



LyondellBasell Tower

1221 McKinney Street, Houston, TX

| Tenant Handbook

Everything you need to know about your home away from home

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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 Properties

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 \$285 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 LyondellBasell Tower

LyondellBasell Tower is in the heart of downtown Houston. Located at 1221 McKinney Street, the 46-story, class "A" building occupies the entire city block bound by McKinney, Caroline, Walker, and San Jacinto Streets. Houston Center is an urban, mixed-use office campus in Houston's vibrant downtown connected to over 200,000 sq. ft. of select shopping, dining, and service options. The property is a five-minute walk to ten hotels of various price points, including the newly renovated Four Season's Hotel and the Le Méridien Houston Hotel. Steps from Discovery Green, the George R. Brown

Convention Center, three sports stadiums including the Toyota Center, restaurants and more. Houston Center provides easy access to the best of what downtown has to offer while perfectly capturing the energy and culture of Houston.

Operations

Accounting

In accordance with the lease, rental payments are due on the first of each month without notice. You will receive a separate invoice for miscellaneous charges such as, repair service, overtime air conditioning, etc. Tenants will not receive monthly rent statements. You must note your suite number on your check. Please note, the Management Office cannot accept rental payments.

Listed below are three ways that the property tenants can remit their rent. You are welcome to reference each of the instructions in the Tenant Direction Letters.

Remit To Address:

BSREP II Houston Office 1HC Owner LLC
PO Box 207348
Dallas TX 75320-7348

Overnight Address:

BSREP II Houston Office 1HC Owner LLC
Lockbox Services 207348
2975 Regent Blvd.
Irving, TX 75063

Note: Company name and PO Box number must be referenced on the check to avoid processing delays.

Wire or ACH Payment:

Wells Fargo Bank, N.A.
San Francisco, CA 94105
ABA # 121 000 248
Account Name: BSREP II Houston Office 1HC Owner LLC
Account #: 4224057158
Reference: 207348

Management

The Building Property Management Office hours are 8:00 AM to 5:00 PM, Monday through Friday, except holidays.

Address:

LyondellBasell Tower
1221 McKinney Street, Suite 3240
Houston, TX 77010

Please feel free to call the Management Office at (713) 654-1911 with any questions or concerns, 24 hours a day. After normal business hours, security personnel answer the telephone lines and are in contact with management, engineering, janitorial and security staff.

The following personnel are available to address your needs:

Property Manager	Tiffany Selva tiffany.selva@brookfieldproperties.com
Property Assistant	Melinda Salinas melinda.salinas@brookfieldproperties.com
Property Assistant	Ashley Wine Ashley.wine@brookfieldproperties.com

Building Hours of Operation

Standard operating hours for the property are listed below:

Monday – Friday	7:30 AM – 6:00 PM
Saturday	9:00 AM – 1:00 PM except Holidays

Building Holidays

The Holidays observed each year are listed below to aid your planning operations during the year.

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

Leasing

Address:

Transwestern
909 Fannin Street, Suite 1000
Houston, Texas 77010

Listed below is the contact information for the authorized representatives:

Parker Burkett	713-407-8716 Parker.Burkett@transwestern.com
Doug Little	713-272-1284 Doug.Little@transwestern.com
Kelli Gault	713-270-3349 Kelli.Gault@transwestern.com
Jack Scharnberg	512-608-3015 Jack.Scharnberg@transwestern.com

Amenities

On-Site Amenities

- Wi-Fi
- Car Butler
- Recycling
- Path Access
- Dry Cleaning
- The Lift Fitness Center
- Public Transit Available
- E-Waste Event (Twice a Year)
- Battery Recycling (Household)
- Building Terrace and Courtyard
- Tenant Events and Happy Hours
- Tunnel and Sky Bridge Accessible
- Tire Inflation Valet (Allie Universal)
- Event Space and Conference Center
- Safety Communication App (LiveSafe)
- Vehicle Location Valet (Allied Universal)
- Complimentary Battery Boost (Allied Universal)
- 24 Hour Security Monitoring + After-Hours Escorts

Downtown Amenities

In the past few years, Downtown Houston has exploded with new and renovated properties, new venues for sports and the performing arts, reclaimed areas for green space, and many more residential options. Much of that growth has

happened on the east side of downtown, within walking distance of Houston Center.

Discovery Green, One Main Place, Toyota Center, Minute Maid Park, Dynamo Stadium and several loft and condo options have joined the iconic landmarks of Houston Center, the Four Seasons Hotel, and the George R. Brown Convention to create the Houston Center District – a unique, pedestrian-friendly neighborhood. With a variety of activities going on day and night – throughout the week and every weekend – this district has become the epicenter of Houston's most complete 'live, work, play' environment.

Tenant Services

Cleaning

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 times might be misconstrued as garbage. If you have special cleaning needs, such as carpet shampooing, please contact the Management Office. Special cleaning services can be arranged at the tenant's expense.

Loading Dock & Deliveries

All oversized deliveries should be made via the building's loading dock, located on the street level off San Jacinto Street. The physical address of the loading dock is 901 San Jacinto Street, Houston, Texas 77010.

It is necessary to make prior arrangements for all vehicles entering the loading dock for delivery. This is done by contacting the management office by phone at 713-654-1911 or by email at LBT@brookfield.com. The Security Loading Dock Officer is required to have notification from the Management Office before allowing admittance of any vehicle. All visitors must check in with security and provide a valid photo I.D.

The building's loading dock clearance drive thru max clearance is 13' 5". Parking is limited to 30 minutes and is for loading and unloading only. Violators will be towed.

Elevators

The building is equipped with 28 passenger elevators and 2 freight elevators. 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.

The dimensions of freight elevator #4 is 8'5" deep x 6'2" wide x 11'10" high. The door is 4' wide x 8'10" high. The dimensions of freight elevator #5 is 6'1" deep x 6'3" wide x 10'10" high. The door is 4' wide x 8'10" high.

HVAC

If the temperature in your office needs adjustment, please submit a work order ticket via the MRI/Angus Work Order System. Your call will be referred immediately to engineering personnel.

You may schedule after-hours HVAC through the building's online platform (Genea) at or email support@getgenea.com.

Security / Fire Life Safety

Security Overview

Security officers are on duty at the Building's Security Console and tour throughout the property and garage twenty-four hours a day, seven days a week.

The building also employs electronic surveillance devices throughout certain common areas. Two-way radio communication between the Management Office, Security Console and property staff provides quick response to any issue.

While security officers, closed circuit cameras and the maintenance staff can provide basic protection for the building, security is everyone's responsibility, and your cooperation and vigilance are essential.

Each tenant can be effective in preventing the loss of valuable personal and company property by maintaining careful vigilance and following safety procedures:

- Be particularly observant of strangers in your area and if their identity cannot be readily established, immediately advise the Management Office.
- 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.
- At the end of each working day, store small personal and company items of value, in a locked desk, credenza, file cabinet or other secured location.
- Use strong passwords, GPS locating apps or locking cables, if possible, for laptops and other electronic devices.

