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Introduction

Welcome

The Electronic Tenant® Portal allows for quick, 24/7 access to vital property information. Here you will find detailed information on amenities, resources, preparedness, security, sustainability, policies & procedures and operations. This informational hub is also a central access point for all on-line services (i.e. work orders) associated with the property.

Every attempt has been made to provide current and accurate information in this Web Portal, but it is possible that some items will change over time. Please feel free to contact the Building Management Office with any questions you may have. We are here to serve you.

Welcome to 2 Houston Center, a premier Brookfield Properties property!

About Management Company

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

About Property

2 Houston Center is a 40 story, class "A" office building in the multi-building Houston Center retail and office complex. It currently has six levels of parking for 512 cars. 2 Houston Center is located at 909 Fannin, atop of Houston's six-mile tunnel system.

Search

Operations

Accounting

Please insert rental remittance information

If by check, money order, or its equivalent, please mail such items to:
BSREP II Houston Office 2HC Owner
PO Box 207352

Dallas, TX 75320-7352
Lockbox Number:
207352

Management

The staff of 2 Houston Center is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located in suite #100. Please do not hesitate to contact the management office at:

Phone: 713-655-4411
Fax: 713-652-2041

Address:
909 Fannin Street

The following personnel are available to address your needs:

Title	Name	Phone #	Email
Receptionist	Haley Ortiz	713-655-4411	haley.ortiz@brookfieldproperties.com
Property Administrator	Melissa Pletz	713-655-5523	Melissa.pletz@brookfieldproperties.com
Assistant Property Manager	Mary Ann Young	713-655-5504	maryann.young@brookfieldproperties.com
Property Manager	Sean Alley	713-655-5505	sean.alley@brookfieldproperties.com

Hours & Holidays

Standard Operating Hours for the property are listed below:

8am-5pm- Monday-Friday (Except Building Holidays)
9am-1pm- Saturday (Except Building Holidays)

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

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

Certain services are not provided on weekends and the holidays listed above. Services outside of normal business hours, including HVAC and Freight Elevator access, may be arranged via the Angus Work Order System 24/7 or by calling the Management Office during normal business hours.

Leasing

The leasing company for Brookfield Properties, located at 909 Fannin Street, Suite 1000. The main phone number is 713-655-4411.

Listed below is the contact information for the authorized representatives:

Title	Name	Phone #	Email
Vice President	Kelli Gault	713-270-3349	kelli.gault@transwestern.com
Senior Managing Director	Doug Little	713-272-1284	doug.little@transwestern.com

Amenities

On-Site Amenities

- Auditorium and Conference Facilities
- The Shops at Houston Center
- 7 Parking Garages
- Metro Park and Ride
- Kelsey Seybold Clinic
- 8 banks
- Post Office
- Downtown Club at Houston Center

Services

Cleaning

Cleaning service is provided five nights a week, Monday through Friday. Carpets will be vacuumed, unobstructed surfaces dusted, and trash will be emptied.

If trash that is to be disposed of is not in wastebaskets, then please inform the cleaning personnel by leaving a large note on such items marked TRASH.

Please DO NOT leave items that are not trash on top or near wastebaskets that might be misconstrued as garbage.

If you have special cleaning needs, such as carpet shampooing, then contact the Management Office at 713-654-4411. Special cleaning services can be arranged at tenant expense.

If a small cleaning problem should arise during working hours, or if you have any questions or comments regarding the cleaning services, please contact the Management Office.

Elevators

- The Building is equipped with two freight elevators (dimensions listed below). Please contact the Management Office in advance to schedule use of the freight elevator.
- Loading Dock Clearance = 14'11"
- Freight Elevator Specs
 - Freight #25 (Small)
 - 42" opening
 - 84" Deep x 64" Wide x 144" High
 - 3500lb weight limit
 - Freight #26 (Large)
 - 104" Deep x 67" Wide x 144" High
 - 4500lb weight limit

Forms

For your convenience, we have included downloadable documents that will expedite various building service requests. Hard copies of all forms are available from the Management Office as well.

