

CONSTRUCTION STANDARDS

Updated April 30, 2010

INTRODUCTION

The intent of these regulations is to establish criteria for all construction or maintenance activities within the Southwest Corporate Center building. CB Richard Ellis, Inc., as managing agent for the Building Owner, asks for your cooperation in maintaining these rules and regulations. Please inform your employees and subcontractors about these requirements. This will not only benefit working relationships but also expedite the work required, making it possible to meet schedules on time and to stay within budget.

BUILDING ACCESS

Main Building 9700 Bissonnet Street

Building doors at the main entrances are unlocked 7:00 A.M. – 6:00 P.M., Monday through Friday and 7:00 A.M. – Noon on Saturday. Access to the Service Elevators from the exterior is via intercom to Security 24 hours a day. Some tenants work until 10:30 PM, and on Saturdays and Sundays. Property Management reserves the right to require after hours work to be performed around neighboring tenants' work schedules if necessary to protect the neighboring tenant's rights.

West Wing 9702 Bissonnet Street

Building doors at the main entrances are unlocked 7:00 A.M. – 6:00 P.M., Monday through Friday and 7:00 A.M. – Noon on Saturday. There is no access to a Service Elevators from the exterior or interior of the building. Some tenants work until 10:30 PM, and on Saturdays and Sundays. Property Management reserves the right to require after hours work to be performed around neighboring tenants' work schedules if necessary to protect the neighboring tenant's rights. Building access points for the west wing vary by job. Attached is the approved building access point(s) for your project.

Deliveries and large trucks must use the designated delivery entrance off of Club Creek Drive. Speak to Security via the intercom to gain access through the gate and/or barrier arm. Suppliers and delivery services should be listed on the Security Clearance (see below) for prompt access. Towed trailers require Security escort in and out of the property.

Building management will maintain control of all persons performing a service while on the premises. This includes the **right to stop work** and remove from the property any individual who violates the rules and regulations of the building.

Keys for access to electrical and meter rooms, roof, etc. can be checked out at the Security Desk at the South Lobby if a Security Clearance has been turned in and approved. (See below.) Everyone accessing the roof must sign the Roof Log on the clipboard located at each of the roof access points. It is critical that each person signs in for the day and out at the end of the day.

Companies who perform work in the building must be approved to access the building by completing a **Security Clearance form** on line at www.southwestcorporatecenter.com/tenant and submitting it to the building management for approval 24 hours in advance. This approval will be for a specified period of time and area. Construction personnel must use the service elevators, located in each quadrant. Under no circumstance are they to ride the passenger elevators, or use escalators. Use the north service corridor to access the public restrooms and the Deli.

Main Building 9700 Bissonnet Street

All Contractors and Subcontractors must park in the **designated construction parking area**. Unloading and loading of tools and materials is allowed through the loading dock on the north side of the building or at each quadrant at the service court. All vehicles must be moved to the designated construction parking area immediately thereafter. Vehicles improperly parked will be towed at owner's expense. Key cards for building/gate access may be obtained from Building Management for construction supervisors and/or crews. There is no charge for the tags and cards, but there is a charge for unreturned, lost, or damaged tags and cards at the end of the job.

West Wing 9702 Bissonnet Street

All Contractors and Subcontractors must park in the **designated construction parking area**. Unloading and loading of tools and materials is allowed through the service court or access point assigned to your project. All vehicles must be moved to the designated construction parking area immediately thereafter. Vehicles improperly parked will be towed at owner's expense. Key cards for building/gate access may be obtained from Building Management for construction supervisors and/or crews. There is no charge for the tags and cards, but there is a charge for unreturned, lost, or damaged tags and cards at the end of the job.

GENERAL INFORMATION

The property management will stop or shut down any activity at any time that is not in compliance with these rules and regulations. Any claim for compensation due to the delay will not be acknowledged. Neither the building management nor its employees shall be held responsible for any loss, damage, or theft of contractor's equipment, materials, tools, or any other item(s) belonging to the contractor. Contractors may pre pay for a dedicated security officer from the building if this service is desired.

The contractor must submit a **list of emergency numbers** (or answering service number) which will provide a thirty minutes maximum reply time to building management's call. Prior to any work beginning, General Contractor must submit a certificate of insurance to property management documenting adequate levels of coverage and showing proper entities as additional insureds.

