waste Services install a new trash compactor this spring to better handle wet waste.

Here's another way you can help: participate in 311's co-mingling program, which recycles plastic and aluminum. Simply put plastic bottles and other plastic packaging with the recycling codes one and two (found on the package

paper recycling dos & don'ts

Question: Should I put it in the paper recycling bin?



Yes: White and colored bond paper, computer and calculator paper, junk mail, envelopes, legal pads, letter-head, newspapers, magazines, phone messages, cardboard.

No: Food, candy wrappers, carbon paper, floor sweepings, non-paper packing material, rubber bands, stickers, napkins, paper towels, tissue.

bottom framed in a triangle) in specially marked co-mingling containers. You can toss in aluminum, steel, tin and bi-metal cans, too. Please note that it is very important that you empty all bottle and cans first. To obtain co-mingling containers for your office space, call the office of the building (312/692-8200). Allied supplies them free of charge.

So where do all the recyclables go? Our plastic mostly goes into manufacturing wall-to-wall carpet, while our aluminum largely goes into new beer cans. As for paper, it is sold to paper manufacturers in the United States and China. According to Allied, they cannot buy enough to keep up with demand.

summertime is here!

Check out these exciting events



Take advantage of your good fortune and join us in 311's park during the lunch hour or an office break for some warm-weather relaxation and fresh air.

The **City of Chicago Farmers Market** runs from June 14 to October 18. Every Thursday from 7 a.m. to 3 p.m. farmers from around the region will sell fresh produce, bread, jams and more from booths set up in our park.

Forget the brown-bag lunch on Wednesdays through Fridays because that's when Pazzo's Restaurant will host their **lunchtime barbecues** from 11:30 a.m. to 1:30 p.m. The lines for this popular event form quickly, so get there early.

Our summer concert series, **Sounds of Summer**, returns. Beginning June 6, the series will feature a different band every Wednesday, 11:30 a.m. to 1:30 p.m.

As a lighter alternative to burgers, take advantage of **sushi in the park**. Kamehachi Sushi Café will serve fresh sushi and more from an outdoor stand on weekdays from 11 a.m. to 2 p.m.

On June 27, we will celebrate **Independence Day** with the music of the band, Mr. Blotto. Wish our country happy birthday number 231 with Ben & Jerry's ice cream, compliments of the building.

Sounds of Summer 2007 Concert Schedule

Live music in the park every Wednesday from 11:30 a.m. to 1:30 p.m.*

Date	Group	Musical Style
June 6	Matthew Skoller Band	Blues
June 13	Angel in the Solar System	Cuban Soul
June 20	Michael Heaton Band	Alternative Country Rock
June 27**	Mr. Blotto	Rock and Roll
July 11	Mary Ann & The Professors	'80s Pop Rock
July 18	Acoustilistics	Acoustic Funk & Rock
July 25	Gareth Woods Band	Contemporary Rock
August 1	Jack Straw	Acoustic Roots Rock
August 8	Waterhouse	Reggae
August 15	Diver	British Rock
August 22	The Tingleers	Garage Roots
August 29	Lynn Jordan and The Shivers	Rock and Roll Blues

*There will be no concert on Wednesday, July 4.
**Special Independence Day concert.

spring/summer
2007

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311southwacker.com

Attention Bookworms

Find great buys on all kinds of books at our next book fair, June 7 and 8, in the building lobby. A portion of proceeds will go to a worthy charity.

Please Give Blood

Advocate Healthcare and LifeSource will host the next blood drive June 14 in the 311 Fitness Center. Thank you in advance for participating in this important event.

School Supplies for Needy Kids

Back-to-School sales will be here before you know it. Why not pick up a few extra folders, pens and pencils and save them for our next school-supply drive to help less fortunate children? Details for the drive, which will occur in August, will be announced later in the summer.

You Know the Drill

Thank you to all tenants and staff who participated in our latest evacuation drills this April. We truly appreciate your participation.

They Came, They Saw

Tenants' kids conquered the workplace during Take Your Kids to Work Day on April 26. Building staff gave them the grand tour, their own photo building passes and a few other goodies to take home.