Listed below are the forms we have in our possession. Please review this list and supply us with any additional forms for inclusion in the Web Portal.

HVAC

If the temperature in your office needs adjustment, please contact the Management Office or by creating a work order ticket via the Angus Work Order System. Your call will be referred immediately to engineering personnel.

The standard hours of operation of the heating and air conditioning systems are 7am-6pm, Monday through Friday. Special arrangements should be made for any HVAC needed outside of those hours.

Mail Service

2 Houston Center building mailboxes are located on level P-1.

Mail delivery, distribution, and pick-up hours are determined by the U.S. Postal Service.

2 Houston Center has drop boxes for Federal Express and UPS. They are located on level G-4, which can be accessed through the door by the Bank of America ATM.

Mail may be collected and/or deposited by Tenants or their agents in the mailroom located on the P1 level Monday through Friday.

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

Signage & Directory

Please insert any information regarding building signage at the property.

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 provide 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 is essential.
- Each tenant can be effective in preventing the loss of valuable personal and company property by careful observance of these common-sense procedures:
 - Be particularly observant of strangers in your area and if their identity cannot be readily established, advise the 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.
 - At the end of each working day, store small personal and company items of value, such as hand-sized dictating machines, calculators, etc., in a locked desk, credenza, file cabinet or other secured location.
 - Personal computers and large calculators should be bolted to the desk. Particular care should be taken for the security of lap top computers and tablets; they are easily transported and readily marketable.
 - 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 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 in 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.

After-Hours Access

After-Hours Building Entry

To gain access to the building after-hours and on non-business days, tenants must use the doors on the G-1 level or the street level doors located near Bank of America on the Fannin Street side of the building. For the safety of all, management requires tenants entering and leaving the building after-hours to present their access control magnetic pass 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. Security will issue identification badges.

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 be performed
- Time the contractor will arrive and depart
- Description of the work being done

Property staff will not admit your contractor into your suite. Please make arrangements to meet the vendor or provide them with keys.

Access

Please insert information regarding general building access.

Deliveries

Deliveries- All deliveries should be made via the loading dock, located on the street level off San Jacinto Street. The physical address of the loading dock is 920 San Jacinto Street, Houston, TX 77010.

General Security

Security Checklist

The following is a list of general office security suggestions, which are offered to you as an aid in establishing your internal security procedures:

- Restrict office keys to those who actually need them.
- Keep complete, up-to-date records of the distribution of all office keys.
- Establish uniform procedures for collecting keys prior to the termination of employees.
- Establish a rule that keys must never be left unguarded on desks or cabinets.
- Require that filing cabinet keys be removed from locks and placed in a secure location after opening cabinets.
- Prevent unauthorized personnel from reporting a lost key and receiving a replacement.
- Ensure that a responsible person is in charge of issuing all keys.
- Store keys systematically in a secured wall cabinet of either your own design or one that conforms to a commercial key control system.
- Insist on identification from repairmen who come to work in your office.
- Clear all desks of important papers.
- When working alone in the office at night, lock the front door to prevent anyone else from entering.
- Keep the police, fire department and building security telephone numbers posted.
- Double check to see that all doors are securely locked before you leave.

Suspicious Persons

If you see suspicious or offensive persons in the building, please call the Management immediately. If possible, make note of appearance, clothing, etc. in order to assist building security in locating them.

Please be aware of strangers in your tenant areas and halls. Quite often a question such as "May I help you locate someone?" will be enough to deter a potential thief. Suspicious encounters of this type should be reported to the office of the building immediately.

Key & Lock Policy

Keys will be provided upon move-in. All additional locks, keys and lock changes must be installed by our preferred locksmith. A fee is charged for this service and is billed as an extra service. No additional locks will be allowed on any door without written permission of landlord. All key and lock requests should be

submitted using the Angus work order system. There is a charge for damaged or lost access cards.

Lost & Found

Please contact the Management Office at 713-655-4411 to claim items that have been lost or found in the building.