No alcohol, drugs, or persons under the influence are permitted on the premises at any time.

Under the City of Houston Tobacco Smoking Ordinance, there will be **No Smoking** permitted in the building, or within 25 feet of any building entrance. Observe non-smoking areas designated in the courtyards.

Contractor will take the necessary precautions to **protect the existing property** in all areas of his contract. Anything damaged by a contractor will be repaired to building management's satisfaction at the contractor's expense. Be careful when loading the freight elevators as damage can result if the load is shoved up against the opposite door, jammed into a doorframe, etc.

Main Building 9700 Bissonnet Street

Contractor **reserving freight elevator** time has exclusive use. The elevator must be manned at all times by the contractor's representative for exclusive use. Contractors reserving a freight elevator will sign in at the management office. Any problems relating to the use of the elevator should be reported to the management office (or Security if after hours) immediately. When freight reservation time has expired or is no longer required, building management or security must be notified immediately.

West Wing 9702 Bissonnet Street

There is no freight elevator available.

Contractors cannot **loungue or eat** in the building's lobbies, mechanical rooms, hallways, or stairwells. This must be done in designated areas (at tables in Center Court), or in the assigned work area. Tenant spaces are off limits and shall not be disturbed.

Loud **noise** from tools or workers is prohibited. Foul language will not be tolerated. No music or radios allowed.

Workers shall be removed from the premises for **objectionable conduct**.

Theft of any kind outside the suite for which you were hired by the tenant to work in will be handled by building management. The company employing such person(s) also risks expulsion from the premises.

The **restroom facilities** are not to be used for any purpose other than that for which they were intended: (i.e. Tool cleaning, etc. is strictly forbidden in the restrooms). Public restrooms are located on the 1st floor, southeast of Center Court. Access rest rooms through the north service corridor. Contractor may set portable facilities in the service court for use by his subcontractors; coordinate the location of same with the building's Security Manager.

When work is completed, the contractor will immediately supply to building management:

- Certificate of Occupancy
- Operations & Maintenance manuals, installation instructions that came with the purchase, and warranty cards (must have serial & model numbers, etc. filled in), if contractor was working directly for landlord
- As built-drawings

No work will take place in any **public area** and no construction related materials or equipment are allowed in public areas during building business hours. Any work in a public area must be complete before the next business day, unless approved beforehand by the building management. For example, if a door is to be removed or cut-in, it must be totally complete overnight or over the weekend before Monday morning.

The freight elevators and **lobbies must be swept and mopped** after hauling trash and sheetrock or from general use.

Southwest Corporate Center is a **Class B occupancy** building. It was renovated in 1999 – 2000 under the **1997 Uniform Building Code**. For structural purposes, it is a **non-rated building**. All **mag locks** must be tied to the building's sprinkler system monitoring panel so they will fail safe if the system is in alarm. Each existing roof top air conditioning unit has a smoke detector in the duct which will drop out that RTU if activated. These smoke detectors are not required to be (and will not be) tied to the buildings main panel. For any improvements requiring a fire panel, tenant or tenant's representative may discuss with Property Manager about tying directly to the building's fire and sprinkler monitoring panel, or tenant may set its own panel, with a relay to communicate with the main panel, and or other sub panels in the building. Tenant's contractor will need to work with Jack Mundy of Firesafe Protections Services, Inc. at 713-722-7800 to coordinate the communication with the base building panel.

Contractors may set up a **temporary phone** and/or fax line for general project management use by coordinating their vendor with property management. All temporary lines have to be tagged every 10' as to ownership, and suite number, and must be promptly and completely removed when the job is complete.

TIME SCHEDULE SUMMARY

1. Building Business Hours are from 7:00 A.M. to 6:00 P.M. Monday through Friday. **AFTER HOURS ARE AFTER 6:00 P.M. AND BEFORE 7:00 A.M. AND ALL WEEKEND UNLESS OTHERWISE INSTRUCTED.** Some tenants have after-hours shifts, and even 24/7 operations, which have to be considered when scheduling disruptive work.
2. The building office schedules the following on a first come first serve basis: (see security clearance form).