- File cabinet drawers should be closed at the end of the working day and secured nightly.
- 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 Management Office when any employees are terminated.
- Promptly report the loss of property or any suspicious event to Security. Serial numbers of all valuable items should be recorded and retained in a file to aid police in recovering property in the event of a loss or theft.
- Articles of value (handbags and coats) should not be left in open, unattended reception areas or on desks in offices at any time.
- Never leave a vault or safe open while out of the office. Thoroughly spin the combination lock when closing a vault or safe. Do not leave a vault or safe combination on a desk.

Special care should be taken during certain times best suited for pilferage, i.e., the first 30 minutes after opening, lunch hours and just before closing. These are the times of maximum movement of personnel and absence from work areas and offices.

You may request additional checks of your offices by contacting the Management Office.

Fire Life Safety

Brookfield prides itself on providing outstanding prevention measures to ensure the safety and security of its tenants, visitors, and employees. This is accomplished through fire and life safety education, as well as planning for emergencies. It is important that each tenant and their employees be familiar with emergency exits, equipment, evacuation plans, and well informed on all issues related to fire and life safety.

Tenants are given materials and are educated in response procedures for both fire and non-fire related emergencies. Fire Drills are conducted twice a year.

We provide additional fire life safety information and fire warden certification training through our online training website. The training site describes all of the building's safety features for tenants and visitors. In addition, our tenants can use the online training to refresh their knowledge of the fire life safety topics on a regular basis and for new hires.

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 smoke or fire situations, the response to a fire alarm, and the immediate initiation of fire safety procedures to safeguard life and contain the fire until the arrival of the Fire department.

Fire Code requires training and certification of at least one Fire Warden for every 7,500 square feet of occupied space (4 for every full floor occupant). Each tenant on every floor must have at least one certified Fire Warden. Please contact property management for assistance in gaining access to online Fire Warden Certification training.

Access Control

We strive to provide a safe environment for tenants and their employees, guests, customers, and visitors. Building doors are open during the times listed in the Hours of Operation section.

After-Hours Building Entry

To gain access to the building after-hours and on non-business days, tenants must use the McKinney Street or San Jacinto Street entrance or the crosswalks from the parking garages. For the safety of all, management requires tenants entering and leaving the building after-hours to present their access control card key at Security.

Tenants should send a written request to the Management Office for after-hours and non-business day's access for temporary employees, contractors, telephone workers, etc. Access will not be granted without the written request being on file.

Vendor/Contractor Access

There may be special instances when vendors or contractors need to perform work in your suite during non-business hours. In such instances, please provide written notification to the Property Management Office on the After-hours Access Form including:

- The company name.
- Foreman or Supervisor.
- Names of all people who will be doing the work.
- Date(s) the work will which be performed.
- Time the contractor will arrive and depart.
- Description of the work being done.

Security will issue vendor/contractor identification badges. Property staff will not admit your contractor into your suite without approved authorization. Please arrange for access or meet with the vendor to provide them with an access card or keys.

Handicap Accessibility

Handicap accessible entrances provide easy access to and from LyondellBasell Tower. Handicap entrances and egresses are available at the following locations:

- Street Level
- B1 Level Parking
- Houston Center Crosswalks

Parking – Security & Access

Entrance into the garage is located on San Jacinto and Walker Street and are clearly marked by the parking sign. Daily and monthly parking rates are posted at the garage office and cashier booths. These rates are subject to change from time to time.

The garage office number is (713) 751-3071 and handles all routine matters including the issuance of monthly passes and tickets. Issues regarding service and courtesy should be addressed with the parking manager.

Pedestrian traffic on the garage entrance ramp is prohibited for the safety of all concerned. Posted speed limit within the garage is 5 MPH.

For more information go to: <https://parking.com/houston/destinations/center>

Parking facilities available to all LyondellBasell Tower tenants include:

- LyondellBasell Tower Garage
- 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

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 / Stolen Property

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

If property belonging to a tenant, employee or visitor is stolen, notify the Police Department and the Management Office immediately (after normal business hours, calls to the Management Office will be automatically forwarded to Security). A security officer will respond as quickly as possible to take an incident report and will assist the Police Department.

Solicitation

For the privacy of our tenants, solicitation and hand-billing is not allowed in LyondellBasell Tower. To report solicitation, please call the Management Office.

Emergency Procedures

During an emergency, the safety of personnel and the protection of property often depend on the actions taken by those individuals within the emergency's arena. For this reason, Brookfield has developed and implemented the Tenant Emergency Procedure Manual. (TEPM)

The TEPM serves to standardize and clarify emergency information, preparedness, procedures and responsibilities of the building owner and tenants at all US locations. It is based upon the best suggested guidelines derived from state and local fire prevention codes and other well-established emergency information.

It is imperative that all building occupants become familiar with this plan and its procedures since its effectiveness depends on the active participation of tenants and employees at all levels. Tenants should use it to help prepare their own emergency plans that are individually tailored for maximum employee and asset protection. To this end, each Property Manager will distribute to all Tenant point of contacts a hardcopy of the building's TEPM. Tenant employees can also review this manual on the building's online fire life safety training website.

However, due to the obvious difficulty associated with predicting the scope and nature of any given emergency, Tenants should not use the TEPM as the ultimate arbiter when determining how to respond to an emergency. The procedures are suggestions which should never be at odds with their primary goal: to protect life, safety, and property. Additionally, no Tenant or Brookfield's employee should ever risk life or limb based upon the TEPM's perceived advice. In fact, the TEPM includes clear limitations:

IMPORTANT – never endanger your own life or the lives of others when carrying out duties in the Fire Safety Plan

The TEPM can provide significant assistance to all Brookfield Tenants who are intent on preparing an effective and safe response to a developing emergency. Please contact the Property Manager's Office if you have any questions.

Active Shooter

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, and, therefore, should be engaged in training and discussion on decisions they may face.

General Response Guidelines to a Report of an Active Shooter

During a report of an Active Shooter incident, and when safe to do so, each, tenants will be instructed via a public address announcement or mass notification alert to implement their company's Active Shooter policy.

Active Shooter Response:

- Lobby Area – To protect the occupants within the lobby area, the building's Fire Safety/Security/EAP Director will initiate a lock down of the lobby and have lobby occupants relocate to a safe area until the shooter(s) can be isolated or is immediately stopped by responding law enforcement officers.
- Building Occupants – The building's Fire Safety/Security/EAP Director will initiate a Shelter-in-Place Emergency Action Plan response to the building occupants informing them of the situation via a public address announcement or through a mass notification system.
- As more information is provided and confirmed i.e., location of the shooter(s) direction of flight, impacted areas, and specific instructions from the police department, the building's Fire Safety/Security/EAP Director will provide an update to the situation that is occurring and updates.
- Elevator Recall – Unlike fire emergencies, the Fire Safety/Security/EAP Director is NOT required to recall all the passenger elevators. Action will be based on available information including the building's infrastructure and the reported location and movement of the threat before deciding where to position the elevators.
- Fire Alarm Pull Stations – As a general guideline, tenants should NOT activate the manual fire alarms since this may automatically unlock magnetic locks and the stairway re-entry doors. This could potentially give wider access to the active shooter.

