

# JP Morgan Chase Tower Tenant Manual

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600  
601 TRAVIS



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**Prepared By  
Hines Property Management**

# JP Morgan Chase Tower Tenant Manual



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Welcome to JP Morgan Chase Tower! This manual is designed to acquaint tenants with the business environment here at JP Morgan Chase Tower—Houston’s tallest structure. The Tower is clad in pale gray polished granite, stainless steel and gray glass and stands 1,049 feet tall. The western corner of the Tower has been sheared off to form a five-sided structure allowing for the western facet to be formed by an 85 foot wide span of glass that ascends the full height of the building. Positioned on a one-acre plaza to create a large public space, the area is embellished with patterned granite paving and extensive landscaping, including a water garden and Bradford Pear trees. The internationally acclaimed sculpture, “The Miro,” rises five stories above the plaza, adding vibrancy to a major public space in downtown Houston. JP Morgan Chase Tower is linked to the extensive downtown Tunnel System which forms an impressive network of subterranean, climate-controlled walkways that connects over twenty-five full city blocks. It is located conveniently in the “Heart” of the Theater District, the Market Square districts and vibrant nightlife and dining. JP Morgan Chase Tower offers the best of downtown to tenants and visitors.

The Building and Management Office addresses are as follows:

## **BUILDING ADDRESS**

JP Morgan Chase Tower  
600 Travis  
Houston, Texas 77002

## **BUILDING MANAGEMENT ADDRESS**

Hines Interests L.P.  
600 Travis, Suite B1.009  
Houston, Texas 77002

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## **BUSINESS HOURS AND HOLIDAYS**

Regular building business hours are 7:30 a.m. to 5:00 p.m., Monday through Friday. Property Management Office hours are 7:30 a.m. to 5:30 p.m., Monday through Friday. The 60<sup>th</sup> floor Sky Lobby is open for public viewing during regular business hours.

***The Building and Property Management Office are closed on the following holidays:***

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- The Day Following Thanksgiving
- Christmas Day

Please note that these holidays are subject to change. "Official" holidays are stated in company lease documents.

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## **DIRECTIONS TO JP MORGAN CHASE TOWER:**

### ***From I-10 Traveling East:***

Take Smith Street exit. Then take a left on Texas. The building is on the right just past Milam and the 601 Travis Garage sits one (1) block over on the right past Travis (601 Travis).

### ***From I-10 Traveling West:***

Exit Fannin to Capitol. Take a right on Capitol to Travis. You can enter the garage on Capitol just before Travis Street.

### ***From I-45 Traveling North:***

Take Milam exit to Texas. Take a left on Texas and the building sits on your right. The 601 Travis is located on the corner of Texas and Travis at 601 Travis.

### ***From I-45 Traveling South:***

I-10 East (stay in the left lane), exit Milam, right on Prairie, left on Bagby, left on Texas. The 601 Travis Garage is located on the corner of Texas and Travis at 601 Travis.

### ***From I-59 Traveling North:***

Exit Louisiana, left on Prairie, left on Milam, left on Texas. The 601 Travis Garage is located on the corner of Texas and Travis at 601 Travis.

### ***From I-59 Traveling South:***

Take the downtown exit to Louisiana, then take a right on Texas. The building is on the right just past Milam and the 601 Travis Garage sits one (1) block over on the right past Travis (601 Travis).

### ***From 610 Loop:***

610 loop provides various routes to JPMorgan Chase Tower. For example, by taking the 610 loop to I-10 East, take Smith Street exit. Then take a left on Texas. The building is on the right just past Milam and the 601 Travis Garage sits one (1) block over on the right past Travis (601 Travis).

### ***From 290 East:***

610 South, I-10 East, Take Smith Street exit. Then take a left on Texas. The building is on the right just past Milam and the 601 Travis Garage sits one (1) block over on the right past Travis (601 Travis).

### ***From Allen Parkway:***

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Exit Dallas and take a left on Travis. Proceed five (5) blocks to Capitol and you will see JP Morgan Chase Tower on your left and 601 Travis Garage on your right.

***From Memorial Drive:***

Memorial Drive turns into Texas once you reach downtown. Pass Milam and Travis and the 601 Travis Garage sits on your right.

***From 288:***

Exit Gray/Pierce and take a left on St. Joseph's. Take a right on San Jacinto, then a left on Walker. Take a right on Travis and once you pass Capitol, the building will be on your left hand side and the 601 Travis Garage will be on your right.

***From the Hardy Toll Road:***

Exit LaBranch to Capitol and take a right. Take Capitol to Travis and take a right. 601 Travis Garage is located at Capitol and Travis (601 Travis). The JP Morgan Chase Tower will be on your left-hand side.

Upon arrival at the 601 Travis Garage, please take the elevator down to the 601 Travis Lobby. Then take the escalators to the tunnel level, taking an immediate right at the base of the escalator. Take the escalators up to the Lobby Level taking an immediate left at the top of the escalators. Upon reaching the front entry of JP Morgan Chase Tower, check in at the security console.



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## TENANT CONTACTS

Property Management requires a list of tenant contacts for the following:

- Primary contact to notify in the event of an after-hours emergency.
- Daytime contact authorized to make standard maintenance requests, special service requests and overtime service request, which may involve charges and billing.

**PLEASE NOTE: IT IS THE TENANT'S RESPONSIBILITY TO MAINTAIN AN UPDATED LISTING OF CONTACTS WHICH IS TO BE PROVIDED TO THE PROPERTY MANAGEMENT OFFICE.**

Please use the following page to designate contacts and alternates. Send a copy to the Property Management Office and keep the original for your office records. Only one primary contact is necessary.

## SEND WORD NOW EMERGENCY NOTIFICATION SYSTEM

The Send Word Now mass notification system allows us to quickly communicate with Tenant Contacts in the event of an emergency or a critical situation. During an emergency, we will be able to create a message that will be delivered to your **primary** Tenant Contact's office, home, and/or cell phone within minutes. If your **primary** Tenant Contact is unavailable, the system will leave a voicemail message and then attempt to reach your **secondary** Tenant Contact at his/her office, home, and/or cell phone.

Please use the following form to designate which contacts should be notified by the mass notification system. Please note the order in which the phone numbers are to be called. We will also need to know the cell phone carrier of each cell phone so that messages are delivered according to each cell phone carrier's technology.

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## TENANT CONTACT INFORMATION

Primary Contact	Alternate Contact #1
Tenant Contact: _____	Tenant Contact: _____
Title: _____	Title: _____
Office Phone Number: _____	Office Phone Number: _____
Fax Number: _____	Fax Number: _____
Mobile Number: _____	Mobile Number: _____
Pager Number: _____	Pager Number: _____
Home Phone Number: _____	Home Phone Number: _____
Email: _____	Email: _____

Alternate Contact #2	Accounting Contact
Tenant Contact: _____	Tenant Contact: _____
Title: _____	Title: _____
Office Phone Number: _____	Office Phone Number: _____
Fax Number: _____	Fax Number: _____
Mobile Number: _____	Mobile Number: _____
Pager Number: _____	Pager Number: _____
Home Phone Number: _____	Home Phone Number: _____
Email: _____	Email: _____

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## SEND WORD NOW NOTIFICATION CONTACT INFORMATION

<b>Primary Contact</b> Tenant Contact: _____ Title: _____ Office Phone Number: _____ Fax Number: _____ Mobile Number: _____ Pager Number: _____ Home Phone Number: _____ Email: _____	<b>Alternate Contact #1</b> Tenant Contact: _____ Title: _____ Office Phone Number: _____ Fax Number: _____ Mobile Number: _____ Pager Number: _____ Home Phone Number: _____ Email: _____
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<b>Alternate Contact #2</b> Tenant Contact: _____ Title: _____ Office Phone Number: _____ Fax Number: _____ Mobile Number: _____ Pager Number: _____ Home Phone Number: _____ Email: _____	<b>Alternate Contact #3</b> Tenant Contact: _____ Title: _____ Office Phone Number: _____ Fax Number: _____ Mobile Number: _____ Pager Number: _____ Home Phone Number: _____ Email: _____
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## RENTAL PAYMENTS

All rental payments should be sent to the following address:

Texas Tower Limited  
P.O. Box 200811  
Houston, Texas 77216

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## BUILDING RULES AND REGULATIONS

1. Sidewalks, doorways, vestibules, halls, stairways, freight elevator lobbies and other similar areas shall not be used for the disposal of trash, be obstructed by tenants, or be used by tenants for any purpose other than entering or leaving the leased premises and for going from one part of the Building to another. If special trash haulings are required, please contact the Management Office.
2. No sweepings, rubbish, rags or other unsuitable materials shall be disposed into plumbing fixtures or appliances. Damage resulting to any fixtures from misuse by a tenant shall be the liability of said tenant.
3. Movement of furniture or office equipment in or out of the Building, or the dispatch or receipt of any bulky material, merchandise or materials which requires the use of the elevators or the stairways or movement through the Building entrances or lobby will be restricted to such hours as Landlord shall reasonably designate. All such movement will be under the supervision of Landlord and in the manner agreed to between the tenant and Landlord by prearrangement. Such prearrangement, initiated by the tenant, is subject to Landlord's control as to the time, method, routing of the movement and as to limitations for safety or other concerns which may prohibit any article, equipment or other item(s) from being brought into the Building. The tenant is to assume all risks for damage to articles moved or injury to persons engaged or not engaged in such movement and for any damage to Landlord's equipment or property or injury to Landlord's personnel as a result of any act in connection with fulfilling this service for the tenant. Landlord shall not be liable for any acts of any person(s) engaged in, or any damage or loss to any of said property of person(s), resulting from any act in connection with such service performed for the tenant unless the damage or injury is caused by the gross negligence or willful misconduct of Landlord.
4. All routine deliveries to a tenant's leased premises during 8:00 a.m. to 5:00 p.m. weekdays shall be made through the freight elevators. Passenger elevators are to be used only for the movement of people, unless an exception is approved by the Management Office.
5. Mineral or other water, towels, newspapers, packages, etc. may be delivered to tenants' leased premises by persons approved by Landlord in writing provided that such persons provide Landlord with appropriate proof of insurance upon request therefore and comply with Building security requirements.

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6. Corridor doors, when not in use, shall be kept closed.
7. Tenant space is visible from public areas must be kept neat and clean and is subject to Landlord's approval.
8. Tenants shall not tamper with or attempt to adjust temperature control thermostats in the leased premises. Landlord shall adjust the temperature as required to maintain the Building standard temperature. Landlord requests that all window blinds remain down and tilted at a 45 degree angle toward the street to help maintain comfortable room temperatures and conserve energy.
9. All requests for overtime air conditioning or heating must be submitted in writing to the Management Office by 2:00 p.m. on the day desired for weekday requests, by 2:00 p.m. Friday for weekend requests, and by 2:00 p.m. on the preceding business day for holiday requests.
10. The Building hours are from 7:00 a.m. until 6:00 p.m. Monday through Friday, excluding holidays. Access at all other times is provided by the Identipass card system.
11. Tenants will comply with all security procedures during business hours and after hours and on weekends.
12. Landlord will provide, at the tenant's expense, all locks for doors entering or within the leased premises and no additional lock(s) will be placed on any door entering or within the leased premises without Landlord's written consent. All requests for duplicate keys will be made to the Management Office.
13. Tenants will cooperate with Landlord's employees in keeping leased areas neat and clean, unless the tenant is responsible for cleaning and maintenance personnel. Landlord will in no way be held responsible by any tenant, its agents, employees or invitees for any loss of property from the leased premises or public areas or for any damage to any property within the leased premises even if such loss or damage occurred when the leased premises were locked against entry.
14. Signs, advertisements or notices visible in or from public corridors or from outside the Building shall be subject to Landlord's prior written approval.
15. Landlord will provide and maintain a directory for all tenants in the main lobby of the Building, and no other directory will be permitted.