Freight elevators for material and trash hauling hours are from 6:00 P.M. - 6:30 A.M. (Main Building 9700 Bissonnet Street Only)

- a) **Trash receptacles** cannot be delivered until 6:30 P.M. weeknights and must be picked up before 6:30 A.M. the following morning. Trash receptacles may be delivered after 6:30 P.M. Friday and must be picked up before 6:30 A.M. the following Monday. If a trash receptacle is needed for an extended period of time, submit a Security Clearance Request for Property Manager's approval. The exact location for dropping any trash receptacle will be coordinated with Security Account Manager to be sure camera views and tenant window views are not blocked.
- b) The **elevator hatch** will only be opened with the prior written approval of the building management. (Main Building 9700 Bissonnet Street Only)
- c) If the MEP, sprinkler, fire safety or security **systems are tied into or shut down**, at least a forty-eight (48) hour notice must be submitted to the building office for approval (see security clearance form). Contractor must coordinate this work with Building Engineer during normal business hours to satisfy monitoring and documentation of closed fire protection system.
- d) If demolition, painting, sweeping, welding, cutting, etc. could possibly **activate a smoke detector**, a twenty-four (24) hour notice must be submitted to the building office for approval (see security clearance form). Contractor is responsible for bagging smoke detectors as necessary, but only upon prior written authorization. Coordinate all welding work with Building Engineer to satisfy monitoring and documentation of hot work.
- e) **Noisy work** (see Construction Practices) can only be performed **AFTER HOURS**. Work outside the building shall be done **AFTER HOURS** unless instructed otherwise. Some of our tenants work until 10:30 PM, and on Saturdays and Sundays, and a few have a 24/7 operation. Property Management reserves the right to require after hours work to be performed around neighboring tenant's work schedules if necessary to protect the neighboring tenant's rights.
- f) Any **large materials needing to be moved** on top of or below elevator must be scheduled one (1) week in advance with Property Management. Elevator contractor must be present for move and associated charges born by tenant. (Main Building 9700 Bissonnet Street Only)
- g) **Power shut downs** require at least fourteen (14) day notice to Property Manager. All power shut downs will be performed after normal business hours at a time acceptable to those affected. As soon as possible, coordinate the exact date and time with Property Manager to best accommodate all the affected tenants. Refer to the section of these regulations titled "Power Shut Down" for more details.

SAFETY

Contractor shall coordinate all **Fire Alarm System and Fire Sprinkler System** related work with Building Management and Security. No Fire Alarm or Sprinkler System related work will be performed until proper steps have been taken to assure that false alarms will not occur, and adequate building protection will be maintained. Contractor will coordinate with Building Management and Security for the proper restoration of the Fire Alarm and Sprinkler Systems to normal operation immediately upon completion of the work. Under no circumstances shall the contractor leave the premises until these systems have been restored to normal operating status.

Contractors shall take adequate steps to **prevent false fire alarms** or other unnecessary alarms that occur as a direct or indirect result of their work on the premises. This shall include protection of smoke detection devices from smoke, dust, and debris during construction, use of sweeping compound when sweeping floors to avoid dust, and proper precautionary measures taken when working around other alarm initiating devices, such as pull stations, water flow detectors, and fire safety related power sources.

All work, for any reason, that could activate the Fire Alarm System must first be reported to building management prior to beginning the work, so that appropriate measure may be taken to **prevent a false alarm**. Such work includes, but is not limited to: welding, sawing, sweeping, painting, sanding, soldering, brazing, etc.

Contractor shall observe the following **fire safety precautions** at all times:

At least one (1) approved **fire extinguisher** must be within arm's reach of all welding/brazing work and other open flames.

Acetylene, oxygen, or other types of **pressurized gas** bottles must be in an upright position and strapped to an immovable object.

Only electric **welding** machines will be used inside the building.

Fire blankets shall be used where appropriate.

All electric cords and tools must be inspected on a regular basis and in proper working condition.

Hazardous Materials may not be brought on to or stored on the premises.

A file containing **MSDS's** must be on each project for reference.

If the smoke detectors are bagged, and/or sprinklers are inactivated, a contractor representative must be appointed as "**Fire Watch**" and is required to be on the job for the entire time and cannot leave the quadrant or floor.

