



FulbrightTower

1301 McKinney Street, Houston, TX

| TenantHandbook

Everything you need to know about your home away from home

INTRODUCTION	3
WELCOME	3
ABOUT BROOKFIELD.....	3
ABOUT FULBRIGHT TOWER	3
OPERATIONS	3
PROPERTY MANAGEMENT OFFICE.....	4
LEASING	4
HOURS OF OPERATION	4
BUILDING HOLIDAYS	4
ENERGY USE / CONSUMPTION	5
SUSTAINABILITY	5
SECURITY / FIRE LIFE SAFETY.....	5
SECURITY OVERVIEW	5
FIRE AND LIFE SAFETY	6
ACCESS CONTROL	6
PARKING – SECURITY & ACCESS.....	7
PROPERTY REMOVAL / STOLEN PROPERTY.....	8
SOLICITATION	8
EMERGENCY PROCEDURES.....	8
ACTIVE SHOOTER	9
BOMB THREATS	11
CHEMICAL, BIOLOGICAL, RADIOACTIVE (CBR) RELEASE.....	12
ELEVATOR SERVICE INTERRUPTIONS.....	13
EMERGENCY NOTIFICATION SYSTEM – LIVE SAFE	13
FIRE EMERGENCIES	14
FIRE WARDEN CERTIFICATION TRAINING	15
FIRE DRILLS	15
FIRE ALARM TESTING	16
MAJOR WATER LEAKS	16
MEDICAL EMERGENCY.....	16
OTHER EMERGENCY RESPONSES	17
OFFICE SAFETY TIPS.....	17
PANDEMIC PREPAREDNESS	19
PROTESTS / DEMONSTRATIONS.....	20
SEVERE WEATHER.....	20
SUSPICIOUS / UNATTENDED PACKAGES.....	23
UNSAFE CONDITIONS OR SUSPICIOUS ACTIVITY/INDIVIDUAL.....	24
WORKPLACE VIOLENCE	24
TENANT SERVICES	25
TENANT SERVICE REQUEST.....	25
BUILDING SIGNAGE AND DIRECTORY	26
CLEANING SERVICES	27
DELIVERIES/LOADING DOCK/FREIGHT ELEVATOR.....	27
ELEVATORS	27
ENGINEERING SERVICES	27
HVAC	28

KEYS AND LOCKS.....	28
LOST AND FOUND.....	28
MAIL SERVICE.....	28
RECYCLING.....	29
REPAIRS.....	29
TENANT PARTIES, RECEPTIONS AND OPEN HOUSES.....	29
TENANT SECURITY SERVICES	29
POLICIES AND PROCEDURES	30
CONSTRUCTION / REMODELING.....	30
GENERAL RULES AND REGULATIONS.....	30
INSURANCE PROTECTION.....	34
MOVING PROCEDURES	34
SMOKING POLICY	36

Introduction

Welcome

Brookfield Properties is committed to providing you the highest level of Tenant Services and Support. Please let us know how we can assist you, as we would be happy to provide any information or coordinate any services that you may require.

This Tenant Handbook should answer many of the immediate questions you may have about property regulations, policies, and operating procedures. We have provided important Building personnel names and phone numbers, as well as emergency contact phone numbers.

The information contained within this Handbook is general in nature and may differ from your lease. In all cases, the lease takes precedence over the Tenant Handbook.

Brookfield Properties prides itself on quality service and responsive attention to the needs of our tenants. We encourage you to work with us in upholding our service goals and provide feedback to improve our premises and your surrounding business environment.

We hope you find this Tenant Handbook to be a useful guide.

About Brookfield

Brookfield Properties is a premier real estate operating company, providing integrated services across all property investment strategies of Brookfield Asset Management ("Brookfield") – a global alternative asset manager with over \$265 billion in AUM. The combination of Brookfield's highly regarded network of investment professionals around the globe and vast access to capital, along with Brookfield Properties' well-established position as the commercial property landlord of choice in many of the world's most dynamic markets, provides a competitive advantage in the marketplace. More importantly, it assures premier quality and optimal outcomes for our tenants, business partners and the communities in which we do business.

About Fulbright Tower

Fulbright Tower is a 51-story, class "A" office building in the master planned, 4.2 million square foot, four-building Houston Center complex. Fulbright Tower is located at 1301 McKinney Street in the Houston Central Business District.

Operations

Property Management Office

The Building Property Management Office is located in Fulbright Tower on Level 29 in Suite 2920. Office hours are 8:00 am to 5:00 pm, Monday through Friday, except holidays.

Please do not hesitate to contact the Property Management Office at:

Phone: 713-425-4444

Address:

Fulbright Tower
1301 McKinney Street, Suite 2920
Houston, Texas 77010

Security personnel answer our telephone lines after business hours. They are in contact with our management, engineering, janitorial and security staff.

Property Manager	Ashley Norman ashley.norman@brookfieldproperties.com
Assistant Property Manager	Wendi Beck wendi.beck@brookfieldproperties.com
Property Assistant	Melissa Gloria melissa.gloria@brookfieldproperties.com
Property Administrator	Stephany Mireles Stephany.mireles@brookfieldproperties.com
Chief Engineer	Ignacio Lupercio Ignacio.lupercio@brookfieldproperties.com
Assistant Chief Engineer	William "Pete" Rieche william.rieche@brookfieldproperties.com
Construction Manager	David Gonzales David.m.gonzales@brookfieldproperties.com

Leasing

LINKS TO: <https://www.brookfieldproperties.com/portfolio/houston/fulbright-tower/>

Hours of Operation

Building services including HVAC, janitorial and building staff are provided during the following normal business hours:

Monday - Friday:	7:30 am - 6:00 pm
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Saturday:	9:00 am - 1:00 pm
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Services outside of these hours, including After-hours HVAC and Freight Elevator access, may be arranged via the [Online Tenant Request System](#) 24 hours a day, 7 days a week.

Building Holidays

Fulbright Tower will be closed on the following major holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Each Tenant Liaison, however, should consult their specific lease clause. If any conflict arises as to the above Holiday schedule and your lease, your lease terms prevail. Please call the Property Management Office to make sure the appropriate building services are provided.

Energy Use / Consumption

METRICS

Sustainability

LINK TO: <https://www.brookfieldproperties.com/sustainability/>

Security / Fire Life Safety

Security Overview

The Brookfield Properties Security team is charged with:

- delivering unparalleled service to our customers.
- maintaining our Security programs at the highest state of readiness.
- cultivating professional relationships with local law enforcement agencies.

Security officers are on duty at the building lobby desk and tour throughout the property and garage twenty-four hours a day, seven days a week. This building coverage is supplemented by continuous bicycle and motor patrols around the property and in parking garages.

The building employs closed circuit television cameras throughout common areas of the property.

Two-way radio communications between Security, Property Management, engineering, and other property staff members, provide for a quick response to any issue.

Fire and Life Safety

Brookfield Properties recognizes the importance of safety and Security in our buildings. Our web-based programs are designed to heighten tenant awareness and increase understanding of our safety and Security processes and procedures.