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16. Proposed plans for alterations within the Building must be approved in writing by Landlord. This provision will apply to all work performed in the Building including, but not limited to, installation of telephones, telegraph equipment, electrical devices and attachments, and all installations affecting or affixed to floors, walls, woodwork, trim, windows, ceiling, equipment or any other portion of the Building.
17. Landlord reserves the right to prescribe the weight and positioning of safes, files, filing systems and other heavy equipment and written approval must be obtained from the Management Office before work begins. All damage done to the Building by the movement of property of the tenant, or done by the tenant's property while in the Building, will be repaired at the tenant's expense.
18. Should a tenant require telegraphic, telephonic, enunciator or other communication service, Landlord will direct the electricians where and how wires are to be introduced and placed and none shall be introduced or placed except as Landlord shall direct. Electric current shall not be used for power or heating without Landlord's prior written permission. Extension cords may be used for temporary loads only and shall not be installed for permanent use. Any surge protectors utilized by Tenant shall be used in accordance with manufacturer's specifications in order to prevent electrical "overload(s)".
19. Tenants are requested to lock all office doors leading to corridors and to turn out all lights at the close of their working day.
20. Tenants, their agents, contractors, employees and invitees shall observe no smoking, as per Houston City Ordinance, in all areas within the Building, including the leased premises, elevators, restrooms, etc. Smoking will only be permitted in designated areas outside the Building.
21. No flammable or explosive fluids or materials shall be kept or used within the premises of the Building. No open flames or flammable substances or materials (such as candles, sterno heaters, space heaters, live Christmas trees, etc.) shall be permitted to be utilized by Tenant in the premises or in the Building. Tenants shall comply with all applicable building and fire codes relating to its use of the premises.
22. Tenants will not make or permit any improper noises within the Building or otherwise interfere with other tenants or persons having business within the Building.
23. No animals shall be brought into or kept in, on or about the Building.

# JP Morgan Chase Tower Tenant Manual



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24. Solicitation of any kind is strictly forbidden unless approved in advance by the Management Office. Each tenant is requested to notify the Management office if such activities occur.
  25. Landlord reserves the right to rescind any of the foregoing rules and regulations and to make sure other and further rules and regulations as, in its reasonable judgment, shall, from time to time, be required for the safety, protection, care and cleanliness of the Building, the operation thereof, the preservation of good order therein and the protection and comfort of the tenants and their agents, employees and invitees. Such rules and regulations, when made and written notice thereof is given to a tenant, shall be binding upon it in like manner as if originally herein prescribed.



## Tenant/Contractor Cable-Conduit Request Instructions

1. This riser management system is designed specifically for vertical riser cable and conduit installations in order to:
  - Manage the limited available riser penetration space
  - Ensure proper installations
  - Protect the tenants, contractors, and landlord from liability risks related to issues such as security, life safety, and code or legal requirements
2. Documents provided to Tenant/Contractor:
  - Cable-Conduit Installation Request Form
    - Updates to this form can be found at [www.chasetower.com](http://www.chasetower.com) under “Tenant Info”, then “Forms”, then “Cable & Conduit Installation Request”.
  - Chase Tower Cable & Conduit Riser Survey for the applicable floors
  - Certificate of Insurance Requirements
    - Primarily for contractors that do not already have a current COI on file in the Property Management Office
3. Cabling contractors may fill out the installation request form, but the authorized office or riser tenant representative must agree to the applicable terms of the Cable-Conduit Installation Request Form by providing their name, company name, phone number, signature, and date on the form.

Riser tenants, providers with current Vertical Riser License Agreements with the landlord, may use this form or other written authorization accepted by the landlord in order to authorize third party contractors to install cables and/or conduits in their leased riser space. Contact information for the authorized office or riser tenant and the cabling contractor representatives must be provided.
4. In the “Point of Origin” and “Destination” sections of the form, please include the following routing request information, which will be subject to landlord’s engineering approval. (It may be necessary for a building engineer to designate routes for some installations.)
  - Floor number
  - Designated mechanical room (north and/or south)
  - Designated floor to transition horizontally from the north or south mechanical room along this route, if applicable
  - Designated riser penetration, if known
  - Running in existing conduit, new conduit, or no conduit
5. With the information provided in items 3 and 4 above, Hines will determine the following:
  - **Route** – Determine and/or Approve
  - **Riser Fee** – Will a riser fee be necessary? If so, the appropriate tenant must agree to and sign a Vertical Riser Agreement Letter, which will determine the rate and terms.

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- **Asbestos Containing Material (ACM)** – Do any of the penetrations in the route contain ACM? If so and the penetration must be used for the installation, the requesting tenant will be responsible for the cost of abatement.
  - **Firestop** – Will the existing penetration firestop be damaged or removed in order to complete the installation? If so, the requesting tenant, or their cabling contractor, will be responsible for coordinating with a building approved fireproofing contractor to repair the firestop in each applicable penetration at the tenant's cost.
    - Contact information for building approved fireproofing contractors is provided on the request form.
    - Tenant or their contractor must specify to the fireproofing contractor which penetrations in each of the given floors and mechanical rooms require repair.
  - **Escort** – Will a building engineer or security officer escort be required? If contractors need access to mechanical rooms that are in another tenant's space, a security officer escort will likely be required. After hours access to mechanical rooms within tenant spaces will require a security escort.
    - Regardless of the need for escort, cabling contractors must check in at the Property Management Office during hours or the Security Console after hours and sign out a mechanical room key. Building personnel will ensure that the project is approved, all necessary certificates of insurance are provided, and appropriate building staff and/or tenants are notified of the installation before authorizing access and providing a mechanical room key.
    - Tenant or their contractor must contact the building Security Manager at 713-223-4990 in advance of conducting approved installations in order to ensure that a security officer will be available to escort their personnel at the necessary time and dates.
    - If the scope of the installation requires the building to call in an additional security officer to support escorting needs, the tenant will be responsible for the cost of the additional officer for the given amount of time.
    - The Security Manager will determine this need and provide the cost for this service when contacted in advance to coordinate the escort.
6. Landlord reserves the right to rescind any of the foregoing rules and regulations and to make such other and further rules and regulations as, in its reasonable judgment, shall, from time to time, be required for the safety, protection, care and cleanliness of the Building, the operation thereof, the preservation of good order therein and the protection and comfort of the tenants and their agents, employees and invitees. Such rules and regulations, when made and written notice thereof is given to a tenant, shall be binding upon it in like manner as if originally herein prescribed.

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<b>JP Morgan Chase Tower</b> <b>Cable and Conduit Installation Request Form</b>
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1. All floor-to-floor vertical cable/conduit installations must be approved in advance, in writing by Hines Property Management. Prior to approval, Property Management must determine appropriate cable and conduit routes, clearance needs, and the necessity for possible asbestos abatement, security escort fees and Riser License fees.
2. Only plenum rated cable/conduit shall be installed.
3. All cable/conduit runs will be vertical. No “zigzag” installations are allowed.
4. Upon installation, all cable/conduit must be labeled, with a building approved vinyl label, by tenant on each floor to clearly indicate the tenant’s name, type of use for each cable, point of origin, destination and date installed.
5. Tenant or tenants’ cable/conduit contractor is responsible for repairing or replacing, as necessary, firestop in each penetration on the same day that the firestop is damaged or removed. The only companies that are approved to replace or repair firestop in the building are Fireproof Contractors at 713-690-7600 and Payless Insulation at 713-868-1021. Tenant or tenants’ contractor is responsible for scheduling firestop repairs or replacements.
6. Tenant or tenants’ cable/conduit contractor is responsible for abatement of asbestos containing material, as necessary.
7. At such time that cable/conduit is no longer in use, but in any case, not later than the lease expiration, tenant is responsible for removing its cable/conduit.
8. Tenant is responsible for all costs associated with the cable/conduit installation, and removal. This may include labor to coordinate the installation, repair of damage to other cable/conduit or the surrounding area, removal and/or replacement of floor penetration sealant, etc.
9. The cable/conduit installed will be for the sole use of the tenant. Tenant shall not assign, sell, lease or in any other manner, share cable/conduit without Landlord’s prior written consent.
10. Tenant agrees to pay a License Fee for the installation and use the cable/conduit per the terms of the Tenant’s Vertical Riser Letter Agreement, if applicable.

**TENANT NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CONTRACTOR NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**POINT OF ORIGIN (FLOOR, MECH RM, HUB/CONDUIT):** \_\_\_\_\_

**DESTINATION (FLOOR, MECH RM, TENANT RM/HUB):** \_\_\_\_\_

**NUMBER AND TYPE OF CABLES/CONDUITS:** \_\_\_\_\_

**TOTAL WIDTH OF CABLE/CONDUIT INSTALLATION:** \_\_\_\_\_

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ROUTE (TO BE DETERMINED BY HINES ENGINEER): \_\_\_\_\_

TO BE DETERMINED BY HINES: RISER FEE? \_\_\_\_\_ ACM? \_\_\_\_\_ FIRESTOP? \_\_\_\_\_  
ESCORT? \_\_\_\_\_

I agree to install and remove this cable/conduit pursuant to the provisions and procedures as stated above:

\_\_\_\_\_  
Tenant Contact Name

\_\_\_\_\_  
Tenant Contact Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm Name (Print)

Engineering Approval- By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Landlord's Approval- By:

\_\_\_\_\_  
Signature

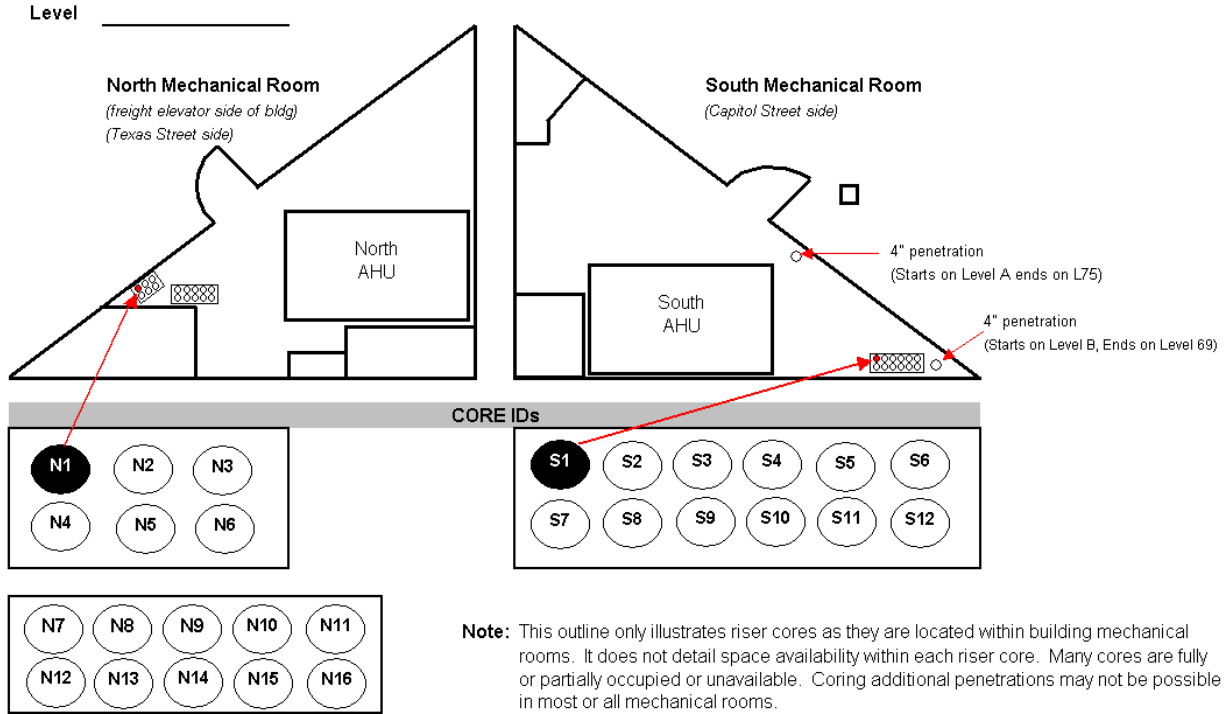
\_\_\_\_\_  
Date

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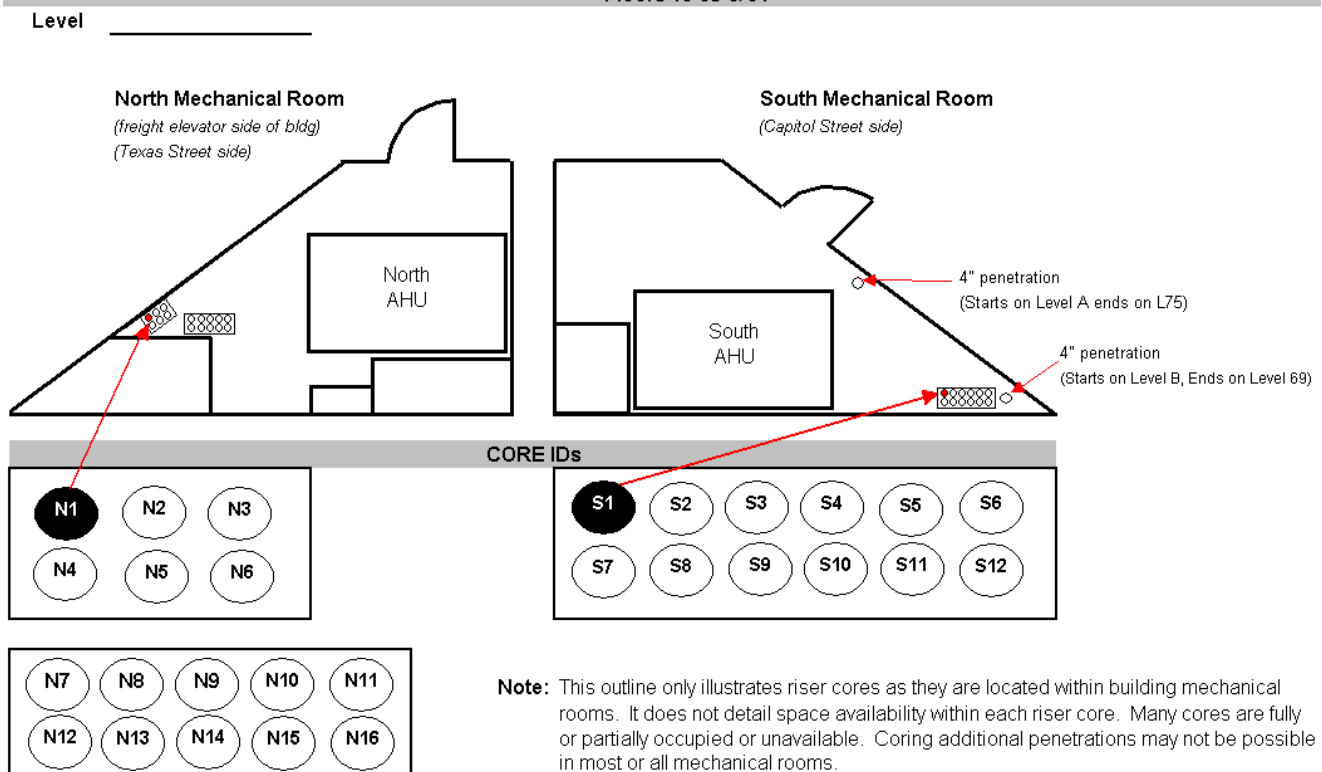


## JPMorgan Chase Tower Cable and Conduit Riser Survey Outlines

Floors 2-14



Floors 15-59 & 61

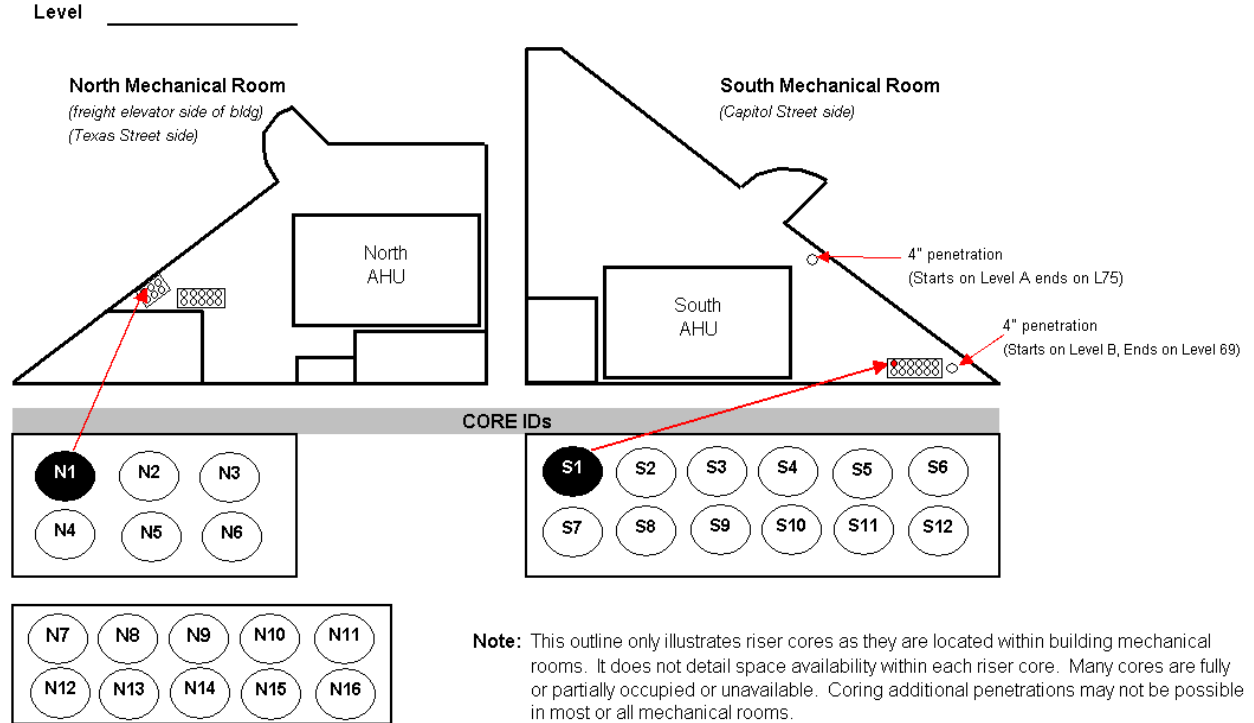


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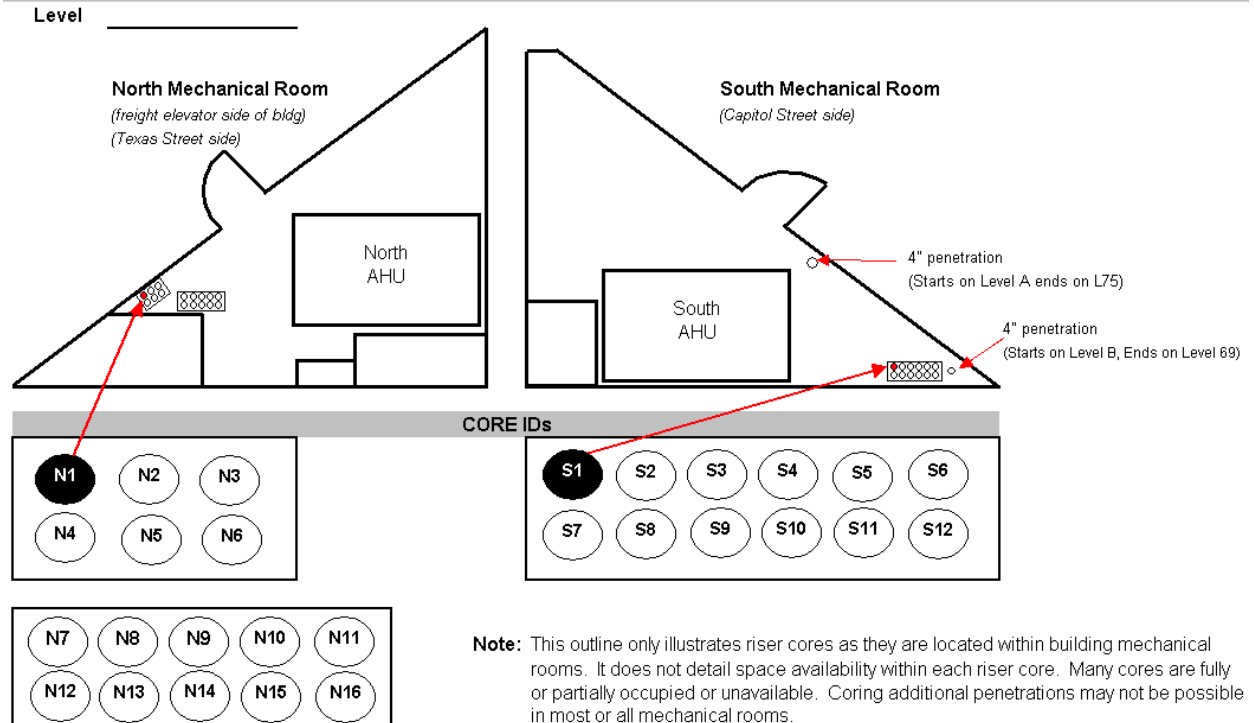


## JPMorgan Chase Tower Cable and Conduit Riser Survey Outlines

Floor 60



Floors 62-68

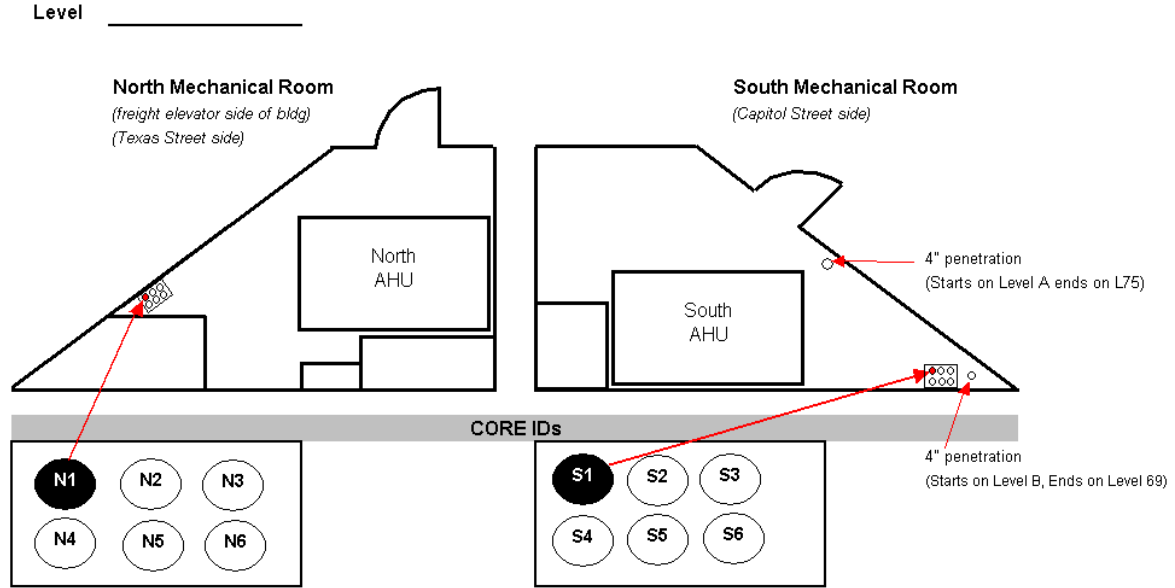


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## JPMorgan Chase Tower Cable and Conduit Riser Survey Outlines

Floors 69-74



**Note:** This outline only illustrates riser cores as they are located within building mechanical rooms. It does not detail space availability within each riser core. Many cores are fully or partially occupied or unavailable. Coring additional penetrations may not be possible in most or all mechanical rooms.