How to Respond When an Active Shooter is in Your Vicinity:

The DHS recommended survival techniques you follow, should be fluid based on the threat, your location, and your individual circumstances. Therefore, note that the order of the techniques can be modified. RUN/HIDE/FIGHT

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.

RUN – Evacuate the area.

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

- Have an escape route and plan ahead.
- 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. Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded persons.

HIDE – Seek shelter/Cover.

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).
- Do not trap yourself or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door or barricade the door with heavy furniture.
- Silence your cell phone.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain calm and quiet and listen for your next action step.
- 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.

FIGHT – Take action against the shooter.

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

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons to use against the person.
- Yelling.
- Committing to your actions.

Bomb Threats

In the event of a bomb threat this policy will provide for an orderly, safe and rapid response plan for conducting searches, providing prompt and necessary communications, rendering assistance, and if necessary, evacuating and returning personnel to work.

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.

Below are some of the items you want to identify along with other information which will aid in an investigation:

- Time the call was received.
- When is the bomb due to explode?
- Identification of the caller?
- 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:
 - Sex
 - Age
 - Voice characteristics (educated, low, high-pitched, accent)
 - Speech (fast, slow, nervous, slurred throat drinks or drugs)
 - 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.

Search Procedures

If the caller states or implies that a bomb is in a particular suite, Brookfield Security will request that the tenant assist in the search of their floor. Tenants are more familiar with their floor, and they can determine whether an object belongs in the office, has been moved or is out of place. If the caller states or implies that a bomb is in a common area of the building, then Brookfield staff and its Security Officers will conduct the search. During a search, communication is of the utmost importance and can be readily established through existing land-line-Installed telephones.

CAUTION: The use of radios or any other wireless devices during a search can be dangerous by causing the premature detonation of an electric initiator (blasting cap).

Search Team Procedure

If instructed, occupants should search only their immediate area and report the results of their search to the Fire Wardens. Occupants should unlock desks, lockers, file cabinets and turn off office machinery, but leave lights on. If necessary, to evacuate, remove all personal items including purses, attaché cases, packages and lunch boxes that might cause wasted searching efforts. Leave doors open.

It is advisable to have a team of two people search every room and area, if possible. When you enter a room to search it, first move to different areas of the room and stop and listen for unusual noises; become familiar with the background noise.

Conduct your search using the following method:

- Search from floor to waist level
- Then search from waist to chin level
- Then search from chin to ceiling level
- Then search in the suspended ceiling (if applicable)
- Place a sign or 'post-it' note indicating "Searched" in a conspicuous location

Letter Bombs

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

Potential indicators 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 Security Office/Property Management.

Suspicious Object Located

If a suspicious object is found:

- Isolate the object
- Do NOT move, jar, or touch the object or anything connected to it or around it
- Evacuate everyone in the area, including yourself.
- Notify the Security/Property Management Office immediately.

Chemical, Biological, Radioactive (CBR) Release

If there is a CBR release including an envelope "white powder" and potential exposure call 911 and the Security/Property Management office. Provide the building's address, your floor and phone number, and what type of spill has occurred. Any person(s) exposed should be directed to an area where they and where other people will not become contaminated and are to await medical attention there.

Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

- Contain the material and isolate the area to minimize the impact.
- Contain the material to minimize the number of individuals exposed.
- If outside, identify wind direction and ASAP direct unaffected persons upwind of release.
- Contain the potentially impacted individuals to ensure that they receive proper medical attention.

Notification

- Notify Security/Property Management Office
- Notify local Emergency Response Authorities (Call 911)
- Notify your supervisor.
- Notify persons in the area.

Containment

If material is released, potentially impacted individuals should move from the immediate location to an adjacent control area. Minimize activities until appropriate response staff arrives. If necessary, move impacted individuals into nearest bathroom facility.

Non-impacted individuals on the affected floor should all be evacuated to a specific location, away from others, and await further instructions from response team.

The HVAC (heating and ventilation) system for impacted and adjacent areas, as well as for bathrooms/kitchens will be immediately turned off by the property engineers.

Isolate the impacted area(s), e.g. shut door during exit. Do not allow any unprotected personnel into the impacted area.

Retain all impacted material for response team.

Should an evacuation or re-location become necessary, the initial authority and responsibility to implement that response will be the building's Emergency Action Plan Director. Once the agency having jurisdiction (police, fire, etc.) arrives on the scene, they will assume control of the situation.

Elevator Entrapment

Occasionally, elevator service can be interrupted when the elevator controls detect a potential malfunction. The building elevator equipment is designed to stop at the slightest hint of a potential issue 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 summon assistance. 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. Please stay away from the elevator doors and Do Not try to open the elevator doors.

Inform security of the following:

- Number of people in the elevator?
- Condition of people in the elevator?
- Number of injuries?
- Condition of the elevator?
- Names of people in the elevator?
- Company names?
- Telephone numbers?
- Information on who you would like to be notified?

Security personnel will maintain constant communication with the elevator occupants checking on physical condition and inform them that elevator staff is 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:

- A one button feature to contact security or property management directly.
- A one button feature to contact 911.
- A one button feature to have access to critical portions of the Tenant Emergency Procedure Manual (TEPM) 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.

Downloading the LiveSafe notification application

- Download the LiveSafe app from the App Store or Google Play on either your iPhone or Android phone.
- Register and fill out your profile. Be sure to use your company email address and your cell phone number.
- Select Brookfield. Enroll under LyondellBasell Tower
- Select your employer.

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
- 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 LyondellBasell Tower online fire warden certification training at: emergency-plans.com/lyondellbaselltower/

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 by emailing michael.kamage@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 with 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

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch, or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are right to produce the 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, keep radios or televisions tuned to local news and weather reports. The following guidelines should be kept in mind:

- Move away from building perimeter and exterior glass. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic. Keep calm. If trapped in an outside office, seek protection under a desk.
- If instructed to evacuate, lock all desk drawers, and take all items of value with you. Use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- Do not return to your office until advised to do so.

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 and 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.

Where to Go

Stay away from windows, glass doorways and outside walls. Close doors to the exterior offices and go to interior small 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 Management Office.
- Cooperate in the cleanup of debris.
- During repairs and cleanup, wear shoes and gloves.

Follow directions from Building Emergency Personnel and Public Safety Officials.

Earthquakes

An earthquake is caused by a sudden slip on a fault. 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.

These procedures are designed to assist in preparing for an earthquake before it occurs and provide guidelines to follow during the disaster. Preparedness is the key to safety and a quick recovery.