Property Removal

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

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Management Office at 713-655-4411 and we will send appropriate personnel to escort them off of the premises.

Emergencies

Active Shooter in the Workplace

Response to Active shooter - Quickly determine the most reasonable way to protect your own life.

CONTACTING AUTHORITIES - When you are safe:

Call Security or 9-1-1 and be prepared to give the following information concerning the incident:

- Your exact location (building, floor, room number)
- Specific location and direction of the assailant(s)
- Number of assailant(s)
- Sex, race and age of assailant(s)
- Clothing color and style
- Number injured, types of injuries

Run - if there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

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

Your hiding place should:

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

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

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

If evacuation and hiding out are not possible:

- Remain calm
- Dial 9-1-1, 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 - 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

- Yelling
- Committing to your actions

Bomb Threat

Telephone Threat

When a bomb threat is made over the telephone, obtain the following information from the caller:

- Exact location of the device
- Time set for explosion
- Description of the device
- Reason the caller has placed the bomb
- Exact words used by the caller
- Keep this information as confidential as possible
- Notify the Police Department. Call 911
- Notify the Management Office at 713-654-4411

Once the Management Office has been notified of a bomb threat, it is our policy to advise your firm's manager or senior officer. It is up to the manager or senior officer to decide whether it is appropriate to evacuate the office.

In the event that you are asked to evacuate the Building, please move away from the Building so as to allow unfettered access to emergency personnel. Do not re-enter the Building until the Management Office, the Police, or the Fire Department have given clearance.

Suspicious Packages or Mail Bombs

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or seriously maim anyone in close proximity. Letter bombs are usually contained within a large size manila envelope 1/4" to 1/2" thick and are fairly rigid.

However, the technology used in letter bombs has become increasingly sophisticated and can be difficult to detect visually. Letter bombs have been mailed from cities or small towns in the United States, as well as from foreign countries. Be especially wary of letters that are mailed to titles -- Chairman, President, Manager, Security Officer, etc. - rather than directly to named individuals.

If you suspect a parcel contains a letter bomb:

- Clear everyone out of the immediate area; establish at least a 25-foot radius around the package.
- Notify the police at 911 and Building Management.
- DO NOT HANDLE IT UNDER ANY CIRCUMSTANCES.
- DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF.

Civil Disturbance

Should a riot or civil disturbance start outside the Building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

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

Earthquake

Earthquake Preparedness

Keep an earthquake preparedness kit on hand. Include the following:

- Food and water - at minimum, a 3 day supply (a 7 day supply is ideal)
- First Aid kit and First Aid manual
- Large and small heavy-duty plastic bags, duct tape and scissors
- Extra prescriptions and eyewear
- Heavy-duty shoes and gloves
- Extra clothing and a whistle
- Rescue tools
- Portable TV and/or radio with extra batteries
- Flashlights and extra batteries
- Cash (ATMs and credit cards may not work)
- Emergency Phone List, including family at work, school, daycare, etc.
- Long-distance message check-in phone number
- Cell phone

During an Earthquake

Falling objects or debris that has become dislodged by the quake causes most earthquake-induced injuries. *During an earthquake, please observe the following:*

- Remain calm; do not panic.
- Stay in the office area.
- Take cover under tables, desks, or strong doorways.
- Keep away from windows and glass doors.
- Keep clear of filing cabinets, shelves and tall stacks of materials.
- Check for any injured personnel and administer first aid where necessary.
- Floor Wardens should assess damage and injuries and be prepared to expedite evacuation of serious cases.
- In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

Elevators are equipped with seismic detectors, which when activated, will automatically stop the elevator at the nearest floor; if they are occupied at the time, inhabitants should exit immediately and follow instructions issued by the Floor Warden.

Following an Earthquake

- Be prepared for aftershocks. While aftershocks are generally smaller than the earthquake that generates them, they can cause additional damage.
- If you smell gas, notify the Building Office or Security immediately.
- Check immediate location - make sure you are safe.
- Check for injuries and apply first aid as needed. Be prepared for an absence of immediate emergency services and be prepared to help yourself and others.
- Extinguish any fires. Do not light matches. Do not smoke.
- Listen for news or pertinent instructions on the radio or television.
- Do not use the telephone unless you have a dire emergency.
 - Ensure that all telephone receivers are properly mated to their cradles.
- Conserve and responsibly ration food and water.