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## **SMOKING**

The City of Houston Ordinance number 86-1311, amending chapters 12, 21, and 28 of the Code of Ordinances, Houston, Texas and the Fire Code of the City of Houston prohibits and makes unlawful the possession of burning tobacco products or smoking tobacco in public places. In JPMorgan Chase Tower, all public areas are considered “No Smoking” areas. This includes all restrooms, elevators, corridors, the post office, the tunnel and the lobby. Smoking is also prohibited within 35 feet of the building’s entrances.



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## BUILDING ENGINEERING SERVICES

For assistance with any building service request, please contact the Property Management Office at 713.223.0441.

***The following building standard services are provided for comfort and convenience for all JP Morgan Chase Tower tenants:***

- Air Conditioning adjustments within building standard guidelines
- Replacement of building standard fluorescent light tubes within the tenant and public areas

***The following above building standard services will be provided at an additional charge:***

- Overtime air conditioning (Refer to Lease documents for details)
- Duplicate keys
- Additional graphics
- Removal of heavy trash, moving furniture, etc.
- Alterations or remodeling work
- Any light bulbs other than building standard
- Providing paper products for areas other than building standard restrooms

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## JANITORIAL SERVICES

### ***Guidelines for janitorial services at JP Morgan Chase Tower are as follows:***

- Individual tenant suites are cleaned five (5) nights a week, Monday through Friday between the hours of 5:30 p.m. and 10:30 p.m.
- Day porters and maids provide cleaning services weekdays between the hours of 7:00 a.m. and 5:00 p.m.
- To ensure tenant satisfaction with cleaning, please contact Property Management Office with any special requests or problems at 713.223.0441.
- Upon advance request, the following services can be provided at an additional cost: refrigerator cleaning, carpet cleaning and floor waxing.
- All cleaning personnel are required to wear an identification badge. If you observe any cleaning personnel without proper identification, please notify Property Management at 713.223.0441.

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## **ACCESS TO SERVICE AREAS**

Occasionally various contractors, installation companies or the Hines engineering staff will require access to restricted areas within the building. Keys for authorized entry to these areas may be acquired from the Hines Management Office, Suite B1.009 during normal business hours, if the tenant provides building management with a written request prior to the date of authorization. Contractors must also provide proper identification and leave their valid driver's license with management, which will be returned, upon checkout.

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## LOADING DOCK & FREIGHT ELEVATORS

### *Loading Dock*

JP Morgan Chase Tower has a 29-bay loading area to be used by trucks and vehicles making deliveries. The entrance to the loading dock is located on the corner of Texas between Milam and Travis with a clearance height of eleven feet which accommodates most delivery vehicles. For larger truck deliveries, please contact the loading dock security guard for parking assistance. **Hand deliveries are not accepted at the loading dock.** Hours of operation are 6:30 a.m. to 6:00 p.m., Monday through Friday. Other hours of use must be scheduled through the Property Management Office at 713.223.0441.

### *Freight Elevators*

JP Morgan Chase Tower is equipped with four service elevators. Two elevators serve Level B2 through Level 74, one elevator serves Level 49 through Level 75 and one elevator serves Level B1 through Level B4.

The freight elevator is to be used for moving of furniture and equipment, moving construction materials and movement of personnel for construction or moving related purposes. During regular building hours the two elevators servicing Level B2 through Level 74, are available on a first come, first serve basis.

**Dimensions for the freight elevators are as follows (approximate measures):**

Height:	107"
Width:	79"
Depth:	64"
Door Width:	44"

Business hours are 6:00 a.m. through 5:00 p.m., Monday through Friday, excluding recognized building holidays. **For questions, please call the Hines Management Office at 713.223.0441.**

# JP Morgan Chase Tower Tenant Manual



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## AFTER HOURS FREIGHT ELEVATOR RESERVATIONS

- Reservations are required for usage of the freight elevators after normal business hours. Please contact the Property Management Office at 713.223.0441 at least twenty-four hours in advance and provide your request in writing (See “Request for After Hours/Weekend Security Clearance” form located in the Appendix of this manual).
- Freight elevators are available for reservations between the hours of 10:30 p.m. and 6:00 a.m. on weekdays and are available for reserved use anytime on weekends.
- Tenants will be held fully responsible for any damages that may occur to the premise during moves.
- A building security officer must be present for moves that require use of the freight elevator. The tenant will incur a charge of \$17.50 per hour for a four hour minimum. This rate is subject to change. All cancellations must be made in writing.

If you have any questions regarding building regulations and guidelines, please contact the Property Management Office at 713.223.0441.

# JP Morgan Chase Tower Tenant Manual



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## MAIL/POSTAL SERVICE INFORMATION

JP Morgan Chase Tower tenants are issued a designated mail box in the postal on Level B1. The number of the box is for designation purposes only and is not a “post office box” number to be used for mailing purposes. The mail area on Level B1 features a vending machine for stamps and mail – package drop boxes. The U.S. Post Office hours on Level B1 are 11:00 a.m. until 11:45 a.m. Pick-up times for mail drops are at 4:20 p.m. and 5:20 p.m. each weekday, unless revised by the U.S. Postal Service.

Please note that this post office location is operated by the United States Postal Service. Building management has no authority or control with regards to mail service.

Any questions or concerns should be directed to:

United States Postal Service  
Manager – (Zip Code #77002)  
Sam Houston Station  
401 Franklin Street  
Houston, Texas 77002  
1.800.275.8777

Other delivery services provide drop boxes for packages in the service corridor which leads to the loading dock on Level B1.

***To reach JP Morgan Chase Tower efficiently, please use the following as your building address:***

Tenant Name  
JP Morgan Chase Tower  
600 Travis, Suite \_\_\_\_\_  
Houston, Texas 77002

# JP Morgan Chase Tower Tenant Manual



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## SECURITY AND ACCESS CONTROL

Uniformed security officers are on duty in the building 24-hours each day. After normal business hours, a security card reader controls access to the building at designated entrances. Security officers are not allowed to open locked doors for any person after working hours unless authorization is obtained from the tenant contact and the Property Management Office.

### ***The following are procedures that are in place:***

- Continuing to do floor checks; however, our security officers will not enter your office space.
- Added a card reader on the interior of the loading dock so we can monitor those exiting from this location after 11 p.m. on weeknights and 24/7 on weekends. No one can exit the building at the loading dock without swiping his or her access card. Anyone without an access card will need to use the intercom near the door to have security assist him or her in exiting the building.
- Security will question anyone leaving the building after hours with visible office equipment, large packages or valuables. If we have not been provided an approval in advance on tenant letterhead, the tenant contact will be contacted to approve removal of these items.
- Reiterated to the cleaning supervisor that his staff should keep an eye out for suspicious individuals and report anything out of the ordinary.

Tenants are responsible for the security of their individual suite.

## SECURITY OFFICER POSTS

- An officer is stationed at the lobby security desk and monitors life safety systems 24-hours each day.
- Officers are located at the loading dock to monitor all delivery traffic from 7 a.m. until 11 p.m., Monday through Friday.
- Officers patrol the common areas, parking garages and the plaza 24-hours each day.

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## BUILDING ACCESS CARD READER LOCATIONS

***Access card readers are located at the following entrances:***

- The main building entrance on Capitol Street.
- The B-1 tunnel door entrance from the 601 Travis Garage.
- The loading dock entrance and exit.
- The B2 and B-3 Level garage hallway entrances.

After hours the building may be exited by pushing the red exit button located near the entry door, which will allow the lock to automatically release.

Anyone attempting to exit at the loading dock after hours will need to use his or her access card or will have to use the intercom for security assistance.

***The following are procedures that are in place:***

- Tenants Access into the Building: any tenant with a valid access card can enter the building after hours and will not be required to sign in or out. In the event that it is apparent that the access card does not belong to the user, the user will be stopped at the security console and the tenant contact will be called (i.e. male using female's card, vice versa).

If the tenant does not have their access card, security will need to verify that the information on their driver's license matches the data in our access control system. If security does not find a match, security will have to call the tenant contact for approval before access is given.

If the tenant does not have their access card issued in their name, but has other proof of employment (i.e. business card), the tenant contact will always have to be called for verification and approval.

Any guests of tenants accompanying a tenant will have to sign-in and out at the security console.

- Tenants Access into the Tenant Office Space: If a tenant needs access into a tenant space we will always have to have either prior written permission, whether by filling out the "Request for After Hours/Weekend Security Clearance" form or by written permission on the tenant's letterhead, otherwise, we will have to call the tenant contact to obtain approval. Employees in the morning needing access



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to a tenant space may have to wait until a tenant contact arrives if they cannot be reached while en route to the office.

- Contractors Access into the Building: all contractors needing access into the building must have security clearance on file at the security console. The foreman/supervisor on the project will be responsible for making sure that all his employees and subcontractors arrive and are checked in together. While the foreman/supervisor will know who is working on the project, it would be helpful to receive a list of all subcontractors on the project from the Tenant. Please make sure we have a phone number for your construction supervisor in the event we need to make contact with them or workers who arrive late may not be allowed entry into the building. If the supervisor does not have a cell phone, a list of expected workers left at the security console would suffice.

If contractors need to leave the interior of the building for any reason, they will be required to leave through the front doors of the building (by the security console) unless they are leaving for the day. We ask that you help us by having your contractors bring all their tools up at the beginning of the day and try to eliminate multiple trips to the dock for tools, etc.

The doors at the loading dock now require an access card to exit after hours; therefore, we will be monitoring their activity.

- After-Hours Deliveries: Many companies receive after-hours deliveries. Starting immediately, all food deliveries will not be allowed past the security console. Please ask your employees to leave a contact number when ordering food so that they can be contacted for pick-up when the delivery arrives.

Parcel deliveries (i.e. FedEx, UPS, hotshots, etc.) will be escorted to the tenant floor, but not into your office space. Due to liability issues, we cannot sign for packages at the security console. We will monitor this process and reserve the right to change it if we find that it consumes too much time from our security staff. Any help you can provide in eliminating after-hours deliveries is appreciated.

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## **KEYS AND SECURITY ACCESS CARDS**

Keys and security cards will be issued to tenants according to lease provisions. Additional keys and cards may be purchased through the Property Management Office by submitting a request in writing during normal business hours, or via fax at 713.222.7828.

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## TENANT DIRECTORY

Tenant directories are located in the main lobby near the security console, the North lobby entrance and on the tunnel level near Starbucks. All firms are listed alphabetically. Tenants may also provide a list of their employees, under their firm's listing.

It is the responsibility of the tenant to notify the Hines Management office of any additions, changes or deletions to your firm's information. Please submit this information in writing, to us via fax, at 713.222.7828.

### ***Example of firm listing:***

Hines		Suite B1.009
Rush Durkin	Senior Property Manager	B1.009
Mike Jackson	General Property Manager	B1.009
Nicole Boudreau	Property Manager	B1.009
Brad Trimble	Assistant Property Manager	B1.009
Brooke Balin	Receptionist	B1.009
Kristen Rothe	Management Assistant	B1.009
Hanna Skinner	Tenant Relations Director	B1.009
Nicole Clark	Parking Manager	B1.009

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## WEBSITE

The JP Morgan Chase Tower website is a valuable resource for the building. It has a calendar of upcoming building events, more detailed information about the building, menus from retailers located on Level B1, photos from prior building events, and the ability to download building forms. Please take a moment to peruse the website:

[www.chasetower.com](http://www.chasetower.com).

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## GENERAL LEASING INFORMATION

JP Morgan Chase Tower leasing services are handled by Hines. Please feel free to contact Russell Hodges at 713.237.5667 or Allison Knight at 713.237.5614 for leasing inquiries.