The use of **stairwells** for any purpose other than that for which they were intended is prohibited. If the doors are found in an open state, the contractor will be fined \$100/occurrence.

Hazardous materials are defined as:

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|---------------------|----------------------|-------------------------|
| - Flammable liquids | - Combustible metals | - Cryogenics |
| - Flammable solids | - Oxidizing agents | - Radioactive materials |
| - Pressurized gases | - Explosives | - Liquefied gas |

CONSTRUCTION PRACTICES

As professionals, all trades must **work together as a team** to keep the job on schedule with quality installations.

Before each job begins, the General Contractor must submit a **list of subcontractors** to be used and hold a pre-job meeting at the site to orientate the subcontractors to the building's standards. Building manager and the building engineer are available for this meeting and request to be invited.

All **trash is to be removed** from the premises at least every other day. Contractor will provide his own method for trash containment. The building's trash receptacles are not for contractor use.

Walk off mats 3' x 4' or larger must be placed inside every entrance/exit within each construction project for all individuals to use to clean their shoes. Mats must be kept clean and vacuumed daily. There shall be no signs of construction dust in public areas at any time.

Vacant lease space, mechanical rooms, freight lobbies, stairwells, maid closets, elevator lobbies and parking areas are not to be used as work areas or **storage** areas for tools, equipment or materials, etc.

Contractor must ensure all **building MEP and safety systems** are in service at all times unless disruptions are scheduled with the building manager at least 48 hours in advance. All work with 3 phase, 480 volts or greater **MUST** be performed after hours with a scheduled power shut down coordinated with the building manager. Building manager will coordinate with effected tenants.

All phone and/or data **cabling** will be pulled by a contractor approved by the building manager. Installation of communication lines or cables requires the submittal of a routing plan from the vendor to property management for approval. No communication lines or cables can be installed within the suite or between the suite and any splice room or demark room without prior written approval by property management. All phone and data cables must be securely tagged with the tenant's name and suite number at the origin and every place it crosses a corridor wall or any neighboring tenant wall. See Southwest Corporate Center's Telecommunications Standards for more details.

Stairwell, electrical, and mechanical room **doors must not be manipulated to remain in an unlocked state** or propped open.

Contractor is responsible for notifying building management, in writing, of **existing facility damages** before manning or stocking the job. Otherwise, the contractor is liable for any damage and its repair. This includes, but is not limited to public corridors, restrooms, elevators, doors and stairwells.

No company sign, logos, or plans are allowed in **public view**.

Ladders shall have rubber, carpet, or similar material on the feet to **prevent sound transmission** when they are dragged around.

All gang boxes, dollies, carts, or other material moving devices shall have **rubber tires**.

Material **stacking** shall not exceed seventy (70) pounds per square feet on the 2nd floor.

All unused and **salvageable material** or equipment must be relocated to a floor area designated by building management; otherwise, it will be the contractors' responsibility to haul it out of the building. Specifically, building management may salvage doors, frames, lock and passage sets, and light fixtures.

All work involving core drilling, spraying or other function that may cause **disruptive noise, fumes, odor**, or result in necessary access to any occupied tenant space or any public area work must be approved by building management. All work of this nature must be performed **AFTER HOURS**. Building management needs 48 hours notice and will coordinate work with neighboring tenant. Some tenants work late shifts and/or have a 24/7 operation that must be considered.

Noisy work shall be defined as any noise distracting to neighboring tenants but not limited to the following:

- Concrete coring, drilling, banging, or chipping;
- Installation of power actuated fasteners;
- Tack strip nailing;
- Chop sawing;
- Banging on pipes or other equipment;
- Demolition;

All **penetrations** of piping, duct work, conduits, etc. through walls, partitions, and floors shall be fire sealed to the building management satisfaction. Any openings in walls and partitions made by the Contractor for access to construction work shall be patched and/or repaired to building management's satisfaction.

Any **water spilled** or used on the floor will be mopped up immediately so that no water is allowed to leak into the space below or beside.

Contractor will ensure **that all drain/sewer lines are scoped/videoed** prior to connecting to them. A flow test must be conducted on all lines to ensure usability.