Absolutely Delicious

Lucky tenants received chocolate-covered brownies on a stick (they were really good!) for Valentine's Day. Why? Because we love you.



Jewelry Fair

Our February jewelry fair took place just in time for Valentine's Day. It was a convenient way to pick up something pretty for someone special. A portion of the proceeds benefited Chicago Youth Programs.

Smoking Areas

Now that warm weather is upon us, please use the designated outdoor smoking area, rather than the park or plazas. Thank you very much for your cooperation.

Managers' Meeting

The last managers' meeting on January 24 featured updates on various building topics as well as an invaluable presentation on workplace safety given by Chicago Police Officer Alex Errum.

All Dressed Up

The Chicago Bears were going places last fall! In commemoration of their playing in the Super Bowl, the Wintergarden's fountain sculpture sported a snazzy blue and orange Bears jersey.

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THREE ELEVEN

SOUTH WACKER

For leasing information call:

Wendy Katz (312/819-1175),
Michael Watts (312/819-4439) or
Brian Whiting (312/819-4140)
of J.F. McKinney & Associates

Managed by **CBRE** Building Owner
311 South Wacker LLC
CB RICHARD ELLIS

100% recycled fiber paper with 100% post-consumer material

how captivating

Elevator rides are looking up

Soon you will be able to catch a weather report, stock market update or building news while you ride the elevator. This summer, the building will have the Captivate Network and flat viewing screens installed in all our passenger elevators. Featuring the latest news, sports and entertainment programming, Captivate will have you feeling just a bit more informed as you glide between floors.

mailroom security tops agenda

Latest training looks at identifying odd packages

The security staff at 311 South Wacker is always looking for ways to make our building a safe and pleasant place in which to work. That care extends to mail services that involve staff in tenant mailrooms and the building's Messenger Center. In April, inspectors from the U.S. Postal Service conducted a training session to alert tenants' office managers, mailroom employees and the Messenger Center staff to security issues regarding the mail.

"Taking mail safety seriously is an important part of building security," said Bernard Payne, director of security. "When everybody is working together, and tenants are just as aware as we are, it makes everyone safer."

The U.S. postal inspectors focused on how to identify suspicious packages and what to do upon finding one. Signs that a package should be treated with caution include excessive postage or tape, stained or torn wrapping, lots of misspellings in the address, a stamped "Urgent, Open Immediately" or something to that effect, or no return address.

Here's what tenants should do to keep the mail safe:

1. Create internal handling and emergency policies and procedures.
2. If a suspicious package is received, determine if there is a need to contact emergency personnel.
3. If so, isolate the area and call the U.S. Postal Inspection Service at 312/983-7900 or call 9-1-1.
4. Then call building security to let them know of the situation.

convenient parking available

Now pay by cash or credit card



Indoor parking can be hard to find in the Loop, but spaces are available at 311 South Wacker for tenants and their guests. Save time and shoe leather by parking in our garage and enjoy great service from our garage manager, G.O. Parking. The garage offers amenities such as car washes, battery starts and window washing.

For your convenience, we have expanded automated payments to include cash. You've always been able to pay by credit card at the exits. Now pay by cash or credit card at the pay-on-foot machine located on the ground level near the garage elevators.

For more information, call the garage at 312/408-8115.

a casual walk or a kick in the pants

Take your pick with these workouts



Julianne Scheske

The 311 Fitness Center debuted two new workout programs this spring that are sure to appeal to a variety of members. For those wishing a low-impact, healthy yet relaxing way to exercise, the center now offers a casual walking group that will take scheduled, 20-minute walks around the city during the lunch hour. All you need is a good pair of walking shoes and an extra t-shirt or layers you can remove on warm days. The group was inspired by the American Heart Association's "Start! Walking at Work Day" on April 25. The fitness center hosted a group of folks from 311 who joined hundreds of walkers from other office buildings on walks that converged at Federal Plaza in the Loop.

lots to celebrate at 311



Latin music at the 2006 tenant holiday party.