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## GENERAL PARKING INFORMATION

### ***JP Morgan Chase Tower Garage***

The entrance for contract parkers to the JP Morgan Chase Tower Garage is located on Texas Street between Milam and Travis. Entry requires the usage of an access card which allows parking for one vehicle in an assigned parking space. Only contract parkers are allowed to park 24-hours each day, 365 days a year.

### ***601 Travis Parking Garage***

Entrances to the 601 Travis Parking Garage for contract parkers and for visitors are located on Capitol, Travis and Texas. Entry requires the usage of an access card, which allows parking for one vehicle in an assigned parking space. Only contract parkers are allowed to park 24-hours each day, 365 days per year.

For parking information and rates, please call the Parking Manager at 713.437.7055. The Parking Office fax number is 713.236.8523.

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## TENANT RELATIONS

- 601 Travis Auditorium and Conference Room booking
- Sky Lobby event booking
- Building events
  - Blood drives
  - Flu shots
  - Holiday socials
  - Special events
- Building newsletter

For more information, please contact the JP Morgan Chase Tower Tenant Relations Director at 713.223.0441.

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## 601 TRAVIS AUDITORIUM

To book the auditorium, please contact the Tenant Relations director at 713.223.0441.

Auditorium entrance is on the corner of Travis and Texas (across from Sambuca).

Auditorium Features Include:

- Auditorium seats 280 people
- High definition rear projection system
- Touch-screen panels in podiums
- Professional blu-ray player
- Presentation displayed on back confidence monitor and podium monitor
- Conference Calling
- Wi-Fi
- Eight lighting options for small and / or large meetings
- Seven ceiling microphones for Q&A session
- Two lapel microphones

## 601 TRAVIS CONFERENCE ROOM

The 601 Travis Conference Room is located in the same building as the Auditorium. Tenants can reserve it for any business-related meeting by calling the Management Office at 713.223.0441.

- Accommodates up to 30 people
- VGA and HDMI plug-ins for display monitor
- VOIP phone
- Multiple room-arrangement options



# JP Morgan Chase Tower Tenant Manual

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## FITNESS CENTER AT 601 TRAVIS

- Exclusively for tenants of 600 and 601 Travis
- \$25 one-time sign up
- Seventeen cardio machines
  - Touch-screen interfaces
  - Virtual active feature
  - Sync with iPod and iPhone
- Resistance machines
- Free weights
- Locker rooms
  - Vanity areas
  - Blow-dryers
  - Showers
  - Shampoo/conditioner and body wash
- Towel Service
- Hours of operation: M – Th 5 am to 8 pm; Friday 5 am to 7 pm

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## TUNNEL LEVEL RETAIL AND RESTAURANTS

### HAIRCUTTERS

A full service salon complete with services for everyone ranging from shoeshine service, manicures, hair styling and make-up artistry. The Tunnel Level location is open from 7:30 a.m. through 5:00 p.m. weekdays. For an appointment, please call 713.223.8181.

### PARADISE GIFTS

Paradise Gifts provides tenants with all of the conveniences required for day to day life! Open from 7 a.m. through 6 p.m. in the Tunnel Level, this retail location can be reached at 713.228.7818.

### JPMORGAN CHASE BANK OF TEXAS

JPMorgan Chase Bank provides a full service-banking lobby and ATM for Tower tenants near the Texas Street entrance. Bank hours are 7:30 a.m. through 5:30 p.m. Contact a customer service representative at 713.236.4865 for banking information.

### ALONTI DELI

For a deli sandwich or a Cobb salad, Alonti Deli has the perfect lunch to please anyone. Whether it is breakfast, lunch or an afternoon dessert tray let Alonti handle your catering needs. The Tunnel Level location is open from 6:30 a.m. through 3:30 p.m. weekdays. For more information, please call 713.228.8941.

### MAGGIE RITA'S

For a taste that goes south of the border for breakfast, lunch or dinner, stop by the Tunnel Level of Maggie Rita's. For takeout orders or to make reservations, please call 713.229.8596

### NINFA'S EXPRESS

For a taste that goes south of the border for to-go orders, stop by the Tunnel Level of Ninfa's Express! For take-out orders, please call 713.228.4477.

### STARBUCKS COFFEE

The Tunnel Level location is open 6:30 a.m. through 5:00 p.m. weekdays. For details, please call 713.225.8515.

### OTTO'S

For a traditional Texas taste of barbeque, baked potatoes, hamburgers and salads stop by Otto's in the Tunnel Level. Otto's offers breakfast and lunch and is available for catering, please call 713.980.8965

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## DOWNTOWN TUNNEL SYSTEM

The Tunnel System serving Downtown Houston consists of over three miles of enclosed, climate controlled passageways for over fifty buildings and twenty-five full city blocks. The Tunnel System offers a unique subterranean network that features a wide variety of restaurants, retail outlets and service providers. JP Morgan Chase Tower accesses the Tunnel System in three directions: The Houston Club Building, the 601 Travis Garage and the Houston Chronicle Building. A map of the entire Tunnel System is located at the base of the escalator on Level A. Below are several convenient service locations that are in Downtown or cater specifically to the Downtown area:

## RESTAURANTS

17 Restaurant	(832) 200-8800	Chef Thai Casual Asian Cuisine	(713) 225-2400
Alonti Café - Walker	(713) 224-9988	Chesterfield's	(713) 571-2010
Alonti Café – Louisiana	(713) 654-1856	Check Etc.	(713) 228-8818
Alonti Café – Travis	(713) 228-8941	Chick Fil-A	(713) 650-8081
Alonti Market Café – McKinney	(713) 759-9821	Chick Fil-A	(713) 759-1139
Antone's Po Boys & Deli	(713) 224-4679	China Garden	(713) 652-0745
Artista	(713) 278-4782	China Ocean	(713) 229-8480
Azuma Sushi & Robata Bar	(713) 223-0909	Chipotle	(713) 225-6633
B.U.S. Sports Grill and Bar	(713) 659-4667	City View Café	(713) 759-9945
Ballpark Café	(713) 228-1520	Corner Bakery Café	(713) 651-0673
Bank Jean – George	(832) 667-4470	Craiganales Italian Deli	(713) 237-0000
Beck's Prime	(713) 659-6122	Crescent City Beignet	(713) 752-2238
Ben & Jerry's	(713) 223-0791	Daiji's Izakaya	(713) 651-3030
Benihana of Tokyo	(713) 659-8231	Decafe in the Hyatt	(713) 654-1234
Birraporetti's	(713) 224-9494	Dharma Café	(713) 222-6996
Bistro Lancaster	(713) 228-9502	District 6 Grill	(713) 222-2345
Bon Jour Café	(713) 228-9502	Domino's Pizza	(713) 227-3030
Bossa	(713) 223-2622	Don Patron & Grill - Dallas	(713) 659-1050
Bouray's	(713) 652-5999	Doozo Dumplings Noodles	(713) 571-6898
Brasserie at the Doubletree	(713) 759-0202	Downtown Café	(713) 759-0515
Brazos at Crowne Plaza	(713) 495-7854	Droubi Bro. Mediterranean Grill - Dallas Street	(713) 652-0058
Brickhouse Subs & Nestle Tollhouse Café	(713) 229-0882	Droubi Bro. Mediterranean Grill - Travis	(713) 571-6800
Burger King	(713) 223-4114	Ducks & Co. at the Hyatt	(713) 646-6919
Cabo	(713) 225-2060	Eats Mesquite Grill	(713) 223-3287
Café Dominique	(713) 756-4000	El Rey	(713) 225-1895
Cafe Express	(713) 237-9222	Flying Saucer	(713) 228-7468
Café Monaco @ Magnolia Hotel	(713) 221-0011	Franklin Street Café	(713) 236-8433
Café Rigoletto	(713) 223-7337	Frank's Pizzeria	(713) 225-5656
Cajun Simon	(713) 739-9000	Frontier BBQ	(713) 223-1232
Camille's Sidewalk Café	(713) 650-1133	General Joe's Chopstix	(713) 236-1151
Candy Shop	(713) 739-1212		

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Cava Bistro	(713) 223-4068	Great American Cookie Co.	(713) 650-0505
Charlie's Bar-B-Que – Fannin	(713) 658-1183	Hard Rock Café	(713) 227-1392
Havana Latin Grill	(713) 222-2254	Pasta Place	(713) 222-1221
Home Plate Bar & Grill	(713) 222-1993	Pastabilities	(713) 226-7123
Hong Kong Diner	(713) 236-1688	Paul's Snack Shop	(713) 224-4701
Humble Café @ the Marriott	(832) 366-1600	Perbacco	(713) 224-2422
Hunan Downtown/Buddha Bar	(713) 227-8999	Pho Bui	(713) 659-4746
Irma's	(713) 222-0767	Picazo Bar & Grill	(713) 236-1300
Irma's new Southwest Grill	(713) 247-9651	PJ's Deli	(713) 650-8122
J. Putty's Pizza	(713) 951-0218	Planet Smoothie	(713) 751-8813
James Coney Island	(713) 652-3819	Plaza Bistro	(713) 236-8850
Jason's Deli	(713) 650-1500	Popeye's	(713) 571-8600
Josephine's Ristorante	(713) 759-9323	Post Oak Grill	(713) 650-1700
Kim Son - Jefferson	(713) 222-2461	Potbelly Sandwich Works	(713) 751-0032
Kokoro	(713) 222-2600	Putty's Pizza	(713) 951-9369
Kolache Factory	(713) 222-2253	Quattro @ The Four Seasons	(713) 652-6250
Kolache Shoppe	(713) 571-2411	Quizno's – Rusk	(713) 227-7702
Last Concert Café	(713) 226-8563	Quizno's – Commerce	(713) 228-9000
Les Givral's Kahve	(713) 547-0444	Quizno's – Texas	(713) 226-8265
Little Napoli	(713) 225-3900	Quizno's – Main	(713) 759-1900
Live Sports Café	(713) 228-5483	Quizno's – McKinney	(713) 951-9425
Long John's Silver's	(713) 571-2889	Rachel's Sandwiches	(713) 223-3913
Longhorn Café	(713) 225-1015	Rajin Cajun	(713) 571-2422
Longhorn Café Uptown	(713) 751-0021	Red & White Bistro	(713) 758-7534
Luchi & Joey's Deli	(713) 223-7360	Red Cat Jazz Café	(713) 226-7870
Luther's Bar-B-Que	(713) 759-1139	Roman Delight Pizza	(713) 650-6004
Mandarin Hunan Restaurant	(713) 224-1212	Sake Lounge	(713) 228-7253
Market Square Bar & Grill	(713) 224-6133	Salata Hand Tossed Meals	(713) 739-9300
Massas Restaurant	(713) 650-0837	Sambuca Jazz Café	(713) 224-5299
Massas Seafood Grill	(713) 655-9100	Schlotzsky's Deli – Walker	(713) 225-3354
McDonald's – Walker	(713) 237-8177	Schlotzsky's Deli – McKinney	(713) 655-7199
McDonald's – Dallas	(713) 651-9449	Simon's Homestyle Café	(713) 739-9009
Mediterranean Grill	(713) 651-1481	Simon's Homestyle Kitchen	(713) 739-9000
Metro Restaurant	(713) 227-0608	Skyline Deli	(713) 571-0509
Mia Bella Trattoria	(713) 237-0505	Skyline Deli	(713) 236-1905
Miller's Café	(713) 658-0400	Skyline Grill @ Hilton Americas	(713) 739-8000
Mingalone Italian Bar & Grill	(713) 223-0088	Spaghetti Warehouse	(713) 229-0009
Morton's The Steakhouse	(713) 659-3700	Spencer's @ Hilton Americas	(713) 577-8325
Murphy's Deli – Louisiana	(713) 229-8124	Spindletop @ Hyatt	(713) 654-1234
Murphy's Deli – Polk Street	(713) 654-0003	St. Pete's Dancing Marlin	(713) 227-1511
Murphy's Deli – Jefferson	(713) 652-4939	Starbucks - Dallas	(713) 651-0791
Murphy's Deli – Main	(713) 247-0050	Starbucks – Preston	(713) 222-0817
Murphy's Deli – McKinney	(713) 759-9939	Starbucks – Louisiana	(713) 224-5800
New York Pizzeria - Polk	(713) 759-9800	Starbucks – Louisiana	(713) 650-3319
New York Pizzeria – Jefferson	(713) 759-1139	Starbucks – McKinney	(713) 654-9113
Ninfa's – Houston Center	(713) 655-8206	Starbucks – Travis	(713) 225-8515
Ninfa's – Travis	(713) 228-6200	Stephanie Leighs	(713) 650-8775
Ninfa's Express - Louisiana	(713) 650-3690	Strip House	(713) 659-6000
Ninfa's Express – Travis	(713) 222-2071	Subway - Main	(713) 227-4700
Otto's Bar-B-Que - McKinney	(832) 553-6886	Subway – Louisiana	(713) 751-8821
Maggie Rita's	(713) 229-8596		