Before the Earthquake Mitigation

Non-structural hazards must be identified, and every effort must be made to correct potentially dangerous situations. This includes securing furniture such as bookcases, wall units or other items that could fall and injure someone or block an evacuation route. In some cases, this may not be feasible. For this reason, awareness of these problems is of the utmost importance.

Assess Your Work Area

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

During the Earthquake

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 NO ENTER OR EXIT the building during the shaking. There is danger of falling glass and debris.

DO NOT USE THE ELEVATORS. Elevators will automatically move to the next floor in direction of travel and open.

IF YOU ARE OUTDOORS, move away from buildings, falling objects, and power lines.

After the Earthquake

Be Prepared for Aftershocks – If you are outside, do not return to your office until authorized. CHECK FOR INJURIES and administer first aid if necessary (and if qualified). Do not move victims unless necessary.

Replace Telephone Handsets – that have been shaken off, but do not use the telephones except to report fires or medical emergencies.

Do Not Use Elevators. When exiting, make sure that the exit is safe to use.

Earthquake Evacuation

Determine in advance all stairwells and alternate exits from your work location and the routes you will follow to reach that exit 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.

Do not evacuate unless told to do so or danger is imminent.

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).
- Move to your designated evacuation area unless otherwise instructed. Check doors for heat before opening.
- 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 return.

If You Are in an Elevator

Many elevators are designed to go to the nearest floor in the direction of travel and open. However, some elevators will stop in any moderate earthquake.

Building maintenance personnel will contact each elevator car as quickly as possible and advise you how rescue will occur.

Upon being rescued, take directions from the Fire Warden of that floor.

If you have a medical problem or other emergency, call the phone numbers listed in the elevator car. If immediate help is needed, call 911.

When Should You Go Home?

It is in your best interest in the event of an earthquake or community wide disaster during normal working hours that all employees should remain at work.

Hurricanes

Before a tropical storm or hurricane enters the Gulf of Mexico 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, giving you important emergency information.

Should your firm require on-site personnel during the storm, advise them to maintain an inventory of emergency equipment to be used to include but not be limited to the following:

- Flashlights and fresh batteries.
- First-aid kits to treat minor injuries caused by flying glass.
- Transistor radios for keeping abreast of weather and highway conditions.
- Ice Chests.
- Water Coolers.
- Thermal Bottles.
- Non-perishable Food.
- A Can Opener.
- At Least One Change of Clothing.

Please note that Brookfield 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, tabletops, 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 shut and locked when possible.

Brookfield will maintain limited staffing at the property throughout this event. We are fully prepared to take appropriate actions, which includes but is not limited to the following:

- The building roof and grounds will be cleared of debris.
- 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 to include, plywood (for installation in the event of window or door damage), sandbags, portable radios, two-way radios, tarps, plastic, and miscellaneous tools are stocked in ample quantities.
- We are committed to communicating and working closely with you as we prepare for the possibility that we will be affected by this hurricane. Please free to call the management office at with any questions or suggestions you might have.

Please note we will utilize the LiveSafe emergency alert system to advise tenant contacts and other designated emergency contacts of important developments should the need arise.

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.

Handling a Suspicious/Unattended Package

- Notify Security/Property Office.
- 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.)
- If the letter or parcel remains suspect, call the police.

Unsafe Conditions or Suspicious Activity/Individual

If an unsafe condition – a slippery floor, debris left in a common area, broken glass, etc. – is noticed, please notify a security officer or the Property Management Office immediately. Brookfield staff inspects the property regularly; however, problems you might see sooner are addressed immediately.

If you see suspicious or offensive persons in the building, please call Security/Property Management office. If possible, make note of appearance, clothing, etc. to assist building security in identifying them.

Report any situation involving a threatening person to the Police Department by calling 911 and then notify Security, IMMEDIATELY. Provide as much information as possible including a physical description of the person(s) and their location, whether they are armed, and in a hostage situation, the number of hostages and their location.

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

<http://www.emergency.cdc.gov/>

Local media outlets will provide important information during emergency situations.

Sustainability

Recycling

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

Brookfield Properties 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 Properties provides e-waste recycling drives bi-annually.

Bicycle Parking / Storage

Commuting by bike to work is a great way to cut down on auto emissions and reduce your carbon footprint along with increasing daily physical activity. To support these initiatives at LyondellBasell Tower, we provide bicycle parking near the loading dock entrance off San Jacinto Street.

Access to the bicycle parking is available at no charge and on a first-come, first-serve basis. Please ensure your bike is securely locked for we are not responsible for any damage or loss due to theft.

Safe Biking Tips (<http://zenhabits.net/6-tips-for-commuting-to-work-by-bike/>)

Carpooling

At LyondellBasell Tower, we encourage carpooling as another great way to decrease automotive emissions and keep the air clean. Carpooling can also save money on your commute costs along with wear and tear on your vehicle.

Policies

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.

Contractor Rules and Regulations

Objective

The following construction rules and regulations have been developed by the Building Owner and Management to safeguard employees of Tenants, Contractors, and members of the general public from physical injury to protect the property of Owner and Tenants from damage, and to minimize the risk of liability for claims made due to negligent acts. Following these rules and regulations will allow Building Management to

accommodate several contractors' activities in the building at any one time without conflict or unnecessary delays to any contractor. It is the goal of the Building's Owner and Management to have all of the jobs completed on schedule and without incident for the benefit of all parties involved.

Agreement

Contractor agrees to accept these rules and regulations as part of the terms and conditions of its Contract with Building Owner, his Agent or Tenant. Contractor further agrees to notify all of its employees, subcontractors and suppliers of these rules and regulations by supplying them with a copy of same before they enter onto the property and by posting a copy of them in a conspicuous place in the designated work area. Failure of Contractor, its employees, subcontractors or suppliers to adhere to these rules and regulations is a breach of the Contract and can result in the Building Owner and Management terminating the Contract or removing the Contractor, its employees, subcontractors or suppliers from the Property or both, and Contractor agrees to save, defend and hold Building Owner and Management, their directors, officers, shareholders, employees, agents and tenants free and harmless from and against all expense, claims, suits, liabilities, losses, fines, judgments or damages which may arise out of such action by Building Owner or Management.

Contractor also agrees to perform and provide everything required to complete the Work in a first class, expeditious and workmanlike manner, including, without limitation, all supervision, labor, materials, tools and transportation, all in strict accordance with Owner's specifications and applicable federal, state and local laws, statutes, ordinances and regulations including, but not limited to, the Occupational Safety and Health Act and all laws, ordinances and regulations relating to undocumented workers, as such laws, ordinances and regulations may be issued and enforced by the Immigration and Naturalization Services or other governmental agencies.

