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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 located in the heart of downtown Houston. Located at 1221 McKinney Street, the 46-story building occupies the entire city block bound by McKinney, Caroline, Walker and San Jacinto Streets.

## Operations

### Accounting

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.

LYONDELLBASELL TOWER:

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

Should tenant's want to send their rent checks via Overnight delivery, please ask them to use the following address (Both "Name" and "PO Box #" must be referenced or else check processing may be delayed):

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

Lastly, should any of your tenant's need to Wire or ACH their payment directly to the restricted clearing account, please use the following instructions:

Wiring Instructions for tenants that wish to pay by wire or ACH

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 staff of LyondellBasell Tower is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located on Level 32 in Suite 3280. The office hours are 8:00 AM to 5:00 PM, Monday through Friday, exclusive of holidays. Please do not hesitate to contact the management office:

Phone: 713-654-1911  
Email: [LBT@brookfield.com](mailto:LBT@brookfield.com)

Address:  
1221 McKinney Street, Suite 3280, Houston, TX 77010

Security personnel answers our telephone lines after business hours. They are in contact with our management, engineering, janitorial and security staff. The following personnel are available to address your needs:

Property Manager	Taylor O'Maley <a href="mailto:taylor.omaley@brookfieldproperties.com">taylor.omaley@brookfieldproperties.com</a>
Assistant Property Manager	Rachel Mondshine <a href="mailto:rachel.mondshine@brookfieldproperties.com">rachel.mondshine@brookfieldproperties.com</a>
Property Administrator	Selina Fulghum <a href="mailto:selina.fulghum@brookfieldproperties.com">selina.fulghum@brookfieldproperties.com</a>
Property Administrator	Ashley Wine <a href="mailto:ashley.wine@brookfieldproperties.com">ashley.wine@brookfieldproperties.com</a>

### 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 exclusive of Holidays

### Building Holidays

LyondellBasell Tower will be closed on the following major holidays:

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

### Leasing

TRANSWESTERN  
909 Fannin Street, Suite 1000  
Houston, Texas 77010

Listed below is the contact information for the authorized representatives:

David Baker	713-407-8701 <a href="mailto:David.Baker@transwestern.com">David.Baker@transwestern.com</a>
Doug Little	713-272-1284 <a href="mailto:Doug.Little@transwestern.com">Doug.Little@transwestern.com</a>
Kelli Gault	713-270-3349 <a href="mailto:Kelli.Gault@transwestern.com">Kelli.Gault@transwestern.com</a>
Jack Scharnberg	832-408-4018

## Amenities

### Houston Center's On-Site Amenities include;

- Auditorium - located on Fulbright Tower's Mezzanine level can accommodate up to 188 people, with (131) fixed seats & (4) accessible seats. Reservations can be made by calling the Fulbright Tower Management Office at 713.425.4444.
- Dining and Shopping options available at The Shops at Houston Center – visit the [www.shopsathc.com/](http://www.shopsathc.com/) to view full directory.

### 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.

## 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 items might be misconstrued as garbage. If you have special cleaning needs, such as carpet shampooing, then contact the Management Office. Special cleaning services can be arranged at a tenant's expense by entering a work order in the Angus work order system.

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

For questions or comments regarding the cleaning services or pricing for any extra services, please notify the Management Office by phone at 713-654-1911 or by email at [LBT@brookfield.com](mailto:LBT@brookfield.com).

## **Deliveries/Loading Dock/ Elevators**

### **Loading Dock**

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](mailto: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 13' 5". Parking is limited to 30 mins and is for loading and unloading only. Violators will be towed.

### **Elevators**

The building is equipped with 26 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 the freight elevator #4 are 8'5" deep x 6'2" wide x 11'10" high. The door is 4' wide x 8'10" high. The dimensions of the freight elevator #5 are 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 contact the Management Office. Your call will be referred immediately to engineering personnel.