Elevator Malfunction

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the emergency button within the cab will alert Building Management that the elevator is malfunctioning. The cab number will be identified and so too, the specific floor on which it is stuck. The Guard will establish two-way communication with elevators occupants until help has arrived.

In the event of a power outage, elevators will continue to operate using our emergency power generator. Should an outage occur, elevator lights will remain on, but the car itself will temporarily stop moving. Each elevator will automatically return to the lobby, their doors will open and they will remain inoperable until the power has been restored.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION. USE THE STAIRWELLS.

Emergency Contacts

All Emergencies	911
Building Management Office	713-654-4411
Building Security / After Hours Emergencies	713-759-1002
Fire Department (Non-Emergency)	832-394-6700
Police Department (Non-Emergency)	713-884-3131
Hospital	Insert Number

Important Notes

If you call 911 as a result of a medical emergency, please be sure also to notify Management Office with your name, call-back number and location so that security may swiftly guide the paramedics to your exact location.

If the audible alarm within the building sounds, please do not call the Management Office, unless you have something specific to report. The Management Office is aware of the noise, as well as the source of the alarm, whether it's false or a legitimate emergency. Please keep the telephone lines clear so that Management may attend to the situation as quickly and efficiently as possible.

Evacuation- Attached.

Please insert evacuation procedures.

Fire & Life Safety

Fire Prevention

- Do not accumulate quantities of discarded files or other paper trash in your office or storage area. Pay special attention to housekeeping in those departments that produce quantities of debris, such as duplication machines, mailing and receiving rooms.
- Do not store large quantities of flammable solvents, duplicating fluids, or other combustible fluids.
- Keep electrical appliances in good repair. Report unsafe conditions to the building office.
- When furnishing an office, consider the fire potential of materials used in large amounts, like overstuffed chairs, settees, couches or anything that could become a combustible item. Such furnishings should be flame-proofed.
- Where potential for fire is especially high, such as supply rooms, tenants may wish to consider installing additional fire extinguishers.

Fire Emergency

IF YOU DISCOVER A FIRE, you should remain calm and:

1. Pull the nearest fire alarm. Alarms are located in the corridors adjacent to the stairwells.
2. Call 911 from a safe location.
3. Evacuate or relocate and assist all others in the immediate area.
4. Close doors behind you to isolate fire.
5. Proceed to stairwells and listen for instructions. NEVER use the elevators.
6. Be cautious when opening doors so as not to spread the fire. Touch any door to see if it is hot before opening.

7. If smoke is present, stay low and crawl with your body against the floor. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold your breath and cover your nose and mouth with an article of clothing.

Flooding

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, cleanup operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

Homeland Security

Brookfield Properties recommends that each tenant have an emergency action plan in place to help their employees prepare for *and* react quickly to, a regional emergency, including terrorist attacks.

Click on the links below to access a variety of resources that aid in preparing for a regional emergency:

- Department of Homeland Security
<http://www.dhs.gov/>
- Federal Emergency Management Agency
<http://fema.gov/>
- American Red Cross
<http://www.redcross.org/>
- Center for Diseases Control and Prevention Emergency Preparedness and Response
<https://emergency.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

Medical Emergency

In the event that an accident or illness befalls one of your employees or a visitor to your office area, please:

1. Call Emergency Services at 911.

2. Provide the Emergency Dispatcher with the following information:
 - Your name
 - Your Building's name and address
 - Your specific floor number and exact location of the emergency
 - Any pertinent details of the accident or illness
3. Do not move the injured / ill person. Attempt to make them as comfortable as possible.
4. If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
5. Call the management office at 713-655-4411. Inform management that you have called 911 and briefly describe the nature of the emergency.
6. The emergency unit will be with you shortly and will administer all necessary medical assistance.
7. Determine, if possible:
 - Name, address and age of injured / ill person
 - The nature of the problem, as best you can surmise
 - All known allergies and current medications taken by the individual
 - A local doctor

Power Failure

All **2 Houston Center** office and common areas are served by emergency generators.