Prevention is the cornerstone of emergency management. Through long-term planning and the use of enhanced technology, Brookfield Properties works to address the ever-changing emergency response needs of our buildings.

Fire Safety Plan

The purpose of the Fire Safety Plan is to establish a systematic, safe and orderly method of evacuating an area (or areas) within the building in the least possible time, to an area of safety. The plan also provides instructions for the use of available fire appliances, including fire extinguishers, manual pull station alarms and fire warden telephones for the controlling or extinguishing of fire and the safeguarding of human life.

The Fire Safety Plan relies on technology, including fire alarm and communication systems, smoke detectors, sprinklers, door releases, other safety mechanisms, and on highly trained building staff and tenant employees to assist with evacuation/ relocation of occupants. Documentation relative to the life safety features within the building i.e., copies of the Certificate of Occupancy, floor plans, riser diagrams for standpipe/sprinkler systems, elevator and stair identification charts, are posted in the fire safety plan.

The objective of the Fire Safety Plan is to provide proper education through a continuing employee indoctrination and written program for all occupants, to assure the prompt reporting of fire, the response to fire alarms as designated, and the immediate initiation of fire safety procedures to safeguard life and contain the fire until the arrival of the Fire department.

Each tenant on every floor must appoint a responsible individual to the position of Floor Warden. This appointment will ensure that the floor is under the direction of a designated floor warden, who is familiar with the safety plan.

Access Control

Brookfield Properties strives to provide a safe environment for tenants and their employees and guests. After normal business hours access to the building is restricted.

During normal business hours Fulbright Tower is open to tenants and visitors. However, Property Management limits public access at certain hours. All building access doors are open during the times listed in the Hours of Operation section.

Outside of these times, only tenant employees using Security access cards or visitors, vendors, and customers who are sponsored by tenants, may be admitted to the building. All visitors without proper after-hours authorization are referred to the building lobby desk for assistance.

After-Hours Building Entry

To gain access to the building after normal business hours and on non-business days, tenants must use a valid access card at card readers in the following locations:

- Street Level – Austin Street Entrance
- Street Level – Caroline Street Entrance
- Mezzanine crosswalk entry doors connecting from The Shops at Houston Center and from Houston Center Garage
- Passenger and/or freight elevators which give access to the building

Vendor/Contractor Access

There may be special instances when vendors or contractors need to perform work in your space during non-business hours. In such instances, please provide written notification to the property manager including:

- the contractor or vendor company name,
- the name of the contractor or vendor foreman's name + phone #,
- names of all people who will be doing the work,
- date(s) the work will be performed,
- time the contractor will arrive and depart, and
- a description of the work being done.

Handicap Accessibility

- Handicap accessible entrances provide easy access to and from Fulbright Tower. Handicap entrance is on Austin Street and egress is on Walker Street. ADA spaces are all on B5 of the Fulbright Tower Garage with a ramp leading to the elevator.
- ADA spaces must be used by vehicles properly designated

Parking – Security & Access

SP Plus operates the parking facilities. If you have questions about parking or access issues (including billing and payments), please contact SP Plus at 713-751-3071. They handle all routine matters including the issuance of monthly passes, access cards and tickets. Issues with regard to service and courtesy should be addressed with the parking manager. Before you move-in, you will be provided the necessary parking information and access instruments.

Parking facilities available to Fulbright Tower tenants include:

- 2 Houston Center Garage
- Fulbright Tower Garage

- Houston Center Garage One
- 4 Houston Center Garage
- Rusk Garage

Parking for visitors include:

- 2 Houston Center Garage
- Houston Center Garage One
- 4 Houston Center Garage
- Rusk Garage

Parking access is available 24 hours per day, 7 days a week.

Security measures in place at the Houston Center Garages include:

- Security Bollards
- 24/7 Security Staffing
- Continuous bicycle and vehicle patrols
- CCTV cameras at all entry gates and elevator lobbies.
- Vehicle gate arms
- Contract parking card access

Property Removal

To prevent unauthorized removal of material or equipment from the building, the "Property Removal Authorization" form must be completed by an authorized tenant representative and be retained by the individual authorized to remove the material. The Property Removal Authorization form can be obtained by contacting Property Management. Security personnel will request this form when an individual is removing materials or equipment from the building.

Stolen Property

If property belonging to a tenant, employee or visitor is stolen, notify Property Management immediately (after normal business hours, calls to Property Management will be automatically forwarded to Security). Also contact the Houston Police Department. A Security officer will respond as quickly as possible to take an incident report and will assist the Police Department in gathering information when they arrive.

Solicitation

For the privacy of our tenants, solicitation and hand-billing is not allowed in any Brookfield Properties. To report solicitation, please call the lobby Security desk or Property Management immediately.

Emergency Procedures

Prevention is the cornerstone of emergency management. Through long-term planning and the use of enhanced technology, Brookfield Properties works to address the ever-changing emergency response needs of our buildings.

LiveSafe is Brookfield Properties' mobile safety application. Below is a list of LiveSafe mobile application features that are available to Brookfield Properties' tenants:

- One button to contact Security or Property Management directly.
- One button to contact **911**.
- One button to access emergency response plans.
- The ability to report an emergency or tip and add a photo or video to send to Security by means of a real-time monitoring platform hosted at the lobby level Security desk. Emergency reports can also be done anonymously for privacy reasons.
- The "Safe Walk" feature which allows a colleague or co-worker to monitor the user's activity when they are leaving the property, headed to the garage or bus stop. "Safe Walk" can be used in any capacity that a tenant wants a colleague to follow their path.

The following emergency response plans are intended to inform tenants on baseline responses from building personnel and to assist tenants in preparing effective and safe responses to a wide range of developing emergencies.

Active Shooter

According to the U.S. Department of Justice, an active shooter is "an individual actively engaged in killing or attempting to kill people in a populated area."

In most cases of mass casualty attacks, the actors use firearms, but it is important to be aware that other weapons are sometimes used such as explosives and cutting instruments. Active shooter incidents are usually unpredictable, and the situations evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Since most active shooter situations are often over within 5 minutes before local law enforcement arrives, individuals must be prepared both mentally and physically to deal with an active shooter situation. Civilians will often have to make life and death decisions. Therefore, should be engaged in training and discussion on decisions they may face.

Recommended survival techniques should be fluid and based on the threat, your location, and your individual circumstances. Therefore, note that the order of these techniques can be modified.

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

There are three choices:

1. RUN

If there is an accessible escape route, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be present.
- Keep your hands visible to any law enforcement responders.
- Immediately follow the instructions of any law enforcement responders.
- Do not attempt to move wounded people.
- Call **911** when you are safe

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed door and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).

If evacuation and hiding out are not possible:

- Remain quiet.
- Remain calm.
- Dial **911**, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen in.

3. FIGHT

As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:

- Act as aggressively as possible against him/her.
- Throw items and improvise weapons to use against the shooter.