Last fall and winter went by a little bit faster thanks to lots of special events at 311 South Wacker. Our **tenant holiday party** on December 6 felt more like being in Miami than Chicago. Held in the Wintergarden, the party had a decidedly Latin theme. Pazzo's served delicious appetizers including empanadas, shrimp and beef skewers, and mini tacos, while live music got everyone in a festive mood.

Holiday shoppers checked one task off their lists with the **free gift-wrapping service** for tenants that the building held on December 15 and December 18-21. The gift-wrapping center set up on the 36th floor handled piles of



The Wintergarden was the place to be!

packages again this year.

Our annual **Salvation Army food and coat drive**, as well as our **Toys for Tots drive**, were a success. Thank you to everyone who donated used adults' and children's coats, non-perishable food items and unwrapped new toys. Your thoughtfulness made a difference in many lives.

The building's November **book fair** made it easy to find lovely presents for family and friends. Tenants picked up bargains on children's books, games and music, as well as selections of adult fiction, cookbooks and more. Ten percent of proceeds went to the Greater Chicago Food Depository.

welcome to 311

Greetings to new staff



Dave Hollis



Maria Contreras



Colleen VanderNat



Venus Stacks

There are four new staff members ready to assist tenants at 311 South Wacker in a variety of ways. Welcoming tenants to the building is our new doorman, **Dave Hollis**. He may be familiar to you because he used to be a member of our security staff. Dave replaces Frank Wilson, whom we wish all the best after his recent move out of state.

In December, **Maria Contreras** joined the Visitors Center staff, where she works with Megan Payne. Born and raised in Chicago, Maria enjoys the interaction she has with tenants and their guests. She says you can't beat her job's camaraderie and setting with a view of the building's Wintergarden. "It's a wonderful place to be," she said.

Colleen VanderNat became 311's new real estate services assistant in February. When you call the office of the building, chances are you will talk to Colleen, who couldn't be more pleasant. She comes to our building from work-

ing in residential real estate. As an assistant to a Coldwell Banker team of agents in Lincoln Park, she recently completed her real-estate sales person classes and is hoping to take her state licensing exam soon. Preferring the commercial side of the business, she says, "It's great to work with everyone here. It makes it easy to take care of people the way I would want to be taken care of."

With a dozen years of commercial real estate experience under her belt, **Venus Stacks** joined the team last November as senior property accountant. Prior to that, she was an accounting manager with RREEF Management in Chicago. Venus handles all financial and accounting tasks for the building. She's the person to call if tenants have questions about their rent bills.

Welcome, Dave, Maria, Colleen and Venus. We are glad to have you at 311 South Wacker.

311 wins 3rd landscaping award

Park to blossom again this summer

311's beautiful landscaping has earned our building a prize for a third year in Mayor Daley's Landscape Awards Program. We took second place in 2006 in the commercial landscape city-wide category.

Our winning look was far from Midwestern. Inspired by the tropics, contractor Moore Landscaping planted the park and terraced boxes along Franklin Street with a rich mix of giant majestic palms, oleander trees, hibiscus and cannas. Mother Nature helped by providing plenty of rain and moderate temperatures, which the thriving plants loved, according to Jim Davis of Moore Landscaping.

"We plan to do even better this year," he said. Since last winter, he and our building's general manager, Nancy Capadona, have been planning this year's look, which includes more oleander trees and shrubs in pale pink and hanging moss baskets full of exotic foliage and flowers. Among those plants will be chartreuse sweet potato vines, red-edged dracaenas, glossy crotons in brilliant yellow, orange and red, and new guinea impatiens in plum purple and cherry rose.

Now all we need is Mother Nature to do her part with a little rain... but not during the lunch hour.

new tenants, renewals and expansions

311 South Wacker Drive welcomes the following new tenants to the building: Monroe Capital (8,195 sf) and RTS Realtime Systems (4,821 sf).

The building would like to thank the following tenants for renewing and/or expanding their leases: Alliantgroup (1,708 sf); Freeborn & Peters (9,578 sf); Haland LLC (2,304 sf); PB2 Companies (5,257 sf); Reuters America (22,354 sf); Reuters Data LLC (17,600 sf); Taylor Holding (6,993 sf); Trader's Barber & Style Shop (885 sf); and White Collar Grime (753 sf).