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Otto's Bar-B-Que - Travis	(713) 980-8965	Subway – McKinney	(713) 951-9299
Pappas BBQ - Pierce	(713) 659-1245	Sweet Retreat	(713) 237-1901
Pappas BBQ – Smith	(713) 759-0018	Taco Cabana	(713) 659-6822
Teahouse	(713) 228-3063	Teppanyaki - Dallas	(713) 658-8888
Teppanyaki – McKinney	(713) 650-1881	The 43 <sup>rd</sup>	(713) 739-6550
The Café @ Hilton Americas	(713) 739-8000	Downtown Aquarium	(713) 223-3474
The Sugar Shack	(713) 651-9090		
Thepthidaa Thai	(713) 225-4900		
TOPZ	(713) 655-8679		
Travis Place Food Court	(713) 651-9812		
Treebeards - Louisiana	(713) 752-2601		
Treebeards – Travis	(713) 228-2622		
Treebeards – Rusk	(713) 224-6677		
Treebeards – Christ Cathedral	(713) 229-8248		
Trofi Restaurant @ Doubletree	(713) 759-0202		
Tropioca Tea & Coffee Bar	(713) 659-3900		
Tuscany Coffee	(713) 750-0661		
Vic & Anthony's	(713) 228-1111		
Vin	(713) 237-9600		
Wall Street Deli	(713) 759-6075		
Warren's Inn	(713) 247-9207		
Wendy's	(713) 247-9207		
Whistler's Walk @ the Hyatt	(713) 654-1234		
Wok & Roll	(713) 739-8700		
YAPA Kitchen Café	(713) 227-7076		
Yatra Brasserie	(713) 224-6700		
Zero's Sandwich Shop	(713) 650-3333		
Zula	(713) 227-7052		
Zydeco Louisiana Diner	(713) 759-2001		
Zydeco Louisiana Joint	(713) 759-0404		

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## SHOPS AND SERVICES

A Dorn Boutique	(713) 222-8433	Hi Tech Watch Service	(713) 223-1626
A&E – The Graphics Complex	(713) 621-0022	Hogan's Jewelers	(713) 655-1777
Al Stem's Barber & Styling	(713) 651-0156	Holy Cross Chapel	(713) 650-1323
Animal's Kingdom	(713) 571-1894	Houston Business Products	(713) 225-8582
Art Limited	(713) 692-1252	Houston Eye & Contact Lens	(713) 224-4433
Bank of America – Fannin	(713) 759-3300	Houston Landmark Gallery	(713) 650-3551
Bank of America – Franklin	(713) 247-6033	Houston Shoe Hospital	(713) 739-7410
Bank of America – Louisiana	(713) 247-6033	Houstonian Lite	(713) 224-5990
Bank of America – Dallas	(713) 756-2950	IBC Bank	(713) 285-2138
Bargain Books	(713) 951-0041	IFly Angler's Edge	(713) 224-4359
Bayou City Gifts	(713) 222-2405	J.F. Tailor's Shop	(713) 655-7988
Beauty by Irma	(713) 223-4646	Jos. A. Bank	(713) 739-7877
Behold the Beauty Salon & Spa	(713) 652-4999	Joystix	(713) 224-2225
Blooming Creations	(713) 221-8888	Just a Dollar	(713) 659-3933
Bluebonnet Federal Credit Union	(713) 646-2820	K&J Sundries	(713) 654-9224
Bocci	(713) 659-1666	Key Wellness Center	(713) 650-9355
Brown Book Shop	(713) 652-1911	Kokoro Tea House	(713) 222-2600
C&S Jewelry & Watch Repair	(713) 224-7451	Larry North Fitness	(713) 650-1001
Chase – Main	(713) 216-4952	Loki Gardens Florist	(713) 236-9485
Chase – JP Morgan Chase Tower (713) 405-7035		(713) 216-5102 Macy's	
Chase – 910 Travis	(713) 751-6100	McKinney Marketplace	(713) 571-2998
Chevron Federal Credit Union	(713) 754-3700	Memorial Chiropractic Clinic	(713) 222-6000
Cingular Wireless	(713) 659-8400	Minnett Boesel Properties, Inc.	(713) 225-1889
City Smiles of Houston	(713) 227-5757	My Workshop & Gallery	(713) 659-2384
Classic Accessories	(713) 247-9002	Nails by Julie	(713) 222-7888
Copy Con	(713) 658-8944	News Stand	(713) 739-8228
Corporate Outfitters	(713) 223-5920	Nick's Shoe Shine	(713) 291-9114
Curves	(713) 655-7770	On Site E-Discovery	(713) 229-9595
Designs by Dorli	(713) 659-1666	One Shell Plaza Barber Shop	(713) 222-8505
Document Processors	(713) 651-1300	Paradise Gifts – McKinney	(713) 650-8708
Paradise Gifts & Cigars – Travis	(713) 228-7818	Payless Shoe Source	(713) 571-8001
Dr. Patrick J. McClellan, Dentist	(713) 229-8100	Pennzoil-Quaker State Product	(713) 546-4808
Dr. Todd M. Stolzberg, Optometrist	(713) 228-8100		
People's Trust Federal Credit Union	(713) 428-3200		
Dress Barn	(713) 650-6762	Plaza Cards & Gifts	(713) 781-5868
El Paso Federal Credit Union	(713) 420-2733	Precision Graphics – Dallas	(713) 650-6505
Enterprise Rent-a-Car	(713) 659-8992	Precision Graphics – McKinney	(713) 650-6006
Farmer's Insurance	(713) 237-8246	Prosperity Bank	(713) 693-9250
Flowers in the Park	(713) 659-3090	R. Rose Clothier, Inc.	(713) 222-7673
Focus Document Service	(713) 225-5200	Radio Shack	(713) 652-9070
Fragrance Shop	(713) 659-4546	Red's Barber & Style Shop	(713) 659-4500
Gateway Newsstand - Capitol	(713) 571-8040	Sami's Convenience & Gifts	(713) 951-9904
Gateway Newsstand – Main	(713) 655-0545	Service, Inc.	(713) 225-1988
General Nutrition Center	(713) 651-1408	Simply Shoes	(713) 654-3070
Gitting's & Lorfing Photography	(713) 759-9100	Skoogies A Salon	(713) 759-9024
Glamour's Cards & Gifts	(713) 651-0233	Standard Shoes	(713) 659-7426
Glamour's Cards & Sundries	(713) 759-1723	Starship Hallmark	(713) 951-9580
Greenworks Florist	(713) 224-0777	StarTrust Federal Credit Union	(832) 615-7000

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Hair It Is	(713) 659-6032	Sterling Armadillo	(713) 759-6009
Haircutters	(713) 223-8181	Sunset Body Works	(713) 223-5900
Supercuts	(713) 652-3855		
Texas Photo Lab	(713) 659-7536		
Texas State Bank	(713) 561-0498		
Texas State Optical	(713) 224-2020		
The Cutting Garden	(713) 465-9145		
The Park Drug Store	(713) 650-1610		
T-Mobile	(713) 650-6076		
Today's Vision	(713) 652-2010		
Total Hair Care	(713) 759-1404		
Toys & More	(713) 654-4959		
UPS Store	(832) 204-3767		
Wachovia	(713) 223-0528		
Waldenbooks	(713) 951-0041		
Washington Mutual	(713) 237-0650		
Washington Mutual Bank	(713) 659-8213		
Washington Tradewinds	(713) 223-2650		
Wells Fargo – Travis	(713) 658-0134		
Wells Fargo – McKinney	(713) 650-1449		
Wells Fargo – Louisiana	(713) 319-1511		
Wolfe's Cleaners	(713) 227-6246		
Worth the Weight	(713) 759-1115		

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## HOTEL ACCOMMODATIONS

Alden Hotel	117 Prairie Street	(832) 200-8800	www.aldenhotels.com
Best Western Downtown Inn & Suites	915 W. Dallas	(713) 571-7733	www.bestwestern.com
Club Quarters	720 Fannin	(713) 224-6400	www.clubquarters.com
Courtyard by Marriott	916 Dallas	(832) 366-1600	www.marriott.com
Crowne Plaza Houston Downtown	1700 Smith Street	(713) 739-8800	www.crowneplaza.com
Doubletree Hotel Allen Center	400 Dallas Street	(713) 759-0202	www.doubletree.com
Four Seasons Hotel	1300 Lamar Street	(713) 650-1300	www.fourseasons.com
Hilton Americas – Houston	1600 Lamar	(713) 739-8000	www.hilton.com
Hyatt Regency Houston	1200 Louisiana Street	(713) 654-1234	www.hyattregencyhouston.com
Holiday Inn Express	1810 Bell Avenue	(713) 652-9400	www.hiexpress.com
Hotel Icon	220 Main Street	(713) 224-4266	www.hotelicon.com
Inn at the Ballpark	1520 Texas Avenue	(713) 228-1520	www.innattheballpark.com
The Lancaster Magnolia Hotel	701 Texas Avenue 1100 Texas Avenue	(713) 228-9500 (713) 221-0011	www.thelancaster.com www.magnoliahotelhouston.com

## CLUBS

Downtown Fitness Club	803 Main	(713) 224-4244	
Houston City Club	Nine Greenway Plaza	(713) 840-9001	www.houstoncityclub.com
The Coronado Club	910 Travis Street	(713) 659-2426	www.coronadoclub.com
The Downtown YMCA	1600 Louisiana	(713) 751-1998	
The Houston Center Club	1100 Caroline	(713) 654-8980	
The Houston Club	811 Rusk	(713) 225-1661	
The Petroleum Club	800 Bell	(713) 659-1431	www.pcoh.com

## EVENT FACILITIES

Sky Lobby	JP Morgan Chase Tower, Level 60	(713) 223-0441
601 Travis Auditorium	601 Travis	(713) 546-2030
JP Morgan Chase Tower Conference Room	JP Morgan Chase Tower, Suite 6450	(713) 223-0441

## PARKING GARAGES

601 Travis Garage	601 Travis	(713) 223-1796
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# JP Morgan Chase Tower Tenant Manual

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## REMODELING & CONSTRUCTION

In accordance with lease provisions, tenants considering remodeling and/or construction of their existing lease space must contact the Property management Office prior to the start date of any activity. Contractors are required to abide by all of the Contractor Rules and Regulations. For construction questions, please contact the Property Management Office at 713.223.0441.

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## Contractor Rules and Regulations

Below is a revision to the 600 | 601 Travis Contractor Rules and Regulations. The additions and/or changes are listed below and have been incorporated into the Contractor Rules and Regulations. If you have any questions, please contact the Engineering Department at 713.223.0441.