Rules And Regulations

1. **APPROVAL OF WORK** – Contractor will not allow any work to commence until it has received written approval from Building Management of the construction drawings, project schedule, and Contractor's proposed mechanical, electrical and plumbing subcontractors. Building Management reserve the right to disapprove any other subcontractor proposed by Contractor and, upon such rejection, Contractor will select an alternate subcontractor agreeable to Building Management. For approved subcontractors list, see Building Management. Building Owner and Management will not be liable for Contractor's costs for material or labor incurred prior to obtaining such approvals. After approval is received and prior to any work, please field verify the work area with a Building Management representative. Areas

of concern are mechanical rooms, HVAC controls, fire alarm system, common and vacant areas not in the scope of work, main water shut off points (domestic and fire sprinkler), exits, and emergency lighting circuits. Please submit all requests to LBT@brookfield.com.

2. **INSURANCE** – Contractor will not allow any work to commence until it has provided Building Management with a list of subcontractors (Company Name and Trade) and Certificates of Insurance for itself and all of its subcontractors evidencing the coverages required, and in the amounts and language specified, by the Contract or Tenant's Lease.
3. **PERMITS** – Permits, licenses, Certificates of Occupancy and plans necessary for the lawful performance of the work shall be obtained and paid for by the Contractor unless expressly provided for otherwise. All required permits will be posted in a conspicuous place at or near the work area.
4. **QUIET ENVIRONMENT** – Contractor shall respect the rights of the Building's Tenants to quiet enjoyment of their leased space and the building's common areas at all times. Building Management reserves the right to require Contractor to quit, delay or postpone any restricted activity (as defined in Paragraph 11) that it is performing in connection with the work that is disturbing any Tenant of the Building during business hours.
5. **RESTRICTED AREAS** – Contractor, its employees, subcontractors and suppliers are restricted to the service areas of the Building, the freight elevators and the designated construction area so as to minimize inconvenience to the Building Tenants and their guests. Occupied Tenant floors, vacant lease space, public hallways, Building lobbies, passenger elevators, stairwells, mechanical rooms and undesignated restrooms are strictly off limits. However, for work and lunch breaks, Contractor and its parties may utilize the Building lobbies to access retail tenants in and around the Building. If Contractor's work will require access to mechanical rooms, adjacent spaces or other floors, a Security Clearance must first be obtained from Building Management.
6. **PROHIBITIONS** – Contractor, its employees, subcontractors, suppliers and others invited onto the Property in connection with Contractor's work shall at no time while on the Property:
 - Possess, consume or be under the influence of alcohol;
 - Possess, consume or be under the influence of illegal drugs, which impair physical ability or decision making capability;

- Possess firearms or other weapons;
 - Canvass, solicit or peddle in the Building;
 - Smoke (smoking is permitted in a designated area located on the mezzanine level at the sky bridge terrace leading to Houston Center garage one) or outside at least 25' from any entrance;
 - Use of personal radios or recordings using personal headsets in such a way that they impair hearing Building alarms/announcements or can be heard by others;
 - Bring children or minors on the work area (minimum working age of 17).
7. **WORKER'S CONDUCT** – Contractor will not allow any of its employees, subcontractors' employees or other workers invited onto the Property in connection with Contractor's work to use abusive or profane language or gestures, dress inappropriately, practice objectionable personal habits, harass members of the opposite sex or do any other act that would offend a reasonable person.
8. **PROTECTION FROM DAMAGE** – Contractor is responsible for the protection of Building Owner's and Tenant's property while performing its work and shall take whatever prudent precautions are necessary to safeguard walls, doors, floors ceilings, windows, furniture, fixtures, finishes, equipment or any other item of personal or real property, which could be susceptible to damage due to the performance of Contractor's work and will repair or replace, to Owner's satisfaction, any such item which it fails to adequately protect without cost to Building Owner or Tenant. Contractor is hereby INSTRUCTED TO INSPECT all areas of the Building it will utilize in the performance of its work, and prior to commencing any work, provide Building Management with a written report of any damage it finds and thereby relieve itself from liability for the damage described in the report. Prior to any construction, Contractor must install a blanket construction filter over the base Building AHU filters, replace filters as needed during the duration of the project, and prior to occupancy, property remove/discard the same filters.

Construction on multi-tenant floors shall be demised so that activities cannot be viewed outside of the work area. This can be done by keeping the entry door(s) closed, or if needed, by constructing a demised wall with an entry door. Such wall should be painted and provided with cove base so as to blend in with the surrounding common area. After construction, this demised wall shall be removed and the common area corridor shall be restored to its preconstruction condition.

9. **SANITARY FACILITIES** – Contractor, its employees, subcontractor's employees, supplier's employees or other workers invited onto the Property in connection with Contractor's work will use only those restroom facilities located at the loading dock or specifically designated by Building Management.

Contractor will not allow the restroom facilities to be abused or used for unintended purposes such as cleaning of painting and/or drywall tools or disposal of unwanted solid or liquid construction materials.

10. **PARKING** – It is the Contractor's responsibility to provide parking for its employees, subcontractor's employees or suppliers. The Building Owner and Management make no provisions for vehicle parking. Parking is NOT allowed at the loading dock / taxi lane. These vehicles will be subject to tow.

11. **AFTER HOURS WORK** – The following work will NOT be performed during Building business hours:

- Use of any product creating noxious odors or fumes or which is combustible;
- Work on exterior components of the Building (unless approved by Building Management);
- Any work involving machine noise or vibration, which may disrupt normal office activities;
- Shut down of any Building system including, but not limited to, fire alarms, fire pumps, and fire sprinklers, electrical. Plumbing or HVAC unless specifically authorized in writing by Building Management;
- Dumpster delivery is permitted after 6 p.m. and removal must occur before 7 a.m. Monday through Friday or anytime on Saturdays and Sundays; Dumpsters are staged at the loading dock area and may require a permit from the City if placed on the street;
- Stocking construction materials and trash hauling (after 5:30 p.m. and before 7 a.m. weekdays, and 5:30 p.m. Friday night until 7 a.m. the following Monday morning).
- Any work creating excessive noise or odors, such as demolition or drilling or cutting of concrete floor slab (including rotary hammering) or any structural member must occur between 8 pm to 6 am M-F or on weekends with Management Approval.

Building business hours are 7 a.m. to 6 p.m. Monday through Friday.

12. **SCHEDULING** – All work will be scheduled **at least 24 hours in advance** through Building Management by the Contractor's Project Manager, or his nominee, using the Security Clearance Form (sample attached). Subcontractors, suppliers and others needing access to the Building and the construction area must arrange for Security Clearances through the Contractor. NO EXCEPTIONS. Security Clearances are required to be specific as to name of Contractor/subcontractors, name of supervisor, number of persons working, work area, time, etc. For further details, see ADVANCED NOTIFICATION below.