Main Building 9700 Bissonnet Street

A contractor approved by Honeywell, the manufacturer of the **roofing system**, will make all roof penetrations. In order not to void the original warranty, all work on this roof has to be approved by Honeywell in writing prior to the work commencing. Property Manager will need a copy of the approval letter prior to granting access to that contractor. The contact person at Honeywell is Robert E. Tomlinson, Honeywell Commercial Roofing Systems, 2000 Regency Parkway, Suite 255, Cary, NC 27511; Fax #919-461-4720, reference warranty #N1015000037 issued September 15, 2002. One such approved contractor locally is Restoration Services: Contact Donnie Wisnoskie, Project Manager at 281-890-1880; he is familiar with this building. Two other local firms are Pyramid Waterproofing and Competition Roofing. All work to the roof must be in compliance with the warranty.

West Wing 9702 Bissonnet Street

A contractor approved by Firestone the manufacturer of the **roofing system**, will make all roof penetrations. In order not to void the original warranty, all work on this roof has to be approved by Firestone in writing prior to the work commencing. Property Manager will need a copy of the approval letter prior to granting access to that contractor. The reference warranty #RB128926 issued June 01, 2007. One such approved contractor locally is Restoration Services: Contact John Garza, Project Manager at 713-664-7000; he is familiar with this building. All work to the roof must be in compliance with the warranty.

Prior to commencement of any tenant improvement work, or any other work where **access to the roof** is necessary, Contractor must meet with Property Manager and/or Property Manager's Roof Inspector to discuss access and/or penetrations. An inspection report will be made and/or photo taken of the area and compared with the state of the roof upon completion of the job. Contractor will be responsible for restoration of the roof to same condition as before construction began.

When **draining the sprinkler system**, contractor must attach hose(s) from the outside drain pipe(s) to the parking lot to drain water. The water will stain the exterior EIFS and damage the landscaping if not controlled. Contractor will be responsible for cleaning, repainting, or repairing the EIFS if staining occurs; and likewise if the landscape is damaged.

POWER SHUT DOWNS

Provide Property Manager at least two weeks notice of the date and time for any necessary power shut down. A power shut down will affect the entire quadrant served by that transformer; therefore it affects all tenants in that quadrant. All power shut downs will be performed after normal business hours at a time acceptable to those affected. **Coordinate the exact date and time with Property Manager** to best accommodate all the affected tenants, bearing in mind that some have extended hours and/or a 24/7 operation. Electrician needs a permit from the City of Houston and a change order from Center Point Energy, and Property Management needs confirmation of receipt of both at least 48 hours in advance of the shut down. Electrician must have Center Point Energy on standby during the shut down so that the power can be restored promptly upon completion of the electrician's work. Otherwise, there is a four-hour wait for Center Point to return to the property, which is an inconvenience to other tenants.

Coordinate the power shut down with Tayanna Celestine, Associate Service Consultant for Center Point Energy at 281-561-2924. The electrician or General Contractor will then need to have Center Point Energy issue a change order for the work. Contact Chivana at Center Point Energy at 713-207-1111,

extension 69137 to have the change order issued. (It is not necessary for the Tenant or Property Manager to request the change order. The electrician is the appropriate party to do so.)

SUMMARY

These rules and regulations are to be common knowledge to all workers. Please share this document with all subcontractors working for you.

We are working in this building because the tenants have chosen this as their place of work; thus we owe our livelihoods to them. Without them we lose work. Therefore, please respect the tenants by adhering to the established guidelines. Building management may change these rules and regulations from time to time. Any changes will be sent to your firm in a timely manner. If you have any question, comments, or suggestions please call the property manager at (713) 777-8282. Bid your work accordingly.

CONSTRUCTION PRACTICES, SUPPLEMENT

For all contractors working directly for Property Management:

All projects will be swept/vacuumed, trash properly disposed, and the material organized on a daily basis. A final clean up is not required daily, but the job will be in a manner acceptable to building management. A floor-sweeping compound must be used.

The final clean up by the General Contractor will include corridor and lease space, light fixtures, walls, floors, windows, sills, mini blinds, cabinets, counters, HVAC diffusers or grilles (painted if rusty) or blank-off plates, mechanical rooms, restrooms, etc or anything else associated with the project.

If the building management is forced to clean the job site, a justified value will be billed to the contractor for payment.

Permits, plan copies, and certificates of occupancy are to be paid for by the contractor unless noted otherwise.