- Yell.
- Commit to your actions.

Active Shooter – Brookfield Properties Responses

During a report of an active shooter incident, and when safe to do so, a public-address announcement or LiveSafe notification will be made alerting building occupants to implement their company's active shooter response plans until the shooter can be isolated or is immediately stopped by responding law enforcement officers. Subsequent events will dictate updated messages from Property Management.

The following is a sample script for emergency notifications when the active shooter is inside the building:

"An active shooter has entered the building; he was last seen on the ____ floor of the building. Please implement your company's active shooter response plan based on your location and stand by for further notifications."

To protect occupants within the lobby area, Property Management may initiate a lock down of the lobby and have lobby occupants relocate to a safe area until the shooter(s) can be isolated or stopped by responding law enforcement officers.

Property Management may also initiate a shelter-in-place response for the remainder of the building occupants informing them of the situation by public address announcements.

Active Shooter - Elevator Recall

Unlike in fire emergencies, Property Management is not required by code to recall all the passenger elevators. This decision will be made based upon available information, including the reported location and movement of the threat.

Active Shooter - Fire Alarm Pull Stations

In response to an active shooter incident, occupants should NOT pull the manual fire alarms. This may automatically unlock the stairway re-entry doors throughout the building and release all card-reader controlled doors on the floor of alarm. This could provide the shooter with greater access to potential victims.

Bomb Threat

In the event of a bomb threat either through a telephone call or by other means, the following procedure should be followed:

Remain calm.

If the threat is via telephone try to keep the caller talking as long as possible.

Ask the person to repeat the message.

Write down the message and obtain as much relevant information as possible. Below are some of the items you want to identify along with other information which will aid in an investigation:

1. Time the call was received?

2. When is the bomb due to explode?
3. Identification of the caller?
4. Why was the bomb put there?

Try to recall every statement made by the caller and find out as much as possible about the caller. For example:

5. Sex
6. Age
7. Voice characteristics (educated, low, high-pitched, accent)
8. Speech (fast, slow, nervous, slurred throat drinks or drugs)
9. Manner (calm, angry, hysterical, humorous)

Background noises (road traffic, music, giggling, aircraft)

After a bomb threat call has been received, immediately notify the Property/Security Office. The Property Manager and Security Manager will coordinate the search activities and make necessary notifications.

Letter Bombs

Letter bombs are designed to travel safely but to explode when opened, triggered by either mechanical (spring loaded) or electrical means.

Some signs to look for:

Size - Is the letter unusually thick?

Weight - Is it heavy? An effective letter bomb will weigh over two ounces. Few first-class letters weigh that much.

Balance - Is it heavier on one end?

Appearance - Are there grease marks on the envelope or wrapping caused by sweating of an explosive? Is the envelope sealed more tightly than usual or taped shut?

Does it bear an unusual style of writing?

Odor - Is there a smell of almonds or marzipan?

If you consider a parcel or letter suspicious, DO NOT OPEN IT! Immediately call 911 and inform the Property/Security Office.

Chemical, Biological, Radioactive (CBR) Release

If there is a possible CBR release such as an envelope spilling "white powder" and any potential exposure, call **911** and Security at 713-759-1002.

Provide the building address, floor number, and phone number. Describe exactly what type of threat has occurred.

Any person exposed to any suspicious materials should be directed to an area where others will not become contaminated to await medical attention there.

Take appropriate action to contain the hazard by closing doors that provide access to the potentially dangerous area. This will help to minimize the number of individuals exposed.

If hazardous material is released, any potentially contaminated occupants should move from the immediate area of exposure to an adjacent control area. Minimize activities until law enforcement responders arrive. If necessary, relocate impacted individuals into nearest bathroom facility on floor.

Isolate the impacted area(s). Do not allow any unprotected personnel into the hazardous area. Retain all suspect material for law enforcement response teams.

Those occupants on the floor who have not been exposed to the hazard should be evacuated and await further instructions from law enforcement.

Air handler units for heating and ventilation for the floor, including bathrooms or kitchens, will be immediately turned off by Property Management.

If a hazardous material release occurs outside the building, identify wind direction and direct unaffected people to a location upwind of the release. Try to contain anyone potentially exposed so they can receive the proper evaluation and medical attention as needed.

Elevator Service Interruptions

Elevator equipment is designed to stop at the slightest hint of an unsafe condition occurring, which may impact service to passengers.

If elevator service is interrupted while you are a passenger:

- Remain calm.
- Do not attempt to force the elevator doors open or leave the cab.
- Press the "EMERGENCY ALARM BUTTON" on the elevator panel which will contact Security. Two-way voice communication is available in all building elevators and Security will remain in constant contact. Once communication is established with Security, the elevator mechanic will be notified to respond. Should there be a failure of intercom communications within the elevator, call Security at 713-759-1002.

Inform Security of the following:

- Number of people in the elevator?
- Condition of people in the elevator?
- Condition of the elevator?
- Names of people in the elevator?
- Company names?
- Telephone numbers?
- Whom you would like to have notified? _____

Security will maintain constant communication with the elevator occupants, checking on physical condition and informing them that elevator technicians are working on the condition.

Emergency Notification System – LiveSafe

LiveSafe is a mobile safety application and emergency communication dashboard platform. The LiveSafe Command Dashboard is a web-based system that any computer connected to the Internet can access. The command dashboard provides security operation centers with an additional line of communication and is aligned with existing Brookfield protocols.

Unlike other mass communication companies our staff and tenants will have the ability to not only receive but to also send critical emergency AND ROUTINE tips to a dashboard that YOUR BUILDINGS can monitor in house.

Below is a list of LiveSafe mobile application features that will be available to our tenants:

- One button feature to contact security or property management directly.
- One button feature to contact 911.
- One button feature to have access to critical portions of the Emergency Action Plan (EAP) and tabs for each emergency scenario.
- The ability to report an emergency or tip and add a photo or video to send to the dashboard. This can also be done anonymously for privacy reasons.
- The ability to use the Safewalk feature which will allow the tenant to have a colleague or co-worker monitor their activity when they are leaving the property, headed to the garage or to the train station OR TRAVELING OUT OF TOWN.
- As long as their colleague has the LiveSafe app, Safewalk can be used in any capacity that a tenant wants a colleague to follow their path.

Fire Emergencies

If the following is reported to you, if you see smoke or flames, or smell something burning IMMEDIATELY:

- Call the Fire Department – Dial **911**
- Call the Fire Safety Director – Security at **713-759-1002**
- Activate the Fire Alarm Pull Station if the alarm is not sounding.
- Report any changes in conditions to the Fire Department and the Fire Safety Director.

When a smoke detector or a manual fire alarm pull station activates the following will occur:

- Slow whoop fire alarm tones will sound on the floor where the activated device is located. Tones will also sound on the floor immediately above and immediately below.
- ADA strobe lights located throughout public and tenant space on the three floors will begin flashing.
- Stairwell doors on designated re-entry floors will release on every fifth floor in the tower, allowing egress from inside the stairwells.
- All elevators serving the floors will be recalled to the lobby level.
- Air handler units on the floor of alarm will be shut off.