Please complete and sign the information below. All Architects, General Contractor and all sub-contractors must individually complete the acknowledgement and acceptance form. Upon completion, please fax the sheet to 71.224.7811, Attention: Hines Management.

### **ACKNOWLEDGMENT & ACCEPTANCE**

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Acknowledged and Accepted

Date

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Print Name

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Title

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Type of Work Performed

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Print Company Name

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Phone Number

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Name of Tenant

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A FULLY COMPLETED AND SIGNED COPY OF THESE RULES AND REGULATIONS MUST BE RETURNED TO THE PROPERTY MANAGER, PRIOR TO COMMENCING WORK BY THE ARCHITECT, ENGINEER, GENERAL CONTRACTOR AND EACH SUB-CONTRACTOR.

## “Exhibit A”

### Insurance Requirements

#### CONTRACTOR AND SUB-CONTRACTOR INSURANCE REQUIREMENTS

Prior to inception of any project, all General Contractors and Sub-Contractors must supply a vendor’s Certificate of Insurance with the following criteria as a minimum.

#### COVERAGE

#### LIMIT OF LIABILITY

General Liability  
Occurrence

\$1,000,000 Per  
Combined, Single Limit

Bodily Injury and Property  
Damage

*Please make sure that the “General Liability” box and the “Occur” box are checked within the General Liability section.*

Auto Liability

\$1,000,000 Per Occurrence

Combined, Single Limit

Bodily Injury and Property  
Damage

*Please make sure that one type of Auto Liability is checked.*

Worker’s Compensation

As Determined By Statute

*The “WC Statutory Limits” box must be checked.*

Employer’s Liability

\$500,000 Per Accident

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Additional Insured: “Texas Tower Limited and Hines Interests Limited Partnership are additional insured’s as their interests may appear with respect to all policies except Worker’s Compensation.”

## CERTIFICATE HOLDER:

Hines Interests Limited Partnership

Texas Tower Limited

JP Morgan Chase Tower, Suite B1.009

Houston, Texas 77002

(713) 223-0441

FAX (713) 222-7828

Should you have any questions regarding these requirements, please contact Hines Management at (713) 223-0441.

## Introduction

1. The intent of these Rules and Regulations is to establish working criteria for all construction and/or maintenance activity that may take place in the building. Prime Asset Management and Hines appreciate your cooperation in following these rules.
2. A copy of these Rules and Regulations, acknowledged and accepted by the General Contractor, must be posted on the job site in a manner allowing easy access by all workers. It is the General Contractors responsibility to instruct all sub-contractor workers to familiarize themselves with these rules.

## Permits / Submittals

1. **Requirement:** Permits and Licenses necessary for the completion of work shall be secured and paid for by the Contractor. A copy of all permits will be posted, at all times, in a readily accessible area at the construction site.

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2. **Submittals:** Upon completion of work, the contractor shall immediately supply to Landlord the following items:
  - A) Certificate of Occupancy
  - B) Operations and Maintenance Manuals, when applicable
  - C) A complete, full size set of as-built drawings / MEP, Architectural, Structural (Hard copy & Auto Cad files)
  - D) Copies of all permits related to the job
  - E) Substantial Completion Letter (for warranty)
  - F) Contractor's & Manufacturers' Guarantees
  - G) GC & Sub-Contractor Lien Releases (See sample below. **Partial Release** with each invoice and **Final Release** with Final Payment invoice. Typical retainer included in Final Payment is 10% of total.)
  - H) NEBB/Air Balance (Verified by Engineering), when applicable

## Insurance

1. Prior to commencement of work, The General Contractor shall provide the Landlord a certificate of insurance, in compliance with the requirements outlined in Exhibit "A" (attached), for themselves and each of the sub-contractors.

## Work Approval / Base Building MEP Requirements / Gov Regulations

1. **Work Approval:** The Building's Property Manager, prior to the start of construction must approve all drawings, sub contractors and material.
2. **Governmental Regulations:** Contractor shall comply with all applicable government regulations regarding the construction process.
3. **MEP Requirements:** The General Contractor and all sub-contractors are required to comply with all base-building specifications and this document. If any work is found that does not comply with the aforementioned specifications, contractor will be responsible for making the necessary

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changes in order to comply. Any such changes that are made will be at the contractors' expense.

4. **Plan Submittal:** The Property Manager will require two copies of the plans. A copy of the plans shall also be submitted to the Building Control Contractor for review and pricing.
5. TDLR Plan Review (ACI is the Landlord's ADA Consultant)
6. Signed Construction Rules (GC & Subs)
7. Subcontractor Contact List
8. Contractor & Subcontractor Insurance Certificates (See insurance requirements.)
9. MSDS Worksheet
10. Asbestos Survey Report (Landlord supplies.) EFI is the Landlord's Asbestos Consultant.
11. Commercial Energy Code Compliance Form (From MEP P.E. or Electrician before permitting. Landlord to review for Watts/SF compliance with terms Tenant Lease.
12. Lien Waiver. Required with all invoices. (Sample form is on next page)

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Lien Waiver

STATE OF TEXAS (COUNTY OF HARRIS)

Before the undersigned Notary Public, personally appeared \_\_\_\_\_  
\_\_\_\_\_ who being duly sworn, deposed and said on oath that:

\_\_\_\_\_ as contractor or supplier, has furnished specially  
fabricated materials for the owner's project called \_\_\_\_\_  
located at \_\_\_\_\_ (including land, improvements and  
appurtenances), such work generally described as follows:

In consideration for the payment in full of all sums owing to the undersigned contractor or supplier, the receipt and sufficiency of which are hereby acknowledged by the undersigned, the undersigned contractor or supplier hereby WAIVES, RELEASES, and DISCHARGES any and all liens, claims, and lien rights with respect to the named project and/or against such owner on account of the work and/or materials furnished.

The undersigned contractor or supplier certifies to owner that all such work and materials furnished by or for the undersigned in connection with the named project all applicable taxes have been paid for in full and agrees to indemnify owner against any and all losses, damages, costs, expenses, claims, and/or liens that may be assorted or arise by reason of claims for such work performed and/or material used.

Given on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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## CONTRACTOR

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

SWORN TO AND SUBSCRIBED before me the undersigned Notary Public this \_  
day of \_\_\_\_\_, 20\_\_\_\_.

If for Corporate entity:

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_  
\_\_\_\_\_ of (\_\_\_\_\_) a corporation known to me to be  
the person whose name is subscribed to the foregoing instrument, and  
acknowledged to me that he expressed, in the capacity therein stated and as the  
act and deed of said Corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this \_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 20\_\_\_\_.

Notary Public in and for Harris County, Texas



# JP Morgan Chase Tower Tenant Manual



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## Workers Conduct / Construction Practices

1. **Quality Control:** Basic expectation for all trades is for work to be done in a first class manner. In areas behind mechanical room doors and/or above the ceiling, coordination of work with other trades will be necessary to ensure that expectation. Easy access to all electrical junction boxes and mechanical devices such as VAV's, FCU's etc. are required.
2. **Alcohol:** No alcohol, drugs, or persons under the influence are admissible on the premises at any time.
3. **Smoking:** Pursuant to the City of Houston Tobacco Smoking Ordinance, there will be no smoking permitted in the building.
4. **Access to other areas of building:** Workers are not allowed to access any part of the building other than the designated construction work area / freight elevator and loading dock.
5. **Professionalism:** No abusive language, actions or radios will be permitted. It will be the responsibility of the General Contractor to enforce this regulation on a continual basis.
6. **Work Disruption:** Any work that has the potential to disrupt normal business activity of other tenants must be performed outside normal business hours. Normal business hours for construction projects are defined as 6 a.m. – 7 p.m. (these times are subject to change at any time). Examples of this type of work are defined, but not limited to the following:
  - A) Drilling or cutting of concrete floors, or structural members.
  - B) Any work in which machine noise or vibration may disrupt normal office procedures.
  - C) Material stocking, demolition, and trash removal.
  - D) Any work requiring access to occupied tenant space. In such cases, please allow ample time for coordination with affected tenant. A 48 hour notice is required.
  - E) High VOC painting.
7. **Protection of Property:** Contractor will take necessary precautions to protect existing property (i.e.: walls, wall coverings, carpet, floors, furniture and

# JP Morgan Chase Tower Tenant Manual



fixtures) and shall repair or replace, without cost to Landlord, any damage that may occur as a result of construction work.

8. **Shielding of Work Area:** Construction on multi-tenant floors shall be demised so that activities cannot be viewed outside of the construction site. This can be done by keeping the entry door/doors closed or if needed by constructing a demised wall with entry door. Such wall should be painted and provided with cove base so as to blend with the surrounding common area. After construction, this demised wall shall be removed and the common area corridor restored to its pre-construction condition.
9. **Housekeeping:**
  - A) **Daily Requirement:** For life and fire safety, the General Contractor shall maintain the construction site free from the accumulation of waste material and debris. Trash should be removed daily and site left with broom finish.
  - B) **Common Area:** Tracking of dust and debris into building common area is not allowed. In the event that the Landlord is required to cleanup after the contractor's crew, the General Contractor shall be invoiced accordingly.
  - C) **Final Cleanup:** The final cleanup by the General Contractor shall encompass corridor and lease space light fixtures, walls, floors, windows, sills, mini blinds, cabinets, counters, HVAC diffusers or grilles, or blank off plates, mechanical rooms, restrooms and/or any area associated with the project. If the Landlord is forced to clean any of the above, the General Contractor shall be invoiced accordingly.
10. **Tool cleanup:** The building's restroom facilities are not to be used for the cleaning of tools or paint materials. Anyone caught putting paint, joint compound, etc. down any drains inside the building will be asked to leave the building. The General Contractor will be responsible for any riser blockages caused by adding materials to the drains.
11. **Removal of Existing Material:** All existing material not reused in the construction project, except as directed by the Property Manager, shall be disposed of by the General Contractor as waste or unwanted material. Materials, which may be reused, should be referred to the Property Manager prior to disposition.
12. **Trash Removal:** Contractor is responsible for the removal of all construction-related trash.

# JP Morgan Chase Tower Tenant Manual

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13. **Dumpsters:** Dumpster placement and removal is only allowed during the hours of 6:00 p.m. through 6:00 a.m. and Property Management must be notified. Dumpsters larger than 30 yards in size are not permitted on the loading dock. Security must be present to observe dumpster delivery/pick-up in case damage to overhead sprinkler pipe and ductwork occurs. Any damage due to delivery or removal of dumpsters is the responsibility of the General Contractor. Dumpsters should be clearly labeled with the contractors' company name on the loading side of the dumpster.
14. **Roof:** All materials must be removed from the roof or secured on a daily basis to ensure that nothing becomes airborne or noise.
15. **After hours security** is required for access into adjacent tenant suites and this labor is a billable service. A 48 hour notice is required.

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## Indoor Air Quality

- 1 **Responsibility:** Contractor will take whatever steps necessary in order to assure that no air quality problems are created by the construction process. The General Contractor shall be imposed a fine of \$200 for each incident in which building personnel are called upon to respond to a tenant complaint. The General Contractor should be aware of the hazards associated with all products used in the construction process. Final responsibility is accepted by the General Contractor for all claims or damages that arise as a result of building contamination.

The General Contractor is required to control all odors, fumes and VOC's associated with the construction process.

- 2 **Ventilation:** Exterior window exhaust fans equipped with collapsible rain proof dampers or vanes are required on all construction floors and must be sized to achieve a negative pressure within the entire construction area. **A minimum of one fan per 5,000 square feet is required.** The General Contractor is responsible to ensure that a negative pressure is achieved within the entire construction area.

- Exterior window exhaust fans must be used in construction areas. Schedule with Hines engineering for access to construction exhaust fans when needed at JP Morgan Chase Tower. Fans will need to be constructed for 601 Travis.
- A negative pressure must be maintained during hours of actual construction beginning with Demo activities. A negative pressure must be maintained 24 hours a day beginning with the use of paints, solvents, floor coverings, adhesives, or any other similar product until the completion of construction.