In the event of power failure, these generators will provide emergency power for certain basic building functions. Those functions include:

1. Activating emergency lights on each floor throughout the building, including all exit signs.
2. Activating all stairwell lighting.
3. Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems.
4. Recalling all elevators to the ground floor lobby. One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed.

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so through the emergency communication system, please remain in your offices.

Please... **DO NOT CALL** the Management Office unless you need to notify us of the location of a disabled employee.

Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a *Watch* or a *Warning*.

- A *Watch* becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon.
- A *Warning* means that the weather condition has been spotted and prompt action must be taken to enhance safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each tenant company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, 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.
- If evacuated, do not return to your office until advised to do so.

Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed.

Call 911 and provide the following information:

- Building's Address
- Your Floor
- Phone Number
- What Type of Spill has Occurred

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

Sustainability

LEED / Energy Star

2 Houston Center is LEED Gold Certified.

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 2 Houston Center, we provide bicycle parking at the Fannin Street side of the building near the Bank of America.

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.

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

Carpooling- Not Applicable

Please see below for links to carpooling information in the area:

<http://www.erideshare.com>

Initiatives

2 Houston Center is equipped with motion sensors that control the lights. The automation system controls temperatures and run times coincide with occupied times. 2 Houston Center is LEED Gold Certified.

Tips

At 2 Houston Center, we are committed to protecting and preserving our environment. Along with the green initiatives we have taken in the building, we have provided tips and links to great websites that will aid in continuing the initiative in daily life here and at home.

Sustainability Tips

- Optimize the energy settings on computers and other electronic devices and make sure to shut them down at the end of the day.
- Unplug printers, scanners and copiers that are only used occasionally.
- Turn off all lights and any audio / visual equipment that is not being used.
- Keep things digital and minimize the use of materials whenever possible, do not use unnecessary amounts of paper.
- Implement the use of recycled materials such as recycled paper whenever possible.
- Bringing lunch and using reusable containers cannot only save unnecessary waste but costs too. If you order take-out join co-workers in large orders to minimize waste of small individual packaging.
- Bring in mugs/glasses/utensils to reduce the use of paper/plastic goods.

Click on the links below for more Green Information:

- <http://www.earthshare.org/green-tips.html>
- <http://www.thegreenguide.com/green-living>

Recycling

At 2 Houston Center, we appreciate and support the positive effect that recycling can have on the environment and have provided access to recycling collectors throughout the building.

Please see below for a list of recyclable items vs. non-recyclable items:

Accepted Recyclable Items:

- Office Paper
- Newspaper
- Brown Paper Bags
- Magazines
- Junk Mail
- Phone Books
- Plastic Bottles and Containers #1-7
- Aluminum/Tin/Steel Cans
- Flattened Cardboard (e.g. Cereal and Snack Boxes)
- Paper Cardboard (e.g. Dairy and Juice Containers)

Non-Recyclable Items:

- Anything in the above list that is not soiled or wet
- Styrofoam
- Wax Paper
- Pizza Boxes
- Any Plastic without #1-7
- Tempered Glass
- Glass Bottles/Jars

For More Information on Recyclable Materials Click Here:

<http://rootsrecycling.com>

TECH

On Demand

It's an on demand world. Need a ride? A reservation? Food delivered? Tickets? Click on the logos below. Any additional suggestions of local on demand services? Drop us a line.

Uber - <https://login.uber.com/login>

Lyft - <https://www.lyft.com/>

StubHub - <https://www.stubhub.com/>

Fandango - <http://www.fandango.com/>

GrubHub - <https://www.grubhub.com/>

Each of the above can be represented with a logo.