If a fire alarm is activated on your floor DO NOT USE THE ELEVATORS:

- Go to the nearest stairwell and be prepared to enter the stairwell.
- Listen to Public Address announcements for any directions to enter the stairwell.
- If you see any evidence of fire or smoke on your floor, check the stairwell door for heat. Brace the door with your foot and open it slightly to look for smoke and feel for heat. If the air appears to be cool, then enter and go down at least three floors. Never go up the stairwell.

If told to evacuate the building by Fire Department or building personnel, use the stairwell down to street level, out the doors, and away from the building to your company's pre-arranged assembly point.

Do not exit at the lobby level unless directed to do so.

Fire Warden Certification Training

The City of Houston Fire Marshall requires certification training for every designated Fire Warden. Brookfield Properties offers an online certification training program allowing tenants to train their Fire Wardens at no cost.

You can access the Fulbright Tower online fire warden certification training at:
https://axiistenantapp.com/properties/fulbright-tower/#FB_FLS.

If you are a first-time user, you will need to have your company's specific registration code. If you do not have the code, check with your office manager or contact Brookfield Properties fire safety coordinator at Crystal.Haywood@brookfield.com.

Once the certification training is completed, the Fire Warden will receive a PDF version of the Fire Marshall Certificate.

Fire Drills

The City of Houston Fire Marshall requires semi-annual fire drills for all high-rise building occupants. Brookfield Properties hosts a plan review meeting for all Fire Wardens one week ahead of the scheduled fire drills for the building.

During a fire drill, all occupants should move calmly and quickly to the nearest fire stair exit, line up near the nearest stairwell, and listen to public address announcements for further instructions.

Fire Wardens should identify themselves to fire drill monitors posted at the stairwells.

The building is in alarm during the fire drills. All electronic locks on floors in alarm should unlock. If any do not unlock, report it to Property Management immediately.

Elevator service is not interrupted during a fire drill. You may see elevators coming to your floor. This should not happen in a real fire alarm event.

Fire Alarm Testing

The fire alarm and communications systems are tested regularly throughout the year. Property Management will provide ample notice of the testing which is conducted after normal business hours. A full-building announcement is made prior to the beginning of the evening's testing, and an announcement is made on each floor when testing is about to begin. Another full-building announcement is made when system testing is finished for the day.

Major Water Leaks

Report water leaks to Property Management immediately. Be certain to give your name, firm name, location, and extent of the leak.

If water is coming through the ceiling, close all open desk drawers in the vicinity, move papers, small furniture, or work in progress, and place wastebaskets or buckets under the leaks.

Medical Emergency

In the event of a medical emergency or accident involving personal injury in the workplace immediately:

- Call **911**.
- Call Security at 713-759-1002.
- When calling, provide the floor number, location on the floor, and the type of medical emergency.

Certified CPR/AED employees, if present, should be notified to respond to the medical emergency (via email, phone, or runner) and assume control of the situation.

Certified responders, including all responding Security officers, have been trained to conduct patient assessment and to ensure that the following procedures are followed:

- Conduct an assessment of the patient.
- Verify that **911** has been notified.
- Verify that an AED and First Responder Kit are on the scene.
- Secure the scene by confirming the scene is safe for rescuers. Remove all non-essential personnel from the area.
- Clear a path for EMS arrival

Someone should remain with the victim. Do not move the victim unless in immediate danger. Keep them comfortable and warm.

Security personnel will ensure elevator service is available and will be waiting at street level. They will meet the Emergency Medical Services (EMS) crew outside the building and direct them to the designated response elevator.

Other Emergency Responses

Catastrophic events can occur without warning, and they may not necessarily involve a fire. Other emergencies include such events as explosions, biological threats, chemical releases, or natural disasters.

In these scenarios, a complete evacuation of all occupants to street level may be necessary, or you may be directed to remain at your workstation and shelter-in-place. Property Management and Security will give instructions using LiveSafe and the public-address system as to what responses are needed.

Shelter-in-place:

Although you may want to get as far away as possible from an incident, evacuation is not always the safest option. One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. Shelter-in place means to make a shelter out of the place you are in. This is a precaution aimed to keep you safe while remaining indoors. Although sheltering-in-place can apply to many types of emergencies, it is particularly important during hazardous material incidents.

In-Building Relocation:

This is the controlled movement of building occupants from an endangered area to an area of safety within the same building. This may involve relocating to another floor or an interior stairway.

Partial Evacuation:

Evacuating only some of the building occupants may be all that is required to provide a level of protection from a threat.

Full Building Evacuation:

Some emergencies pose a threat so immediate that evacuation must be ordered as soon as the situation is detected. Should this become necessary, employees will proceed out of the building to an exterior assembly area.

Office Safety Tips

Valuables such as women's purses should never be left unattended, even in areas where visitors seldom go and, especially in the reception area. Never leave a purse on the floor or underneath the desk or on top of a file cabinet - put them out of sight.

If you go shopping on your lunch hour, do not leave the packages exposed. Place the packages in a cabinet or drawer.

All visitors, including messengers and delivery personnel, should be watched while on your premises. Escort them to inner office or work areas, do not simply direct them.

Special care should be taken during the times most suited for pilferage - 30 minutes just after opening and before closing - when there is maximum movement from work areas and offices.

Investigation of prospective employees' backgrounds may eliminate potential threats.

Consider changing locks after the discharge of any employees who had keys, access to keys or safe combinations. If business keys are lost, change the lock. All re-keying must be done through Property Management.

Personnel carrying keys to premises should never have any identifying tags on their key rings, since loss of a key ring would enable a dishonest finder to locate and use business keys to gain illegal entry.

Never leave the reception area unattended with the door unlocked. Extra care should be taken regarding small items such as cell phones, tablets, or laptops.

Checkbooks and other valuable corporate property should be locked up.

Avoid giving keys to outsiders for special deliveries or for early/late arrival for special purposes.

Serial numbers of all corporate assets should be recorded to aid police in recovering property in the event of loss or theft.

Immediately report to Security any strangers loitering in the building. Download the LiveSafe App for instant contact to Security.

If any equipment or valuables are lost, report it to the police, your insurance company and Property Management.

Be particularly observant of strangers in your area and if their identity cannot be readily established, advise the Property Management office immediately. Our ability to take positive action may be wholly dependent on speedy notification.

Establish and use, within the occupied premises, a secured area for packages, purses, salable and transportable property, etc., and particularly any form of a negotiable instrument or petty cash. We recommend a GSA approved fire safe.

File cabinet drawers should be closed at the end of the working day and all file cabinets that are provided with locks should be secured.

Be certain that all public corridor egress doors are locked at the conclusion of standard business hours on each business day and when your receptionist leaves the premises.

Enforce strict control of keys and access cards. Please notify the Property Management when any employees are terminated.

Pandemic Preparedness

What you Need to Know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

Importance and Benefits of Being Prepared

The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.

