



Vendor Registration and COI Requirements

All vendors entering the building must be registered with the Office of the Building. We keep an Access Log of everyone coming and going. An email to NBC.Tower@jll.com with the date, time, vendor name and a Certificate of Insurance COI is required. Please avoid, same-day notices.

A valid COI is required for all vendors entering the building or parking at the dock. The building requirements for COIs can be found starting on page 10 of the Tenant Handbook. The Office of the Building can also send you a PDF version upon request.

Please note, tracking down COI requirements may take a couple days, so the earlier you loop in Rebecca at NBC.Tower@jll.com, the better.

Fitness Center Lost-and-Found

Calling all 20th Floor Fitness Center Members of NBC Tower! If you have ever forgot something in the Fitness Center and it wasn't there the next day, there's a good chance the Office of the Building has it.

We have a Lost-And-Found for all things left in the lockers overnight or forgotten in the gym. There is a skateboard, a yoga mat, shoes, clothes, the list goes on.

Our Lost-And-Found is overflowing so if you remember forgetting something and want it back, please come to the Office of the Building to retrieve your items!

Interior Window Washing

Starting April 8th at 5:00PM there will be interior window washing on all floors. Please remove all items from the windows. ABM is not allowed to move anything themselves. The schedule is as follows.

Monday 4/8/2024	Floors: 1, 2, 3, 4, 5, 6, 7
Tuesday 4/9/2024	Floors: 8, 9, 10, 11, 12, 13, 14
Wednesday 4/10/24	Floors: 15, 16, 17, 18, 19, 20, 21, 22
Thursday 4/11/2024	Floors: 23, 24, 25, 26, 27, 28, 29, 30
Friday 4/12/2024	Floors: 31, 32, 33, 34, 35, 36, 37

Updates at Cityfront Cafe

Cityfront Cafe is making some changes. You may have noticed they are trying new recipes, switching up the Grill Specials and adding new items to the menus.

Starting this week, Sushi Rolls will be featured every Tuesday in the cafe. They will be changing the rolls weekly so make sure to check out the cafe to see what kind they're serving that day.



Make sure you download the NBC Tower App to get the Cityfront Cafe Menu every week. You can also find the menu on our Instagram page. Our Instagram handle is @nbctower.

Recent Events at NBC Tower

Yoga Classes by BareFeet Power Yoga

Barefeet Power Yoga came and led two yoga sessions for the tenants of NBC Tower. The tenants who participated loved Robin from Barefeet and we hope to have her back soon for more yoga!



Valentine's Day ❤️

The month of February is full of love so we gave away Milk Chocolate Covered Rice Krispy Treats from Mr. Kite's Chocolate Shop. We love supporting local businesses.



Kombucha Event With RMBR

During this informative session all about the world of Kombucha, we learned about how it's brewed,



tips and tricks on how to start our own batch at home and even got a taste test! Thank you to those who came and participated.

Recent Events at NBC Tower

Massage Chair Event with MassagebyDesign

We had a day full of relaxation and tranquility with the help of three professional massage therapists from MassageByDesign. They came and gave the tenants of NBC Tower 15-minute massages to be rejuvenated for the rest of their work days. Thank you to everyone who used the sign-up sheet and came to get their massage.

Girl Scouts at NBC Tower

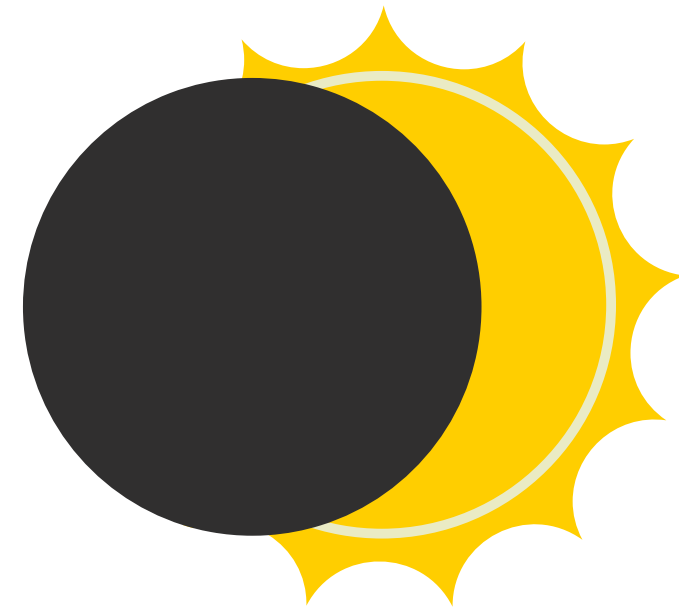
The Girl Scouts of Greater Chicago and Northwest Indiana came back for another year of cookie sales! The Scouts love coming to our building, so thank you to everyone who supported them and bought cookies. They will be back one more day this year so don't miss them April 3rd from 8:00AM-5:00PM.