TECH at the Property

Technology is a significant component of the property's operations. This building deploys state of the art tools to foster more efficient operations, fingertip access to information and services as well as timely and meaningful communications.

The use of technology at the property creates an enhanced tenant experience providing for a safer, more efficient, more productive, more enjoyable and sustainable environment.

The initiatives and applications in this chapter are in place at your property!

Tenant Center

JBP Properties wants to ensure you are kept in the know!

Tenant Center Registration Video (LINK)

Tenant Center Access will allow you to:

- Submit and track Work Orders, Shared Amenity/Conference Room Reservations and Certificates of Insurance. Note: Access to complete these options is based on the property's app subscriptions and may not be available for all tenants.
- Take advantage of current Tenant Rewards! Click here to view everything JBP Properties is offering today!
- Customize notification options - receive information via email and/or text!
- View and manage your contact information.
- Sign up for notifications containing critical property information such as updated policies, security procedures, building closings, etc.!
- Receive alerts pertaining to the latest news about the surrounding area like weather and traffic conditions!
- Stay current and improve your involvement in crucial property initiatives such as sustainability and preparedness campaigns!
- Learn more and take better advantage of the available amenities and affinity programs at your property!
- Take advantage of current Tenant Rewards!

Sign Up – (LOGO)

Sign In – (LOGO)

Need Access?

1. Click on the "Request Account" link on the login page of the Tenant Center.
2. Enter your contact information and click "Submit". Your account request will then be sent to Management for review.
3. Once your request is approved, you will receive your login credentials via email. You can then login to the Tenant Center, update your password,

and review and update your contact information and notification preferences.

Download the App!

App Store and Google play images with links

How to submit a Service Request: Instructions are attached.

1. Select Service Request - Request Service
2. Click the circle, or choose from the drop down menu the service type you are requesting.
3. Enter the location and a brief description relating to the request. Please enter any and all information that will assist management in locating and addressing the request.

How to submit a Reservation:

1. Select Conference Room - Request Reservation
2. Choose "Select" next to the room you would like to reserve.
3. Enter the details of your reservation.

Help Center Link

Tenant Engagement / Property Messages

Registered tenant Users have the ability to set personal communication preferences for receiving important property messaging.

Preferences determine what information (amenity, emergency, sustainability, exclusive retail / restaurant offers, calendar events, etc.) users receive and how they get notifications (email, text, desktop, mobile, etc.)

Preferences also allow users to determine message receipt by severity (low, medium and high-level alerts).

Online Registration and Subscriptions:

- Email Notification
- Instant Alert
- Building Calendar

Wellness

Overview

At 2 Houston Center, we recognize the workplace wellness programs that support employees and their work environment. Wellness has a positive impact on employee morale and can also present a positive return on investment for the employer, too. If employees are healthy and happy they will be more productive.

This property is invested in providing a healthy environment that fosters employee wellness and satisfaction.

CDC Workplace Health Promotion / Scorecard

The Center for Disease Control offers a website dedicated to workplace health promotion and offers you a property scorecard to evaluate wellness awareness. The scorecard provides you and your property team with suggestions for moving forward with programs appropriate for your property and steps on how to integrate.

Scorecard (<http://www.cdc.gov/workplacehealthpromotion/index.html>)

Below are additional links to helpful checklists:

- *Snack Nation* (<http://www.snacknation.com/blog/employee-wellness-program-ideas/>)
- *Wellness Program Ideas* (www.snacknation.com/wp-content/uploads/2015/12/121-Corporate-Wellness-Program-Ideas-For-Your-Office-Bonus.pdf)
- *Broke & Healthy* (<http://www.brokeandhealthy.com/100-free-or-cheap-ways-to-exercise>)
- *Wellsteps* (<https://www.wellsteps.com/blog/2017/01/10/employee-wellness-program-ideas/>)

General Health

General Health

- Stay up to date on vaccines and immunizations:
<http://www.cdc.gov/vaccines/index.html>
- Stop Smoking: http://www.cdc.gov/tobacco/quit_smoking/index.htm
- Workplace Health Promotion:
<http://www.cdc.gov/workplacehealthpromotion/index.html>

Nutrition

Nutrition

- Employers can offer healthy foods at meetings, conferences and catered events
- Remember to stay hydrated - drink plenty of water throughout your day

Physical Activity

Physical Activity

See the following for information on physical activity programs and/or facilities and walking / cycling trails in our area:

- Get up and move! Standing up from your desk and moving will increase circulation and general focus.
- Active transportation e.g. biking or walking to work - <http://bikeleague.org/commutingdata>
- We encourage employees to take the stairwell over elevator use.