When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.

A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.

Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:

Flu.gov

This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.

<http://www.flu.gov/>

Centers for Disease Control and Prevention (CDC)

The CDC Web site is another primary source of information on pandemic influenza.

They also have a hotline – 1-800-CDC-INFO (1-800-232-4636) – that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you

prefer, questions can be e-mailed to inquiry@cdc.gov.

Department of Homeland Security (DHS)
DHS "Business Planning Guide," is posted on the DHS home page and on Pandemicflu.gov. Also, for business-specific questions, the DHS has created an e-mailbox - DHSPandemic@dhs.gov.

The resources above will provide a lot of information, but we also encourage you to:

- Listen to local and national radio
- Watch news reports on television
- Read your newspaper and other sources of printed and Web-based information
- Look for information on your local and state government Web sites
- Consider talking to your local health care providers and public health officials.

Protests/Demonstrations

Should a riot or civil disturbance start outside the building, the Security officers will immediately lock all entrances. The police will be notified, and Property Management will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the lobby level and the police will be summoned.

Severe Weather

Hurricanes

Before a tropical storm or hurricane approaches the region, there are some guidelines on how to protect yourselves, your premises and contents.

Always keep the contact information for your firm's Fire Wardens and emergency contacts up to date with the Property Management office. This will ensure timely contacts from Property Management, providing important emergency information.

Should your firm require on-site personnel during the storm, notify the property manager with details of their exact location in the building, their names, and the reason they will be on-site.

Please note that Brookfield Properties reserves the right to close the building for your safety, absent a governmental directive. In either instance, it is very important that all building occupants take the following steps prior to leaving:

- All mini-blinds should be opened and raised.
- Desks, table tops and all windowsills should be cleared of books, loose papers, and other items. These items should be placed in secured locked drawers or file cabinets.
- All artwork and furniture should be moved away from windows. Personal items should be stored in a safe area or removed from the building.

- Waterproof tarpaulin or heavy plastic can be useful for covering desks, computers, and filing cabinets.
- Bookcases in offices with exterior windows should be turned (if possible) to face the wall.
- Computers and related equipment should be backed up, powered-down and unplugged.
- All lights should be turned off.
- All electronic equipment should be removed from offices with windows and secured in an area near the core of the building (if possible).
- All office doors should be closed.

Brookfield Properties will maintain limited staffing at the property throughout a hurricane. Building personnel will take actions, which include but are not limited to:

- Debris will be cleared from the building roof and grounds.
- Storm drains will be cleaned and locked down.
- Emergency generators serving emergency lighting and fire/life safety systems will be serviced and fuel tanks filled.
- Emergency supplies and equipment are stocked in ample quantities. We are committed to communicating and working closely with building tenants as we prepare for the possibility of a hurricane event.

Brookfield Properties will utilize the LiveSafe notification system to advise tenant contacts and other designated emergency contacts of important developments should the need arise. Property managers will also be updating the Brookfield Properties Hotline which can be reached by dialing 713-336- 2345.

U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. These terms apply to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, hurricane conditions, or a winter storm.

A Watch becomes effective when atmospheric conditions are right to produce a certain type of weather phenomenon.

A Warning means that the weather condition has been spotted and prompt action must be taken for safety.

In the event these conditions do exist monitor local news and weather reports.

Tornadoes

Tornadoes occur in many parts of the world and in all 50 states. Tornado frequency is at its peak in April, May and June. The potential threat is most dangerous in the continental plains and along the Gulf Coast of the United States.

NOTE: Most tornadoes last only four or five minutes.

Tornado Watches are issued by the National Weather Service for areas threatened by tornadoes and severe thunderstorms. These watches specify a time frame, and an area

where tornado probabilities are highest. During a watch, look for threatening weather and stay tuned to radio and television for more information.

Tornado Warnings are issued by local National Weather Service offices when a tornado has been sighted or indicated by radar. Warnings describe the area that could be affected.

If a warning is issued, take cover immediately. Stay away from windows, glass doorways and outside walls. Close doors to the exterior offices and go to interior rooms or into inside hallways.

Protect your head and crouch down making yourself as small a target as possible.

After the Storm:

- Inspect your area for damage.
- Check immediately for electrical problems and gas leaks.
- Report your findings to the property manager.
- Cooperate in the cleanup of debris.
- Follow directions from building personnel and public safety officials.

Earthquakes

Earthquakes are caused by a sudden slip on an existing fault line. Stresses in the earth's outer layer push the sides of a fault together. Eventually enough stress builds up and the rocks slip suddenly, releasing energy waves that cause the shaking we feel during an earthquake.

Earthquakes come in clusters. In any earthquake cluster, the largest one is called the main shock; anything before it is called a foreshock and anything after is called an aftershock. We must be prepared for aftershocks and the damages they can cause.

Before the Earthquake, non-structural hazards must be identified, and every effort must be made to correct potentially dangerous situations. This includes securing furniture such as book cases, wall units or other items that could fall and injure someone or block an evacuation route. In some cases, this may not be feasible.

Assess your work area. If your workstation is near a window or glass partitions, decide where you will take cover to avoid being injured by flying glass. If your workstation is near a temporary wall or partition, make sure it is securely anchored. If you have materials stored on top of cabinets or shelves, determine if these items should be secured or moved.

Determine in advance all stairwells and alternate exits from your work location and the routes you will follow to reach an exit stairwell in the event an evacuation is necessary. Also establish your alternate routes to be used in the event your first route is blocked or unsafe to use.

During an earthquake you will be safer inside the building than you are outside.

If you do feel a tremor, you should: Duck, Cover and Hold.

DUCK - Duck or drop down to the floor.

COVER - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

HOLD - If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.

Hold the position until the ground stops shaking, and it is safe to move.

Do not enter or exit the building during the shaking. There is danger of falling glass and debris.

Do not use the elevators. Elevator guide rails may be damaged.

If you are outdoors, move away from buildings, falling objects, and power lines.

Be prepared for aftershocks. If you are outside, do not return to your office until authorized.

Check for injuries and administer first aid if qualified. Do not move victims unless it is absolutely necessary.

Replace telephone handsets that may have been dislodged, but do not use the telephones except to report fires or medical emergencies.

Do not evacuate unless told to do so or danger is imminent. If you evacuate follow instructions given by emergency personnel. Walk, do not run, and keep noise to a minimum.

Do not push or crowd. Use handrails in stairwells and move to the inside (most continuous handrail).

Assist non-ambulatory, visually impaired and hearing-impaired persons if they are present.

If you have relocated away from the building, do not return until you are notified that it is safe to do so.

Suspicious/Unattended Packages

A suspicious letter or parcel might have some of the following indicators:

- Origin - Postmark or name of sender is unusual, unknown, or no further address is given.
- Postage - Excessive or inadequate postage.
- Balance - The letter is lopsided or unusually thick.
- Weight - The letter or package seems heavy for its size.