The standard hours of operation of the heating and air conditioning systems are 6:00AM – 6:00PM, Monday through Friday. Special arrangements should be made for any HVAC needed outside of those hours. You can do so by submitting a work order through our online work order system (<http://ng1.angusanywhere.com/tenant/Trizec/Brookfield/default.asp>) or by emailing [LBT@brookfield.com](mailto:LBT@brookfield.com).

## Security

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

### **Security Phone Number**

**Central Security 713.759.1002**

**Security Console 713.759.9383**

### **After-Hours Access**

At move-in, tenants are required to complete the Access Card Request Form so that identification cards for access to the building and after-hours access can be issued for each employee. Vendors requiring after-hours access will only be admitted if tenant has requested they be put on the security clearance list for the evening.

### **Visitor Access**

It is required that all tenants notify the Management Office of the Building of any guests, vendors or other non-building employees requiring access to the building and your suite.

Please remind all guests that proper identification is required for admittance into the building. Without the authorization of the access request, the security team will not admit your visitors.

### **Tenant Parties, Receptions and Open Houses**

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

### **Tenant Security Services**

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

### **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 Central Security Office at 713-759-1002 to claim items that have been lost or found in the building.

## **Property Removal**

A Property Removal form must be filled out and sent to management prior to removing property off building premises.

## **Solicitation**

Solicitation is not permitted. If someone is soliciting in your suite, then please notify the Management Office at 713-654-1911 and we will send appropriate personnel to escort them off 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 713-654-1911

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	713-654-1911
Building Security / After Hours Emergencies	713-759-1002
Fire Department (Non-Emergency)	713- 247-8900
Police Department (Non-Emergency)	713-884-3131

**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**

In the event of an emergency, it may become necessary to evacuate the office building. All Floor Response Team personnel as well as general personnel should be completely familiar with the following evacuation procedures.

In an emergency situation, wait until building management or official emergency personnel. personnel indicated that it is safe and appropriate to evacuate the building.

If you are directed to evacuate, closely follow the instructions of all building management or official emergency personnel.

Do not exit via the elevators.

Exit via stairwells only after building management or official emergency personnel have deemed it safe to do so.

Familiarize yourself with the location of all stairwell exits; in the event a stairwell is blocked, proceed to an alternate stairwell.

Use safe stairwell exit procedures including:

Remain calm and quiet

Remove high heeled shoes

Exit in a single file and keep to the right using handrails

Move quickly, but do not run

Assist those who may have trouble on the stairs or who have been injured

Treat injuries on stairwell landings only and only when safe to do so

Evacuating the Injured

If you are alone with an injured person who is unable to leave the area unassisted, you may find that a “blanket drag” will provide you with the means to remove the person from the hazardous area. The drag can also be accomplished with a coat. If you are unable to carry the person, the “blanket drag” may be your only means of moving the person out of danger.

To get the person onto the blanket, turn the person on his/her side and roll the blanket up, lengthwise, so that when you roll them over to the other side, you can open the blanket. Grasp the corners nearest the head of the injured and pull the person out of the area.

## **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 713-654-1911. 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 LyondellBasell Tower 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**

### **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 at 2Houston Center garage.

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**

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 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.

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.

## **LyondellBasell Tower**

### **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](mailto: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;  
Stacking 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 is:  
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 unattended for any amount of time without first uncovering all of the smoke detectors. If the construction area is found unattended 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 DEVICES 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 SUBSTANCSE 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 not 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, his title and all telephone numbers (work, home, pager, cellular, etc.) to ensure 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;
- As-built Drawings of the new construction (if possible, Auto-Cad file);
- Operating and Maintenance Manuals, and installation instructions;
- Warranty letters for materials, fixtures and equipment used in 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 either the Property Management Office by phone at (713) 654-1911.

