



Chicago Sustainable Manufacturing Center Tenant Handbook / Building Rules May 2016

Bubbly is a collaborative community of makers. In a cast-off building revitalized by volunteers, using recycled materials, and demonstrating the power of local action to work outside of the norms of finance, construction, and corporate structures, we seek to prove the value of community, reuse, and creativity. Work together!

Bubbly Dynamics' Contact Info

Questions about...

... rent, lease, space needs, other general issues?

Carolee Kokola - ckokola@bubblydynamics.com - 312/666-7965

... repairs, time-sensitive building issues?

John Edel - john@bubblydynamics.com - 773/387-8873

Building Security

For the safety and security of all tenants and property, the front door, dock doors, dock gate, yard door, and rooftop door must be kept closed and locked at all times unless they are in active use. Do not leave front door propped open; visitors must use the intercom to be allowed access.

No additional lock or locks shall be placed on any door in the building without Bubbly's advance written consent.

Loading Dock

1. Dock doors and gate must be secured when not in use; dock area may not be left unattended after load-in/-out. The gate is secured by a combination padlock (code is 1522).
2. Parking of any vehicles in the loading dock area is not permitted at any time other than during loading or unloading. Maximum standing time at the dock is 30 minutes. Use of the dock for longer periods of time requires advance scheduling of 48 hours.
3. Users of the dock are permitted to have only one vehicle at the dock at one time.
4. No materials or equipment of any kind can be stored on the Loading Dock, not even for a short period of time, except with advance approval. The dock area must be kept available for loading at all times, and no other uses such as painting or washing items are permitted.
5. No material may be stored in corridors or in any other area adjacent to the Loading Dock.

6. Bubbly provides carts and a pallet jack for loading use. They must be returned to the loading dock after their use.

Freight Elevator

The maximum weight capacity is 6000 lbs. Take care when loading heavy items onto the elevator to ensure that the weight limit restrictions are not exceeded. Close elevator doors when you are done using elevator.

Recycling

The building recycles glass, aluminum, plastic, and paper / cardboard. Please flatten any cardboard boxes and remove any packing tape. The building does not supply tenants with recycling bins kept inside tenant spaces. Each tenant is responsible to empty their own recycling into the large recycling bins in the kitchen. The large recycling bins will be emptied as needed.

Common Areas

- All tenant activity must be kept within the tenant's leased premises. Do not use common areas, either indoor or outdoor, for painting or similar activities.
- Sidewalks, entries, corridors, and stairwells must be left clear and navigable at all times. Clearance must be allowed for a pallet to navigate through corridors and the dock at all times. Coordinate with Carolee on any short-term space needs to facilitate staging of finished work, as well as if you have any additional storage needs for storage rate and availability information.
- Machinery in common areas is permitted by permission only. The machine tools in the third floor common space are maintained by Levi Borreson; please coordinate with him if you are interested in using them and clean/sweep up afterward. Contact Levi at 312/863-1924 or Levi@legacyframeworks.com
- Common areas including elevator, dock, and corridors should be kept "broom clean" of any debris caused by tenant work, materials, etc. Failure to comply will result in cleaning charges.
- The break room is available for all use by all tenants; please clean up after using the kitchen.

Avoiding Nuisances

Please be considerate to other tenants of potential nuisances (fumes, noise, etc.) that might extend beyond your space.

- Noise from standard tool operation is permissible at any hour.
- Tenants are requested to avoid regular/frequent use of solvent-based chemicals in their work. Adequate ventilation is required when using solvent-based chemicals. Tenants shall be allowed to store, use, and dispose of flammable products essential to business practices, in accordance with City, State, and Federal laws regarding such materials and practices.

- If you are interested in using the spray room in the basement, please coordinate directly with Michael Pendleton. The spray booth is part of Michael's leased space and he may have restrictions on use within the space.

Yard

Bubbly is dedicated to making the yard a real amenity. We welcome your input on programming for the yard, and watch for work days during the growing season to clean up and improve the outdoor space. If you're interested in a garden plot or if you have ideas for enhancing the yard, please contact Carolee.

Animals

Pets are permitted in a tenant's leased premises, but shall not be allowed in the halls or corridors of the building except as needed to get to a tenant space and as necessary to comply with the ADA. Pets must be leashed at all times in common area, including hallways and yard.

Smoking

Smoking is not permitted in the building's interior, including restrooms, hallways, elevators, and stairwells. Smoking is allowed outdoors, a minimum of 15' from entrance.

Tenant Communications

Information sharing with other tenants is encouraged! Join the Facebook group "Bubbly Dynamics Tenants" and feel free to post info about events, materials to share, etc. at the mailbox, break room, or wherever makes sense.

Energy Conservation

We appreciate your contribution to energy conservation and request that all non-essential equipment be turned off when leaving your suite for any length of time. Please ensure that all appliances and lights in your space are turned off when you are leaving the building.

Waste Materials

Dumpster: The dumpster lid must be left down and closed; do not overstuff the dumpster. Use of the building's dumpster for refuse brought in from off-site is not permitted. If your operations require an additional pick-up, please coordinate with Carolee; any fees for additional pick-ups will be passed through the tenant.

Creative reuse of waste is encouraged! Please post details on excess materials for sharing/reselling to the Facebook group, via signs at the building, Craig's list, etc. Excess materials should be disposed appropriately if there are no takers.