13. **BADGES** – A Building badge WILL NOT BE ISSUED if a Security Clearance Form is not on file. During Building hours Monday through Friday, badges may be picked up by checking in with Security at the loading dock. To receive a Building badge, a picture I.D. must be left with Building Security, which will be returned when the Building badge is returned. After hours and on weekends, badges may be picked up by checking in at the Security Console located on the Building's P-1 Lobby level or Loading Dock. Badges must be returned daily before leaving the Building. A new badge will not be issued to any worker who has failed to account for a previously issued badge and access to the Building will be denied.
14. **ADVANCED NOTIFICATION** – A minimum of 24 hours advanced written notification and approval must be obtained prior to performing any certain types of work on the Property, Generally, work which involves Building systems, including but not limited to, fire alarms, fire pumps, fire sprinklers, electrical, plumbing, and HVAC or which has an increased element of risk such as welding or transporting hazardous materials fall into this category. Some specific examples are:
- Electrical shut-offs (7 Business Days); *Specific situations to be discussed with Management.
 - Domestic Water drain-down (5 Business Days);
 - Sprinkler system drain-down and fill-up (72 hours notice);
 - Fire detection and alarm system taken off line (24 hours notice);
 - Condenser water tie-ins (5 Business Days);
 - Use of petroleum based or aromatic glues, paints or solvents (48 hours notice);
 - Any work requiring access to occupied tenant spaces (72 hours notice).
15. **DELIVERIES** of construction materials, large equipment, furniture, etc. will be made to the loading dock and utilize the freight elevators to the work area. Under no circumstances are deliveries of materials or equipment to be made through a pedestrian entrance or via a passenger elevator. Deliveries and/or removals must be scheduled in advance and after hours (after 5:30 p.m. and before 7 a.m. weekdays and 5:30 p.m. Friday night until 7 a.m. the following Monday morning). For small deliveries (defined as two to three trips in a freight elevator), personnel and tools, they can take place during Building business hours. Building Management MUST be notified prior to deliveries needing dock access to ensure availability.
16. **ELEVATORS** – The following rules and regulations apply:
- RESERVATIONS must be made to ensure the availability of freight elevators; Reservations are on a "first come – first served basis;" The Security

Clearance Form is used to make freight elevator reservations; Reservations will be accepted no earlier than one week prior to the date being reserved;

- EXCLUSIVE USE of the freight elevator is NOT GUARANTEED; every attempt will be made to provide exclusive use, but situations may arise when Building contract personnel (e.g. housekeeping) or Tenant moves will not accommodate exclusively. In such cases, Contractor will be required to alternate using the elevator with Building contract personnel or Tenants;
- PERSONNEL will use the freight elevators at all times;
- PASSENGER ELEVATOR use is strictly PROHIBITED;
- NOTIFICATION must be given to Building Security when Contractor, its subcontractors, suppliers or other workers using the freight elevators in connections with Contractor's work:
 - Are ready to begin using the freight elevators;
 - No longer need the reserved use of the freight elevators, or;
 - Discover a malfunction of any elevator.
- EXPIRATION of a freight elevator reservation will occur at the time stated on the Security Clearance Form. The need to continue the reservation of a freight elevator is presumed to have expired if the elevator has remained unused for 60 minutes. Under certain circumstances, Building Management reserves the right to REVOKE elevator privileges without prior notice;
- CLEANING of the freight elevators immediately after their use is the responsibility of the Contractor; The elevator is to be swept clean at a minimum and if needed, threshold tracks vacuumed; Contractor will be charged for cleaning any elevator it returns to Building service in an unclean condition;

SAFETY while Contractor's employees, subcontractor's employees, supplier's employees or others using the elevators in connection with Contractor's work is the responsibility of Contractor; While using the elevators Contractor will assign a responsible person to monitor the use of the elevators to ensure that loads are properly stacked to prevent shifting or falling, that elevators are not overloaded, that doors and gates on the elevators are properly closed during use and that correct procedures are followed in the event of an elevator malfunction;

DISALLOWED: Access above any elevator cab by Contractor or its subcontractors;

- Any modification of an elevator cab by Contractor or its subcontractors;
- Any attempt to override elevator security devices;
- Any attempt to free an entrapped individual from an elevator cab;
- Any attempt to repair an elevator system or component thereof;
- The use of an elevator for anything other than transportation of personnel and/or material.

17. **UTILITIES** – Sources of water and electricity in reasonable quantities for lighting, powering tools, drinking water, testing systems and other such common construction uses will be furnished to the Contractor without cost. However, it is Contractor's responsibility to make all connections, furnish all necessary extensions and remove same upon completion of the work. HVAC will be supplied upon Contractor's request and at Contractor's expense.

18. **FIRE DEFENSES** – Contractor shall not diminish the capabilities of any Building fire/life safety system(s) designed to detect, extinguish or control the spread of fire without written notification and approval of Building Management. Any such approved disruption of fire/life safety will be:

- In accordance with the City of Houston Fire Code;
- Of minimum duration;
- Coordinated with Building contractors employed to service fire detection systems, sprinkler systems or alarm monitoring and security service;
- Planned and conducted in such a manner so as to eliminate the possibility of false alarms;
- Adequately supervised to maintain protection of the Property;
- Completed with sufficient tests of the fire systems to assure their normal operation has been restored before the Contractor leaves the premises.

If Contractor covers smoke detectors with molded plastic cups or bags, in accordance with the City of Houston Fire Code, the Contractor will notify Building security or engineering prior to and after the work is completed. At no time will the Contractor leave a work site unmanned for any amount of time without first uncovering all of the smoke detectors. If the construction area is found unmanned with smoke detectors covered, Contractor will have to immediately return to the work site and uncover the smoke detectors and furthermore warned of his actions.

Additionally, the Contractor will practice the following fire defense procedures during the performance of its work:

- ALTERNATE PRODUCTS, which are not flammable or combustible, will be used whenever possible;
- OFF-SITE FABRICATION or finishing should be considered if feasible;
- FLAMMABLE/COMBUSTIBLE WORK PROCEDURES, approved in writing by Building Management, are used (same Hot Work Permit from attached and must be used at all times);
- FALSE ALARMS caused as a result of Contractor's or subcontractor's work processes are to be avoided caused as a result of Contractor's or subcontractor's work processes are to be avoided by protecting detection

devices from smoke, dust, dirt, etc. and by instructing workers to use caution when working in the vicinity of pull stations, water flow detectors, fire safety related power sources, etc. and any expense incurred as a result of Contractor or its subcontractors causing such false alarms will be paid by Contractor;

- WELDING, BRAZING, SOLDERING or any activity utilizing an open flame requires the Contractor to contact Building Engineering and complete a Hot Work Permit form; work must be scheduled and approved in advance via Security Clearance Form;
- APPROVED FIRE EXTINGUISHER (minimum of one) must be within reach of all work involving an open flame;
- PRESSURIZED GAS BOTTLES including oxygen, acetylene, nitrogen, etc. must remain in an upright position and be strapped to an immovable object;
- FIRE SEAL all piping, conduit and duct work penetrations in walls, floors or decks, whether made or discovered, to the satisfaction of Building Management to maintain the integrity of the structure's fire containment design. Hilti FS1 Firestop is the only product approved in LB Tower;
- ARC WELDING equipment only will be used inside the Building;
- FIRE BLANKETS will be used when and where appropriate;
- ELECTRICAL EQUIPMENT, including extension cords, are to be inspected daily for damage or improper working condition and use of any equipment found to be in such condition will be immediately discontinued;
- STAIRWELL DOORS must remain closed and are not permitted to be propped open;
- HAZARDOUS MATERIALS, including, but not limited to, flammable liquids, flammable solids, pressurized gasses, liquefied gasses, cryogenics, combustible metals, oxidizing agents, explosives and radioactive materials, may not be brought onto the premises without prior written approval of Building Management.