## General Building Rules & Regulations

1. Tenant shall not alter any lock or install any new or additional locks or bolts on any doors or window of the Premises without obtaining Landlord's prior written consent. Tenant shall bear the cost of any lock changes or repairs required by Tenant.
2. Your lease outlines the number of keys furnished for each Tenant. Any additional keys required by Tenant must be obtained from Office of the Building at a reasonable cost to be established by Landlord.
3. All doors opening to public corridors shall be kept closed at all times except for normal ingress and egress to the Premises, unless electrical holdbacks have been installed.
4. Landlord reserves the right to close and keep locked all entrance and exit doors during hours when the Building is closed. Tenant, its employees and agents must be sure that the doors to the Building are securely closed and locked when leaving the Premises if it is after the normal hours of business for the building. Tenants may access the premises with their Houston Center access cards. Any tenant, its employees, agents or any other person entering or leaving the Building at any time when it is so locked, or any time when it is considered to be after normal business hours for the Building, may be required to sign the Building register when so doing. Access to the Building may be refused unless the person seeking access has proper identification or has previously arranged a pass for access to the Building. The Landlord and his agents shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In case of invasion, mob, riot, public excitement, or other commotion, Landlord reserves the right to prevent access to the Building during the continuance of same by any means it deems appropriate for the safety and protection of life and property.
5. Landlord shall have the right to prescribe the weight, size and position of all safes and other heavy property brought into the Building. Safes and other heavy objects shall, if considered necessary by Landlord, stand on supports of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such safe or property in any case. All damage done to any part of the Building, its contents, occupants or visitors by moving or maintaining any such safe or other property shall be the sole responsibility of Tenant and any expense of said damage or injury shall be borne by Tenant.
6. No furniture, freight, packages, supplies, equipment or merchandise will be brought into or removed from the Building or carried up or down in the elevators, except upon prior notice to the Management Office, and in such manner, in such specific elevator, and between such hours as shall be designated by Landlord. Tenant shall provide the Office of the Building with no less than 24 hours prior notice of the need to utilize an elevator for any such purpose, so as to provide Landlord with a reasonable period to schedule such use and to install padding or take other actions or prescribe procedures as are appropriate to protect against damage to the elevators or other parts of the Building. In no event shall Tenant's use of the elevators for any such purpose be permitted during the building's prescribed business hours.

7. Landlord shall have the right to control and operate the public portions of the Building, the public facilities, the heating and air conditioning, and any other facilities furnished for the common use of tenants, in such manner as is customary for comparable buildings in the vicinity of the Building.
8. The requirements of Tenant will be attended to only upon application at the office location designated by Landlord. Employees of Landlord shall not perform any work or do anything outside their regular duties unless under special instruction from Landlord.
9. Tenant shall not disturb, solicit, or canvass any occupant of the Building and shall cooperate with Landlord or Landlord's agents to prevent same.
10. The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein.
11. Tenant shall not overload the floor of the Premises, nor mark, drive nails or screws, or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof without Landlord's consent.
12. Except for vending machines intended for the sole use of Tenant's employees and invitees, no vending machine or machines of any description other than fractional horsepower office machines shall be installed, maintained or operated upon the Premises without the written consent of Landlord.
13. Tenant shall not use or keep in or on the Premises of the Building any kerosene, gasoline or other flammable or combustible fluid or material.
14. Tenant shall not use any method of heating or air conditioning other than that which is supplied by Landlord, without the prior written consent of Landlord.
15. Tenant shall not use, keep, or permit to be used or kept, any foul or noxious gas or substance in or on the Premises, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors, or vibrations, or interfere in any way with other Tenants or those having business therein.
16. Tenant shall not bring into or keep within the Building or the Premises any animals, birds, or any vehicles including bicycles.
17. Cooking shall not be done or permitted by any tenant on the Premises, nor shall the Premises be used for the storage of merchandise, for lodging or for any improper, objectionable or immoral purposes. Notwithstanding the foregoing, laboratory-approved equipment and microwave ovens may be used on the Premises for heating food and brewing coffee, tea, hot chocolate and similar beverages, provided that such use is in accordance with applicable federal, state and city laws, codes, ordinances, rules and regulations, and does not cause odors which are objectionable to Landlord and other Tenants.