- Contents - Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains powdery substance (When checking, do not bend excessively.)
- Smell - Particularly almond or other suspicious odors.
- Writing - Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient. Common words or names are misspelled.
- Rub-on block lettering.

When handling a suspicious package:

- If the letter or parcel remains suspect, call **911**.
- Notify Security at 713-759-1002.
- Do not excessively handle or open a suspicious package.
- Immediately segregate it in an unused room or space.
- Attempt to verify the sender and/or the legitimacy of the package (i.e. ask the recipient if he/she was expecting a package that matches the suspect package's size and shape.)

Unsafe Conditions or Suspicious Activity/Individual

If an unsafe condition such as a slippery floor, debris left in a common area, broken glass, or other hazards are observed, notify Security or the property manager immediately.

Brookfield Properties staff members inspect the property regularly. However, problems you might see are addressed immediately.

If you see suspicious or offensive people in the building, please call Security. Provide a description of the person's appearance and clothing to assist responding Security personnel in identifying them.

Report any situation involving a threatening person by calling **911**. Then notify Security immediately at 713-759-1002. Provide as much information as possible including a physical description of the person(s) and their location, and whether they are armed.

Workplace Violence

Violence in the workplace can be caused by a variety of reasons that may not even relate to the work environment. Sometimes it is carried over from domestic problems. Sometimes a terminated employee becomes disgruntled. Usually, there is no advance warning.

If a violent act is occurring within your space, immediately call **911**, then notify Security at 713-759-1002 to apprise them of the situation. Provide a physical description of persons involved, names, location.

Building personnel will prepare to meet law enforcement and to assist them in entering the building and gaining access to the incident. Responding police officers will take control of the situation upon their arrival.

Tenant Planning Resources

Brookfield Properties recommends that each tenant firm have an emergency action plan in place to help their employees prepare for and react quickly to any emergency whether it be local, regional, or national in origin. The following resources will be helpful in your planning:

Department of Homeland Security
<http://www.dhs.gov/>

Federal Emergency Management Agency
<http://fema.gov/>

American Red Cross
<http://www.redcross.org/>

Centers for Disease Control and Prevention Emergency Preparedness and Response
<https://emergency.cdc.gov/>

Local media outlets will provide important information during emergency situations.

Tenant Services

Tenant Service Request

Click here [Online Tenant Request System](#) to login to the Service Request System.

Brookfield Office Properties' goal is to provide outstanding tenant service at all times. This means:

Courteous, timely, efficient, high-quality responses to tenant requests
A follow-up review to confirm that the tenant is satisfied with the response
When there is a charge for the tenant service, clear and accurate invoicing
Each lease contains specific information about services to be provided, including complimentary and chargeable services. If a tenant is unfamiliar with charges for services being requested, the cost of the service will be explained.

Tenant Services may be provided by Brookfield Office Properties staff or by outside contractors hired by Brookfield Office Properties. Authorized tenant representatives can submit requests for routine maintenance using the online Service Request System.

With just a few easy steps you can submit a request for building service. Simply click on the link to the Service Request button on the Tenant Resources page, login with your personalized username and password, enter the necessary information, click submit and you are done!

The following information contains detailed instructions for using the Service Request System.

1. Enter your personalized user name and password.
2. Complete the Service Request by entering as much information as you can. Fields that are marked with a red asterisk are mandatory. Fields such as Property, Reported By, Reported by Phone, and Reported by E-mail will auto-fill based on your personalized login. The information contained in these fields cannot be changed.
3. Select the type (service category) of the request.

Viewing Service Requests

1. Click on Service Requests
2. Select filters or accept the default parameters
3. Click Search

The system will display all your service requests. The most recent request will be on top. Scroll to find the request your company has created. Click on the request date for detailed information about the request.

Request Status	Explanation
Open (new)	The request has been created but the Property Management office has not processed it.
In Progress	The request has been accepted by the Property Management office.
Work Completed	The work request had been completed. The request may be kept in this status due to follow-up activities.
Closed	The work requested and follow up activities have been completed.
Cancelled	The work order was cancelled by tenant or Property Management office.

Building Signage and Directory

A suite plaque and elevator directional signage will be provided at the building's expense, unless otherwise stipulated in the lease. The suite plaque will be placed at the entrance of the suite. All other signage and any revisions to existing signage will be at tenant's expense and must be approved by the Construction Manager.

Please note the EXACT spelling and punctuation of your company name on the form provided. Any replacements or changes to the signage will be charged to the customer. Also, note that it may take up to six (6) weeks to receive the signage so you should email the forms to the Property Management office without delay. You should fill out the forms in the forms section of Brookfield's website for any changes to your suite signage.

Please refrain from taping temporary or non-building standard signs to the building walls, suite doors, building or elevator lobby doors, or elevator walls.

Cleaning Services

Cleaning service is provided five times per week. During each cleaning, carpets are vacuumed, unobstructed surfaces dusted, and trash is emptied. For trash that is not in a wastebasket, please inform the cleaning personnel by leaving a large note on the items that read BASURA or TRASH. Please DO NOT leave items that are not trash on top or near wastebaskets because these items might be misconstrued as garbage. If you have special cleaning needs, such as carpet shampooing, then contact the Property Management office. Special cleaning services can be arranged at a tenant's expense by entering a work order in the Angus work order system.

If a small cleaning problem should arise during working hours, please contact cleaning through the Angus work order system.

For questions or comments regarding the cleaning services or pricing for any extra services, please notify the Property Management office.

Deliveries/Loading Dock/Freight Elevator

The loading dock is located at 909 Caroline Street. This area may be used for deliveries and pick-ups only. The Fulbright loading dock has 3 bays and a clearance of 14'11". An attendant is on duty from 6:00 am to 10:00 pm Monday thru Friday to assist with deliveries. All deliveries are to be made via the loading dock and the freight elevator. Freight elevator service is provided from 6:00 am to 10:00 pm for tenant deliveries, Monday thru Friday. Deliveries and use of the freight elevators outside of these hours may be arranged by contacting the Property Management office.

Elevators

Fulbright Tower has 29 passenger elevators and 2 freight elevators serving 51 floors. There are 2 shuttle elevators that service the lobby level, street level and basement level.

The freight elevators are in regular operation weekdays from 6:30 am until 5:30 pm, except on building holidays. During normal business hours, the freight elevator is available on a first-come, first-serve basis for normal business deliveries (office supplies, UPS, FedEx, etc.), the transport of service providers, contractors, messengers, construction personnel, and other limited uses.

Engineering Services

Tenants may need special engineering services, including repairs to private bathrooms, replacement of non-standard ceiling tiles, and installation of additional thermostats. The tenant is billed at established rates for engineering services.

- Engineering requests are processed and billed as follows:
- A member of the engineering department staff investigates the situation
- If possible, the problem is resolved immediately

- If materials must be purchased or completing the repair requires further planning or other assistance, the engineer consults the Property Manager. They then plan the work and prepare a time-and-materials estimate for tenant approval.

HVAC Services

If the temperature in your office needs adjustment, please initiate a request through the Angus work order system. Your request will be referred immediately to engineering personnel.