Upcoming Events - Mark Your Calendars!

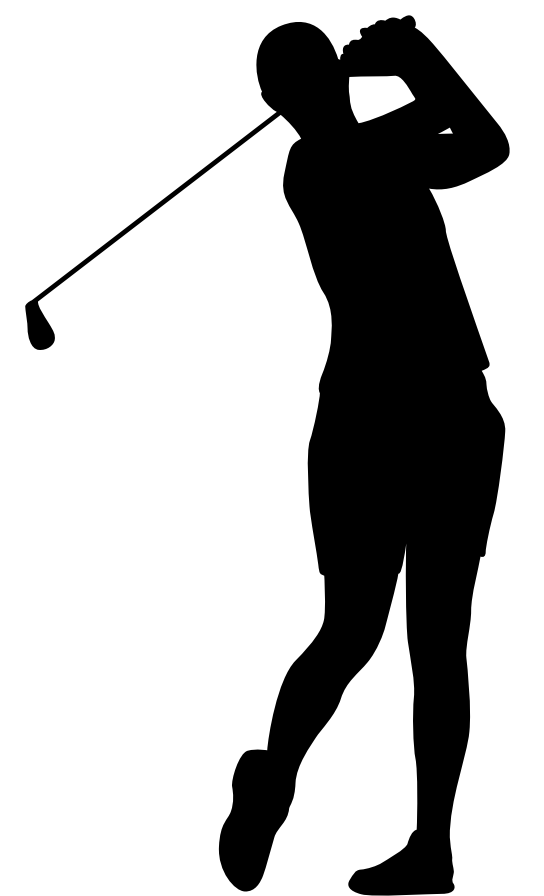
2024 Solar Eclipse

Join us on The Plaza Monday, April 8th between 12:45PM and 2:00PM to see the 2024 Solar Eclipse. We will witness totality at precisely 2:00PM so don't miss it! Solar Eclipse Glasses will be available at the Office of the Building. Rebecca will also be handing them out on The Plaza before it starts.



Golf Instructor Event

Marcus Yado will be in the Golf Club on Wednesday, April 10th from 10:00AM - 2:00PM giving one-on-one golf lessons. Whether you consider yourself a golf pro or you are just learning, you should sign up for a timeslot through the NBC Tower App.



Masters Watch Party

From 8AM-5PM on Thursday, April 11th and Friday, April 12th the Golf Club will be open for a Masters Watch Party! We will have The Masters on both TVs, Pimento Cheese Sandwiches will be served and unlimited simulated golf. No reservation required!



Upcoming Events - Mark Your Calendars!

Earth Week at NBC Tower



Monday 4.22 (Earth Day) - Shredding Event

If you have documents needing to be shredded, important or not, bring them to the building! Recycling Bins will be at the dock Monday, April 22nd - Friday, April 26th. Cutting Edge Document Destruction will take all documents to be shredded to their facility on Friday. Lobby staff or the Office of the Building can assist with access to the dock.



Tuesday 4.23 - Candle Making Event

Green Suite will be at NBC Tower walking tenants through how to make candles at home. He will explain the materials needed and walk us through the process. RSVP will be available on the NBC Tower App so keep an eye out for it. This event will take place in the 20th Floor Conference Center.



Wednesday 4.24 - The Magic of Beeswax Workshop

Alveole will be back to lead us in a session about all the functions of beeswax. They will teach us the centuries old process of creating natural candles with the beeswax that honeybees create. An RSVP will also be available as the event nears, so be on the look out for that on the NBC Tower App.