19. **SECURITY** – Contractor shall become familiar and comply with the Building security access procedures; Building security shall have the right to challenge Contractor when removal of other than Contractor property from the Building.

20. **SAFETY AND HEALTH** – Contractor, its employees, subcontractors, suppliers and others invited onto the Property in connection with Contractor's work will make safety and health their HIGHEST PRIORITY. This includes, but is not limited to:

- OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION ("OSHA") REGULATIONS will be complied with fully including:
 - Hazard Communication (Contractor will provide Material Safety Data Sheets ("MSDS") for any and all hazardous material brought onto the Property and used in connection with its work);
 - Lock-out/Tag-out;

- Fall Protection;
- Permit for Confined Space Entry;
- Assured Grounding.
- PERSONAL PROTECTION EQUIPMENT as may be required or necessary to perform the work in a safe manner will be provided for each worker and Contractor shall require workers to use such equipment that is provided;
- LADDERS will be constructed of wood or fiberglass. Aluminum ladders are never allowed in LyondellBasell Tower. All ladders will be clearly marked with the original OSHA required rating label. Ladders will be inspected daily and unsafe ladders immediately removed from the building. The building staff cannot lend ladders.
- WORK AREAS will be maintained in a clean and organized condition free of trash, debris or clutter (particularly combustible trash or debris), which may contribute to the existence of an unsafe working environment;
- ONLY SUBCONTRACTORS licensed by the City of Houston will be employed to perform electrical, plumbing, HVAC, alarm system or other work requiring licensing;
- COMMON AREA of the Building, including hallways, stairwells, lobbies, and restrooms, will not be used to perform work processes or store equipment or materials and must remain free and clear of obstructions at all times;
- SAFETY DEVICE such as ground fault interrupters, circuit breakers, barriers, railings, etc., must all be in place and fully functional at all times and such safety devices must not be allowed to be ignored or overridden;
- DUST, FUMES OR SMOKE created during any work process, including, but not limited to, sweeping, sanding, sawing, painting, gluing, welding, brazing or soldering will be done in such a manner as to protect the health and safety of the workers, Tenants, the general public and the Property including:
 - Performing the work after Building hours whenever possible;
 - Notification of and coordination with Building Management if the dust, fumes or smoke created has any potential to effect areas and occupants of other parts of the Building or activate or damage any Building alarm device or system (any reasonable cost for extra air filtration, air handler unit cleaning or detection/alarm device repair or replacement as a result of such work, in the judgment of Building Management, will be the responsibility of Contractor);
 - Ensuring that adequate ventilation or air purification is provided to avoid health hazards and minimize the risk of fire or explosion;
 - Providing worker with proper protective breathing apparatus, eye wear, clothing, etc., and require their use while at risk;
 - Utilize all available methods to minimize the amount of dust, fumes or smoke that is produced during the work process;

- Contractor will take the necessary steps in order to assure that no air quality problems are created by the construction process;
- Building Management will determine if an exterior window unit will need to be removed and a negative air machine installed to vent dust, fumes or smoke, which will be at the Contractor's expense.
- HAZARDOUS OR POLLUTING SUBSTANCES including fuels, chemicals, cleaning agents, lubricants, etc. will not be disposed of on the Property including disposal down and sanitary drain, storm drain, toilet or sink;
- COMMUNICABLE ILLNESS will be contained, as much as possible, by disallowing any worker displaying symptoms of an infectious illness from working in the Building until such time as the worker has been cleared by a physician as not infectious and able to return to work or no longer displays any symptoms of illness;
- INJURIES which occur on site and which require medical attention, or have the potential to require future medical attention, must be reported to Building Management immediately.
- FIRES and FIRE ALARMS must be reported to the Fire Department and Building security IMMEDIATELY.

21. **PROFESSIONAL CONSTRUCTION PRACTICES** – Contractor, its employees, subcontractors, suppliers and others invited onto the Property in connection with Contractor's work, will conduct themselves and perform the work in a professional manner including:

- COORDINATING the work in such a manner as to avoid delays and conflicts between trades or with deliveries or with Building operations including ongoing communication with Building Management regarding workers or deliveries scheduled in the Building beginning with a PRE-CONSTRUCTION MEETING with Building Management wherein a list of all proposed subcontractors will be provided;
- QUALITY of workmanship shall be of the highest caliber possible performed by trained and skilled workers who are adequately supervised by individuals with the experience and knowledge to allow them to act in such capacity and materials used shall be new and of first quality unless specified otherwise;
- DISCOVERY of any building system, sub-system, structural components or any other component found to be defective, fatigued, worn or in need of repair or replacement not in the scope of work during the course of work
 - by any employee of the General Contractor or Sub-Contractors will be brought to the attention of the building owner or manager immediately for
 - consideration or repairs.

- THE WORK AREA will be maintained in a clean and organized manner with housekeeping duties performed daily including sweeping/vacuuming, trash hauling (particularly excessive trash and daily food trash), and proper storage of tools, equipment and materials with the Contractor responsible for providing storage bins or vaults, trash carts and trash hauling equipment, i.e. dumpsters, trucks, etc.;
- OTHER AREAS of the Building will be protected from soiling, misuse or damage during performance of the work by:
 - Requiring the use of walk-off mats at all points that lead from service/work areas to finished common areas or Tenant space; tracking construction dust onto finished surfaces will not be tolerated; Walk-off mats will be vacuumed daily or replaced as needed.
 - Using only carts, dollies, hand trucks or other material moving device equipped with non-marring rubber wheels and protecting any floor finish with Masonite or similar covering if the potential exist to damage carpet or hard services;
 - Freight elevators, thresholds and lobbies, and loading docks must be returned to Building service daily in the same or better condition than when consigned to Contractor's work;
 - Take whatever reasonable precautions are prudent to protect loading dock, freight elevators, elevator lobbies, hallways, doors, walls, ceilings or any other component of the Building that could be damaged in the performance of the work.
- BUILDING SYSTEMS including fire detection/alarm, electrical, plumbing, mechanical and security will be respected at all times to prevent false alarms or unplanned disruptions of service and only contractors approved by Building Owner or Management will be allowed to perform service, maintenance or modification work on Building systems;
- EMERGENCY CONTACTS will be provided to Building Management, which will include the name of the contact, their title and all telephone numbers (work, home, pager, cellular, etc.) to ensure a 20-minute response back to Building Management, 24 hours a day, seven days a week;
- SUBCONTRACTORS should not create a "sub-to-sub" relationship by assigning all or part of their work to another subcontractor without first obtaining the written approval of the Contractor and Building Management.
- TELEPHONE/DATA CABLING must be installed by a contractor approved by Building Management. The vertical pathways in the Building are considered a system, as such; this system is managed in total by Building Management. All telephone and data cables will be securely tagged or labeled at the point where they enter the Building or where they branch off from the primary service and at each place where they cross a corridor wall or a neighboring Tenant's wall. The tag or label will identify the Tenant's name and suite number.