Keys and Locks

Keys will be provided upon move-in. All additional locks, keys and lock changes must be installed by our preferred locksmith. A fee is charged for this service and is billed as an extra service. No additional locks will be allowed on any door without written permission of landlord. All key and lock requests should be submitted using the Angus work order system. There is a charge for damaged or lost access cards.

Lost and Found

Lost and found items can be claimed or turned in at the Security Desk or Building Property Management office.

Mail Service

The mailroom is located on the Street Level and is operated by the U.S. Postal Service, Monday through Friday. Property Management **cannot** gain access to the U.S. Postal Service Room, however, a mailbox key will be issued to you at move-in through the Property Management office.

Your mailing address at Fulbright Tower is:

Company Name
1301 McKinney Street, Suite ____
Houston, TX 77010

Mail may be collected and/or deposited by Tenants or their agents in the mailroom located on the street level Monday through Friday.

The nearest Post Office location is 1500 Hadley Street, Houston, Texas 77002. For more information, please call your local Post Office or visit www.usps.com.

Recycling

Brookfield is committed to both preserving our environment and reducing operating costs.

Brookfield is proud to be a part of, and manage, an innovative and responsive recycling program. We are proud that our tenants participate in recycling paper, cardboard, and clean plastic. In addition, Brookfield provides e-waste recycling drives bi-annually.

The cleaning staff will empty the central recycling bins as required. If you have any questions, please call the Property Management office.

The following products CANNOT be recycled and should be discarded into the regular trash receptacles: carbon paper, waxed paper, blueprints, food plates, glass and styrofoam.

Repairs

If a need for repairs is noticed throughout the building, please notify the Property Management office by calling 713-425-4444 or by submitting a Service Request online at <https://axiistenantapp.com/home/service-requests/>. Our staff welcomes your information and assistance in maintaining Fulbright Tower as a first-class office environment.

If electrical, plumbing or other above standard repairs are requested within your premises, please log on to the Tenant Service Request System. The work will be completed by property maintenance personnel or outside contractors who are familiar with the building.

For more information about Service Requests please call the Property Management office.

Tenant Parties, Receptions and Open Houses

If a tenant has any plans for a party, reception, open house, etc., please contact the Property Management office in advance. This will allow us to make Security, cleaning staff and the HVAC departments aware of your gathering and to offer our help so that you and your guests have an enjoyable time.

Tenant Security Services

Tenants may require security services in addition to those typically provided on a day-to-day basis by the property's security personnel. If extra security measures are required, the tenant should call the Property Manager to discuss these needs and the best way to fulfill them.

Policies and Procedures

Construction / Remodeling

The tenant construction work procedure is designed to provide efficient scheduling of work while protecting other tenants from unnecessary noise and inconvenience.

Please contact the Property Management office for the Building Rules and Regulations. This document contains detailed information to assist you in planning construction projects. Please review it carefully before design begins.

Summary

Contact the Houston Center Construction Manager as the first step. The Property Manager will be happy to assist you in obtaining this information.

We will generally require that you conduct noisy, disruptive or odor and dust producing work, as well as the delivery of construction materials, outside of regular business hours.

We expect all contractors to maintain safe and orderly conditions, labor harmony, and proper handling of any hazardous materials. MSDS sheets must be supplied to the Property Management office. We may stop any work that does not meet the conditions outlined in the attached document.

Before occupying the completed space, submit the final Certificate of Occupancy and any other approvals to the Construction Manager. We also require an air balancing report signed by a professional engineer and an "as built" set of drawings in AutoCAD format on disk and one (1) hard copy showing all work in full detail.

General Rules and Regulations

Fulbright Tower is a premier business address in Houston, as such we have worked very hard to create the most positive environment possible for you and your employees to conduct business in an orderly, clean and desirable premises. We have endeavored to minimize our formal Rules and Regulations. However, in order to maintain the positive business environment, which initially attracted you as a tenant and minimize the interference by others to your premises, we anticipate your cooperation in observing the following Rules and Regulations prescribed by the Owner

Please note that the term 'Tenant' as used in these Rules and Regulations includes its officers, agents, servants, employees, licensees and invitees.

After Hours Entry:

Owner reserves the right after normal building hours to require that persons entering the Building identify themselves and establish their right to enter or to leave the Building.

Animals & Bicycles:

Tenant shall not bring into the Building or keep in or around the premises any insect or animal, or bicycles without the prior written consent of Owner (wheelchairs, service animals and baby carriages excepted). Bicycle racks are provided on Street Level of the Fulbright garage.

Antennas & Wires:

Tenant shall not install any antenna or aerial wires, or radio or television equipment, or any other type of equipment, inside or outside of the Building, without Owner's prior approval in writing. Tenant may operate personal radios and/or televisions inside the premises leased or occupied by it, provided noise from such equipment is not audible outside the premises.

Blind Closing:

Each Tenant shall cooperate with Owner in obtaining maximum effectiveness of the cooling system by closing blinds or drapes when the sun's rays fall directly on windows of the premises leased or occupied by Tenant.

Building Image:

Tenant shall not advertise the business, profession or activities of Tenant in any manner which violates the letter or spirit of any code of ethics adopted by any recognized association or organization, or use the name of the Building for any purpose other than that of the business address of Tenant, or use any picture or likeness of the Building or the Building name or logo in any letterheads, envelopes, circulars, or notices, without Owner's expressed consent in writing, which consent may be unreasonably withheld.

Entrance Obstruction:

Tenant shall not block or obstruct any of the public sidewalk entries, parking areas or courtyards adjacent to the Building, passageways, doors, corridors, elevators, elevator doors, freight elevator lobbies, hallways or stairways of the Building.

Tenant shall not place, empty, or throw any rubbish, litter, trash or material of any nature into such areas, or permit such areas to be used at any time except for ingress or egress of Tenant, its licensees and invitees.

Finish Materials:

All carpets, fabrics and furniture purchased for premises leased or occupied by Tenant shall conform to local and state fire codes.

Flammable Fluids:

Tenant shall not bring into the premises or the Building any flammable fluids or explosives without written permission of Owner.

Glass Panel Doors:

Glass panel doors that reflect or admit light into the passageways or into any place in the Building shall not be covered or obstructed by Tenant. Tenant shall not permit, erect or place drapes, furniture, fixtures, shelving, display cases or tables, lights, signs or advertising devices in front of or in proximity of interior or exterior windows, glass panels, or glass unless the same shall have first been approved by Owner.

Hand Trucks:

Any hand trucks used in any space or public halls of the Building, either by Tenant or by vendors or others, in the delivery or receipt of merchandise, shall be equipped with rubber tires and safeguards.

Large Item Disposal:

Tenant shall have the responsibility of disposing of crates, boxes, etc., which will not fit into office wastepaper baskets and other unusual waste. In no event shall Tenant set such items in public hallways or other areas of the Building, except within the premises leased or occupied by Tenant, for disposal. If Tenant wishes to dispose of such items prior to 5:00 pm., it may do so by calling the Property Management office to arrange for porter service.