Stress Management

Stress Management

- Take stress relief breaks (i.e., meditation, walking or just closing the office door).
- Encourage laughter to reduce stress at the worksite.

Wellness Resources

Here at 2 Houston Center are proud to offer the following resources:

- Smoke free building - see the following section regarding our No Smoking Policy.
- Hand sanitizer stations in the main elevator lobby.
- Annual flu shots available at the building - Key Facts about the flu vaccine: <http://www.cdc.gov/flu/protect/keyfacts.htm>

Policies

Contractors

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 Tenant Work Design and Construction 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 Property Manager as the first step. The Property Manager will be happy to assist you in completing your project efficiently.

Incorporate the provisions of the attached document into all of your agreements and contracts. You will need written approval from the Property Manager before contracting any work.

At least four (4) weeks before construction provide two (2) sets of drawings and plans to the Property Manager for approval. The Property Manager must also approve your list of contractors and subcontractors.

At least two (2) weeks before construction, schedule a pre-construction meeting with the Property Management Team. Meeting materials should include detailed schedules; addresses and telephone numbers of supervisors, contractors and subcontractors; copies of permits; proof of current insurance (including all subcontractor); payment, performance and lien bonds; and notice of any contractor's involvement in a labor dispute.

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 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 Property 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 of the work in full detail.

Please note that this summary highlights key aspects of the attached document entitled Rules and Regulations for Design and Construction of Tenant Work for your convenience and does not supersede it in any way.

General Rules & Regulations

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

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

After Hours Entry:

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

Animals & Bicycles:

Tenant shall not bring into the Building, or keep in or around the premises any insect or animal, or bicycles without the prior written consent of Owner (wheelchairs, 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 Building is done only upon the written consent of Owner.

Sales or Auctions:

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

Signal Communication:

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

Signs & Advertising:

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

Smoke Free:

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

Soliciting & Peddling:

Canvassing, soliciting, peddling, and distribution of handbills and other advertising material in the Building is prohibited. Tenant shall cooperate to

prevent the same and shall promptly report such activities to the Management Office.

Weapons:

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

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

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

Insurance Protection

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

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

Certificate Holder:

BSREP II Houston Office 2HC Owner LLC
909 Fannin Street
Houston, TX 77010

As an additional insured party as follows:

BSREP II Houston Office Holding LLC, BSREP II Houston Mess B LLC, BSREP II Houston Office 2HC Owner LLC, BSREP II Houston Mezz A LLC, Brookfield Properties (USA II) LLC, BOP Texas Management LLC, and their respective affiliates, shareholders, partners (including partners of partners), subsidiaries and related entities, and any successor and assigns of such entities

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 6:00 pm, Monday through Friday, or on weekends and are scheduled on a first come, first served basis. Additional Charges for loading dock personnel, elevator operators, and security guards to accomplish the move will 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 Floor Wardens and employees
- Keys for offices

A list of 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 of hallways. Moving vehicles should not be parked in marked "Fire Lanes."

Smoking

2 Houston Center maintains a no smoking policy throughout the building, including all common areas, the lobby, rest rooms, stairwells and elevators. Please do not smoke at building entrances.

Neighborhood

As part of your *Electronic Tenant Web Portal*® package, Red Hand LLC will build a customized chapter that outlines various services in and around your property.

Typical Neighborhood sub-sections are as follows:

- Banks & ATMs**
- Business Services**
- Entertainment**
- Hotels**
- Maps**
- Restaurants**
- Transportation**