18. Landlord will approve where and how telephone and telegraph wires are to be introduced to the Premises. No boring or cutting for wires shall be allowed without the consent of Landlord. The location of telephone, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Landlord.
19. Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules and Regulations.
20. Tenant, its employees and agents shall not loiter in the entrances or corridors, nor in any way obstruct the sidewalks, lobby, halls, stairways or elevators, and shall use the same only as a means of ingress and egress for the Premises.
21. Tenant shall not waste electricity, water or air conditioning and agrees to cooperate fully with Landlord to ensure the most effective operation of the Building's heating and air conditioning system and shall refrain from attempting to adjust any controls. This includes the closing of interior blinds, disallowing the sunrays to shine directly into areas adjacent to exterior windows.
22. Tenant shall store all trash and garbage within the interior of the Premises. No material shall be placed in the trash boxes or receptacles if material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the city in which the Building is located without violation of any law or ordinance governing such disposal. All trash, garbage and refuse disposal shall be made only through entryways and elevators provided for such purposes at such times as Landlord shall designate.
23. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
24. Tenant shall assume any and all responsibility for protecting the Premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed when the Premises are not occupied.
25. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenants. This shall not prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all tenants of the Buildings.
26. No awnings or other projects shall be attached to the outside walls of the Building without the prior written consent of Landlord. No curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises without prior written consent of Landlord. All electrical ceiling fixtures hung in offices or spaces along the perimeter of the Building must be fluorescent and/or of a quality, type, design and bulb color approved by Landlord.
27. The sashes, sash doors, skylights, windows, and doors that reflect or admit light and air into the halls, passageways and other public places in the Building shall not be covered or obstructed by Tenant, nor shall any bottles, parcels or other articles be placed on the windowsills.

28. The washing and/or detailing of or the installation of windshields, radios, telephones in or general work on automobiles shall not be allowed on the Premises.
29. Food vendors shall be allowed in the Building upon receipt of a written request from the Tenant. The food vendor shall service only the tenants that have a written request on file in the Management Office. Under no circumstance shall the food vendor display their products in a public or common area including corridors and elevator lobbies. Any failure to comply with this rule shall result in immediate permanent withdrawal of the vendor from the Building.
30. Tenant must comply with requests by the Landlord concerning informing their employees of items of importance to the Landlord.
31. Tenant shall comply with any non-smoking ordinance adopted by any applicable governmental authority. In addition, Landlord reserves the right to designate, in Landlord's sole discretion, the only outside areas of the Premises where smoking shall be permitted.
32. Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the Management, safety, care and cleanliness of the Premises and Building, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants. Landlord shall not be responsible to Tenant or to any other person for the non-observance of the Rules and Regulations and Tenant shall agree to abide by these rules as a condition of its occupancy of the Premises.

### **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. The minimum requirements are as follows:

Commercial General Liability Insurance on an occurrence basis in the amount of:  
\$1,000,000 per occurrence

\$2,000,000 aggregate

Business Automotive Liability Insurance in the amount of:

\$1,000,000 per occurrence

Workers Compensation as required by the state (statutory limit)

Employers Liability Insurance in the amount of:

\$1,000,000

Each of the above policies should list "BSREP II Houston Office 1HC Owner, LLC" as additional insured and should include copies of all endorsements. It is very important that the additionally insured parties' information on the insurance certificate be written exactly as indicated below:

## **BSREP II Houston Office 1HC Owner LLC**

A Waiver of Subrogation in favor of BSREP II Houston Office 1HC Owner LLC must apply and included endorsements as needed. Certificate Holder should be listed as:

BSREP II Houston Office 1HC Owner LLC  
1221 McKinney, Suite 3280  
Houston, TX 77010

Certificates can be mailed to the Certificate Holder address, emailed to [LBT@brookfield.com](mailto:LBT@brookfield.com).

Please contact our office at [LBT@brookfield.com](mailto:LBT@brookfield.com) or 713-654-1911 with any questions.

### **Smoking**

LyondellBasell Tower 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.