Locks:

No additional locks shall be placed on any door in the Building, which are incompatible with the master keying system. Owner may at all times keep a passkey to all leased or occupied premises. All keys shall be returned to Owner promptly upon termination of each lease.

Material Movement:

The movement of furniture, equipment, machines, merchandise or material within, into or out of the leased premises and the Building shall be restricted to time, method and routing as determined by Owner upon request from Tenant, and Tenant shall assume all liability and risk to property, the premises leased or occupied by it, and the Building in such move.

Owner's Reservation of Rights:

Owner reserves the right to rescind, alter or waive any rule or regulation at any time prescribed for the Building when, in its judgment, in the interests of all Tenants, and no alteration or waiver of any rule or regulation in favor of one Tenant shall operate as an alteration or waiver in favor of any other Tenant. Owner shall not be responsible to any Tenant for the non-observance or violation by any other Tenant or any of the rules of regulations at any time prescribed for the Building.

Plumbing Systems:

The plumbing facilities, lavatories and janitor closets shall not be used for any other purposes than for which they are constructed, respectively, and no rubbish, rags, sweepings, and/or any other harmful damaging or foreign substance of any kind shall be

thrown in them, and the expense or any breakage, stoppage, or damage resulting from a violation of this provision shall be borne by Tenant.

Premises Infestation:

If the premises become infested with vermin due to Tenant deliveries or acts or omissions of Tenant, Tenant at its sole cost and expense, shall cause such premises to be exterminated from time to time, to the satisfaction of Owner and shall employ such exterminators as shall be approved by Owner.

Quiet Enjoyment:

Tenant shall not permit the operation of any musical or sound-producing instruments or devices which may be heard outside the leased premises or the Building, or which may emanate electrical waves which will impair radio or television reception from or in the Building.

Roof Access:

Admittance to the roof of the Building is done only upon the written consent of Owner.

Sales or Auctions:

No space in the Building shall be used for manufacturing, public sales or auctions.

Signal Communication:

If Tenant desires signal communication, alarm or other utility or service connections installed or changed, such work shall be done at the expense of Tenant, with the prior written approval and under the direction of Owner.

Signs & Advertising:

No sign, door plaque, advertisement or notice shall be displayed, painted or affixed by Tenant in or on any part of the outside or inside of the Building or parking facilities without prior written consent of Owner.

Smoke Free:

This property is a smoke free building; smoking is prohibited in the lobby and other common areas, all elevators, rest rooms, the elevator lobby on each floor (even if such floor is occupied by only one Tenant) and the parking garage.

Soliciting & Peddling:

Canvassing, soliciting, peddling, and distribution of handbills and other advertising material in the Building is prohibited. Tenant shall cooperate to prevent the same and shall promptly report such activities to the Property Management office.

Weapons:

Owner has the right, but not the obligation, to restrict Tenant from bringing into the Building, or keeping on the premises, any weapon including but not limited to firearms, knives, shotguns and similar items.

This section provides important service request forms and manuals for tenants.

- Bomb Threat Checklist
- Certificate of Insurance
- Property Removal Pass
- Tenant Information Form

Insurance Protection

Tenants are required to keep on file with the Property Management office a current Certificate of Insurance evidencing sufficient coverage to satisfy the terms of their lease. The insurer must be admitted and licensed in Texas and the Certificate must contain a provision that coverage will not be canceled or non-renewed without a thirty (30) days prior written notice to the Owner.

When tenant work is to be done by contractors in the building, the tenant authorizing such work shall be responsible for including in the contract for such work the following insurance and indemnity requirements to the extent that they are applicable. Insurance certificates must be received prior to construction/service. All certificates shall name the Landlord as the certificate holder as follows:

Certificate Holder:

BSREP II Houston Office 3HC Owner LLC
1301 McKinney Street
Houston, TX 77010

And as an additional insured party as follows:

BSREP II Houston Office Holding LLC, BSREP II Houston Mezz B LLC, BSREP II Houston Office 3HC Owner LLC, BSREP II Houston Mezz A LLC, Brookfield Properties (USA II) LLC, BOP Texas Management LLC, and their respective affiliates, shareholders, partners (including partners of partners), subsidiaries and related entities, and any successors and assigns of such entities

Each contractor and each sub-contractor shall, until the completion of the tenant work in question, procure and maintain at its expense. Please contact Property Management office for a sample COI stating minimum limits required, depending on type of work being performed.

Notes: Completed certificates must be received before work can commence. Moving Procedures

Tenants are requested to contact the Property Management office as far in advance of the move date as possible, but no less than two (2) weeks prior to any move-in to or out of the Building, to coordinate the move and reserve the freight elevator. All move-ins/outs must take place after 6:00 pm, Monday through Friday, or on weekends and are scheduled on a first come, first served basis. Additional charges for loading dock personnel and security guards to accomplish the move will be charged to Tenant at prevailing rates.

As a brief checklist, please provide the following to the Property Management office prior to your move in date:

- Certificate of Insurance
- Tenant business telephone and fax numbers. At least two (2) after-hours emergency contacts (cell phone numbers)
- Four (4) Fire Warden designates and alternates per full floor occupancy
- Name of Tenant Administrative Liaison(s) and respective signature(s) of authorization

Arrangements should also be made with the Property Management office for:

- Access control cards
- Evacuation training for Floor Wardens and employees
- Keys for offices

The following rules pertain to moving furniture, equipment and supplies in and out:

- The loading dock is the only building entrance permitted to be used for moves
- Movers must carry insurance in accordance with the specifications in the Insurance Requirements section and provide a Certificate prior to the move
- Clean Masonite sections must be used as runners on all finished floor areas where furniture or equipment is being moved with wheel or skid-type dollies. The Masonite must be at least one-fourth inch thick, 4' x 8' wide sheets in elevator lobbies and corridors, and 32" wide sheets through doors in Tenant Space. All sections of Masonite must be taped to prohibit sliding
- The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be a protective barrier. These areas are inspected for damage after the move

- Restoring any damage to the building or fixtures in connection with the move is the financial responsibility of the Tenant
- The freight elevator is the only elevator used for the movement of furniture, equipment and supplies unless prior written approval to use additional elevators is obtained from the Property Management office
- Movers must make arrangements with the Property Management office for use of the elevators for each move. A firm arrival time should be established for each day of a move
- Movers are required to remove all boxes, trash, etc., when leaving the Building. Any materials left behind will be disposed of by building staff Our building has a strict "No Smoking" Policy. Moving crews are not permitted to smoke in any area of the building
- The Fire Department prohibits the blocking of any fire corridor, exit door, elevator lobby or of hallways. Moving vehicles should not be parked in marked "Fire Lanes."

Smoking Policy

Smoking is prohibited in all common areas of the building including, but not limited to, entrances and lobbies, elevator lobbies, lavatories (handicap included), loading dock, elevators, freight elevators, stairways and garage.