Ceiling systems impacted by cable installation shall be repaired in such that appearance at completion of activities matches appearance prior to start of work. All floor penetrations must be fire sealed and comply with local building codes. Failure to make repairs will result in Building Management repairing the affected areas and billing the Contractor for actual cost plus administrative fee of 15%.

- ELECTRICAL PANELS AND METERS, which are added or altered as part of Contractor's work will be clearly and permanently marked as to what areas and/or equipment the circuits serve and all added panels, conduit, junction boxes, pull boxes, etc. will be properly affixed to the structure and/or connected to each other and fully covered with doors or plates as appropriate and any electrical service provided for above Building standard Tenant requirements will be separately metered. Panel Directories WILL NOT use "existing" or similar language to describe a circuit;
- HVAC system work will provide as a minimum standard, that all flexible ducts are externally insulated, that all unused duct tap cut-outs are properly covered with a duct plate and insulation, that all thermostats are functioning correctly and are properly calibrated and that air flow delivery is documented by an air balance report as achieving design specifications;
- LIGHTING, including the replacement of bulbs, tubes and ballasts, is the responsibility of Contractor to the extent that all light fixtures are working properly upon the completion of the job;
- DOOR HARDWARE AND LOCKS in the Leased Premises and the public areas are to be Building standard unless otherwise approved in writing by Building Management; Temporary construction cylinders can be installed by Building Engineering at no cost, but under no circumstances is an off-system lock to be used on the premises. All locks must be keyed to the Building's proprietary lock system;
- SALVAGEABLE EQUIPMENT AND MATERIALS will be identified and brought to the attention of Building Management; If the decision is made to keep the identified salvage, Contractor will relocate it to an area in the Building selected by Building Management for storage; All unwanted salvage will be removed from the Building by Contractor;
- MISCELLANEOUS and Building specific items, which Contractor is required to adhere to include:
 - Material and equipment floor loads will not exceed 80 pounds per square foot;
 - No Contractor identification signage is allowed in public view;
 - Freight lobbies and mechanical rooms are not to be used as staging areas;
 - Stairwell and mechanical room doors will not be propped open or their locks interfered with;

- Access to mechanical rooms will be through Building Engineering or Security personnel only;
- Ladders will have padding attached to their legs to prevent transmission of noise through the floor;
- All penetrations through walls made for access to perform construction work will be repaired to the satisfaction of Building Management at Contractor's expense;
- Abandoned floor penetrations will be properly filled with grout, concrete, cement or other fire rated material matching the original floor composition;
- Theft of any kind will be handled by Building Security and/or the police; Building Owner and Management will not be held responsible or liable for any loss sustained by Contractor, its employees, subcontractors or suppliers as a result of theft of materials, supplies, equipment, tools or any other items. Any theft should be reported immediately to Building Security.

22. **WORK COMPLETION** will not be acknowledged by Building Owner or Management until the following have occurred:

- FINAL CLEANING of the newly constructed space, adjacent corridors and any other area that was used in connection with Contractor's work, including restrooms, mechanical rooms, telecom rooms, freight elevators, elevator lobbies, loading docks, etc., has been completed; Such final cleaning will include light fixtures, walls, floors, windows, window sills, mini-blinds, cabinets, counter tops, sinks in kitchen areas, HVAC diffusers or grills (paint if rusty) or blank-off plates. The contractor shall have both the AHU and mechanical rooms thoroughly cleaned to Building Management's satisfaction after the completion of the construction project. Failure of Contractor to perform a thorough final cleaning will result in a reasonable cleaning charge being assessed against the Contractor. All construction material used on the job site will be removed from the property. This includes but is not limited to paints, stains, varnishes, sealants, excess piping, electrical materials, sheet rock mud, drywall, etc. (Note: If the tenant desires paints or other touch-up materials to remain with them, they will be turned over to the tenant to be stored in the tenant space. Under no circumstances can flammable materials be left behind.)
- CLOSE-OUT DOCUMENTATION associated with the Contractor's work is received including:
 - Certificate of Occupancy or Compliance
 - Lien Releases from Contractor and all subcontractors and suppliers; c) As-built Drawings of the new construction (if

- possible, Auto-Cad file); d) Operating and Maintenance Manuals, and installation instructions;
- Warranty letters for materials, fixtures and equipment used on the premises.
- Any mechanical testing and/or commissioning reports;
- Any documents regarding loading bearing issues in the work areas;
- Copies of all permits related to the job;
- Directory list of contractors and vendors that worked on the project.

CONCLUSION

The preceding contractor rules and regulations may be changed or amended from time to time as Owner and Manager deem appropriate. In the event these contractor rules and regulations are changed before Contractor has completed its work, a revised copy of the contractor rules and regulations will be presented to Contractor for its review and acknowledgement.

Should there be any questions or clarifications regarding these rules and regulations, please contact the Property Management Office by phone at (713) 654-1911.

General Building Rules & Regulations

LyondellBasell 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 premise. 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, seeing eye dogs, and baby carriages excepted). Bicycle racks are provided on Service Level of the 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 jobbers 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 6:00 pm., it may do so by calling the 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 is done only upon the written consent of Owner.

Sales or Auctions:

No space in the 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 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 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 is prohibited. Tenant shall cooperate to prevent the same and shall promptly report such activities to the Management Office.

Weapons:

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

Insurance Protection

To perform work in LyondellBasell Tower, all vendors must have a current Certificate of Insurance (COI) on file with the Property Management Office.

Certificate samples can be requested by emailing LBT@brookfield.com.

Moving Procedures

Tenants are requested to contact the 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 5:30 pm, Monday through Friday, or on weekends and are scheduled on a first come, first served basis. Additional charges for loading dock personnel, elevator operators, and security guards to accomplish the move may be charged to you at prevailing rates.

As a brief checklist, please provide the following to the 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 (home telephone numbers).
- Directory designation (both corporate name and personnel).
- 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 Management Office for:

- Access control cards.
- Evacuation training for Fire Wardens and employees.

- Keys for offices.

A list of union Building approved movers is available in the Management Office.

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 Management Office.
 - Movers must make arrangements with the 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 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.

The designated smoking area is located at the corner of the Walker St. exterior entrance. Please do not smoke at any building entrances and follow posted signage to designated smoking areas, throughout the Houston Center Campus. When

smoking, using tobacco or similar products, we ask you to properly dispose of any litter in the provided receptacles.