If during construction, it is necessary to operate additional ventilation equipment, the general contractor will reimburse 600/601 Travis for all associated energy consumption and man-hours to coordinate.

### 3 **VOC Product Selection, (Building Materials Specifications):**

#### **A. Pollutant Specifications**

Target Standards are designed to maintain building air concentration of chemical emissions within acceptable levels.

# JP Morgan Chase Tower Tenant Manual



Expressed in terms of air concentrations of microgram per cubic meter ( $\text{ug}/\text{m}^3$ ) for specific pollutants, the Target Standards are:

1. **Formaldehyde (CHOH)** -  $60 \text{ ug}/\text{m}^3$
2. **Total Volatile Organic Compounds (VOC)** -  $500 \text{ ug}/\text{m}^3$
3. **Total Particulates** -  $50 \text{ ug}/\text{m}^3$
4. **4-phenylcyclohexene (4-PC)** -  $6.5 \text{ ug}/\text{m}^3$  (butastylene backed carpet only)
5. Any regulated pollutant should meet an emission rate standard that will not generate an air concentration greater than that promulgated by the National Ambient Air Quality Standard under specified conditions (U.S. EPA, Code of Federal Regulations, Title 40, Part 50).
6. Any pollutant not specifically mentioned above should meet an emission rate standard that will not produce an air concentration level greater than 1/10 the Threshold Limit Value (TLV) industrial workplace standard at the anticipated building loading within 30 days of installation under specified conditions. (Reference: American Conference of Governmental Industrial Hygienists, 6500 Glenway, Building D-7, and Cincinnati, Ohio 45211-4438). The predicted 30-day post installation building air concentration shall be based on the emission rate as derived from the appropriate empirical decay model (e.g. ASTM D5116-90).
7. All testing pursuant to this specification shall be completed in accordance with ASTM D5116-90 and/or EPA-600/8-89-074 and all data shall be made available for review and approval.

## **B. Documentation Requirements**

1. Pollutant emissions data provided by the manufacturer for specified interior furnishings and materials indicating compliance with target specifications are required to be submitted to the Management Office prior to installation.
2. All pollutant specifications must be included in the contract documents.

3. For all interior design materials, furnishings and finishes Contractor shall provide manufacturer's written disclosure of any substance emitted by each product listed on:
  - a. The International Agency for Research on Cancer list of chemical carcinogens.
  - b. The Carcinogen List of the National Toxicology Program.
  - c. The Reproductive Toxin List of the Catalog of Teratogenic Agents.
4. Many materials used in a building product or furnishing require a Material Safety Data sheet (MSDS). Contractor must provide a MSDS for chemicals that can be emitted by installed products.

## **C. Supplement Building Requirements**

1. Each material and substance shall be installed in such a manner that it will produce the lowest practical level of emissions. In accordance with manufacturer's recommendations, drying times should be chosen so that pollutant emission rates, as set forth in these IAQ standards, are achieved prior to installation of the "dry" furnishings.
2. The least amount feasible of "wet" materials, such as adhesives, sealants; glazes, caulks, paints, etc. shall be used during construction and applications. Control strategies for achieving this minimal use must be prepared and submitted to Landlord for review.
3. "Dry" furnishings material, such as carpet, acoustical panels, textiles, etc. shall not be installed until "wet" materials have been applied and allowed to dry to the fullest extent feasible.

## **D. Building Product Selection**

The availability of product emission data will allow informed selection of building materials. These selections can be weighted in the following manner:

1. Competing products that have emission rates below the target specification can be selected based solely on cost, most favorable emission rates or other product characteristics.

2. Selection among competing products of equivalent cost and features should be weighted to select the product with the lowest emission rate.
3. Significant cost increases from a low and high emission product should trigger a renewed search for a better alternative. **If none is found, and the high emission product is selected based on cost considerations, special handling protocols must be developed that ensure controlled product application.** For example: Varnish, lacquers or high VOC odor producing products are not to be used in the building without approval of the Management Office. This type of work should be done off premises or in a well-ventilated area approved by Engineering Dept.

## E. Product Categories

1. Research will be required by Architect and/or Contractor to determine which manufacturers provide products that meet the emission rate standard. The following list of product categories is not all-inclusive but provides a guide to basic types of building products for which emission standards will apply:
  - (a) adhesives
  - (b) ceiling substances
  - (c) ceiling tiles/other ceiling systems
  - (d) floor covering, textile/non-textile
  - (e) insulation
  - (f) office furniture systems/seating
  - (g) office machines
  - (h) paints and coatings
  - (i) sealants and caulks
  - (j) textiles, decorative

- (k) wall covering and wall units
- (l) window treatments
- (m) wood fixtures, trim and millwork

## **F. During the Construction period**

Contractor must actively manage the construction process from an IAQ standpoint:

1. Confirm that all products actually used in the building are those for which VOC compliance certification test results were provided.
2. Plan the timing of construction activities so heavily polluting activities,

Typically “wet” material application (painting) should occur before absorbent materials (carpet and furniture) are installed.

3. Follow IAQ ventilation procedures to ensure that the bulk of emissions are removed before exposing the occupants to off-gassing.
4. Provide adequate documentation and records to show that IAQ procedures were followed.

■ End Of IAQ Issues –



## Electrical Issues:

1. All electrical circuits, panels and associated metering devices will be appropriately marked as to the area and or equipment serviced by the circuit(s) in question.
2. All electrical panels, junction or pull boxes which have covers or doors removed or any new electrical panels that are installed shall be fully covered, closed, or replaced
3. All new electrical panels shall be hinged.
4. Any cabling, wiring, electrical conduit, electrical panel boards, transformers, etc. which are not to be reused in the tenant buildout must be demoed 100% back to the original source or origin. No materials or equipment are to be left unused in any mechanical room, maid's closet or ceiling space.
5. All connections to new or existing bus taps shall utilize flexible connections as per bus way manufacturer's recommendations.
6. All step down transformers providing power to 120V emergency lighting shall be located in the maid's closet, or tenant's mechanical room, protected with a smoke detector.
7. Circuits shall be identified in the field, at each junction box, by legibly marking with permanent marker the following: voltage, panel and circuit breaker number. This identification shall be made on each conduit leaving the j-box.
8. All free air cabling shall be routed close to the structural deck, supported by ring clips. Cabling is not allowed on top of ceiling grid. All existing wires within construction area are the contractors responsibility to "prepare" as required by code.
9. All flexible conduit, (BX), shall be routed close to the structural deck and in-line with ceiling grid. BX is not allowed on top of or supported by the ceiling grid.
10. All emergency circuits shall be run with RED colored BX.
11. **Wire/Conduit/Cabling management.** In all cases, all electrical components shall be installed in such a way so as to allow ease of access into the ceiling space and to mechanical/electrical components therein. Wire runs shall be routed high, close to the structural deck and out of the way of ceiling access.

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EXP: Choose routing along ceiling main support T's instead of over and across ceiling tile openings. For clarification, see engineering department.

12. "Looping" of any electrical circuits from electrical device to electrical device is not allowed. "Looping" or "Daisy Chaining" of light fixtures is not allowed. Each device or light fixture must go to a junction box in the office/area, minimizing the amount of flexible conduit. All homeruns to be installed in conduit and fed into each office/area and branched with flexible conduit.
13. All flexible conduit, unless otherwise approved by management must be kept at a maximum of 18 inches, i.e., heat strips, water heaters, etc. It is approved to have one j-box above an office and run flex conduit to wall plugs. All other conduit in the space shall be EMT.
14. Trenching of the concrete floor for under floor routing of conduit/piping, etc is not allowed for any reason. All coring for electrical or plumbing shall be scheduled with the tenant above and below to minimize the disturbance to any adjacent tenants.
15. Electrical metering shall be installed for any usage over the building supplied wattage per square foot as explained in the lease agreement and shall be tied into the building automation computer, (BAC). A junction box shall be installed before and after any metered transformer to allow adequate room to install the meter's CT's, (Current Transducers). Power for the meter shall be from a local electrical circuit, protected by a breaker and manufacturer supplied fuse.
16. Obsolete or unsupported electrical meters shall be replaced with approved meter.

Approved electrical meter is the Veris Hawkeye Power Meter Model Number 8163CB. (See controls contractor, for proper selection and BAC compatibility.) Veris Industries Inc. phone number 1-800-354-8556 ext. 223

## Responsibilities:

The electrical system is the overall responsibility of the Electrical contractor. Connection to the BAC shall be done by the controls contractors (Computrols or A&W Mechanical) working as a sub to the electrical contractor.

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## 17. FCU Related Issues:

- 120V Power Supply for Fan Coil Unit (FCU's): The electrical contractor will install a 120V power supply with local switch at the service location of the FCU to be used by control contractor for FCU controls.
- UV Light Issues: Electrical contractor shall provide a 120V switch for local disconnect of UV light.
- Start/Stop Control: Electrical contractor to install fan relay, (provided by control contractor), for stop/start control of FCU. Control contractor will provide 24VAC to fan relay and interface with the base building AHU or tenant control.
- Tenant should retain start/stop control of all tenant FCU's.
- All FCU's supplying tenant office space should be tied into the Building Automation Computer. Cooling units for tenant equipment, i.e., telephone or computer rooms should not be tied into the BAC.
- AHU/FCU starter. All AC units shall be installed with a starter equipped with a Hand/Off/Automatic switch.

18. **Labeling:** All switches, (with exception of standard wall switches for lighting), shall be labeled by electrical contractor identifying the equipment/devices controlled.

19. **Include watts/sq. ft.** of low and high voltage within tenant space to electrical drawings.

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## HVAC Issues:

### 1. Air Balance:

- A) Deliver to landlord a certified air balance report which will verify airflow delivery per the construction drawings at the end of construction.
- B) For partial floor build-outs the contractor shall provide an air balance report noting total air velocity in CFM for each zone outlet and the total AHU air velocity (**PRE AND POST CONSTRUCTION**) in CFM as obtained via traversing all of the main supply ducts in the mechanical room. In addition, any and all zones that partially serve the new construction space will be traversed at the point(s) where the zone duct serves any other lease space(s). The air balance for the new tenant shall not adversely affect surrounding tenants.
- C) HVAC contractor shall balance the outside air to achieve 20 CFM/per person.

### 2. Air Distribution:

- A) All flex ducts must be externally insulated.
- B) Flex ducts shall not exceed 8' in length.
- C) Duct tap cutouts not used shall be covered with a duct plate and insulation.
- D) All new ductwork must be externally lined.
- E) Any time there is drywall to deck; the Engineer will calculate proper openings for return air.
- F) Leave access or control for operating all dampers/mechanical devices.

### 3. HVAC Controls:

- A) Demonstrate to Engineering Department that all thermostats/DDC sensors function correctly, are controlling the correct zone, and are properly calibrated.

# JP Morgan Chase Tower Tenant Manual



- B) The contractor is responsible for the proper function of all zone thermostats/DDC sensors and, (if required), the removal and safe storage of all thermostats / DDC sensors during the course of the construction. If the construction requires the relocation and/or replacement of any thermostats / DDC sensors, this shall be coordinated with the Engineering Department at the contractors expense.
- C) Reuse DDC sensors by mounting them to the deck before walls are removed.
- D) If during construction activities, the wiring to the sensor is cut; it shall be replaced at contractor's cost. Wiring must be taken back to the field panel with no cuts/breaks/or connection, ensuring one continuous circuit. **Note:** The control wiring for floors already under DDC is bright pink in color. Use caution during demolition.

## 4. Filtration:

- A. General contractor must install or have Hines engineering install a blanket construction filter over the base building filters prior to demolition of the area. In addition, construction floors with the filter rack box filter system, require the mini pleat filter to be removed and stored.
  - a. JP Morgan Chase Tower-
    - i. A construction filter (Gold series 3 ply link 2ea. 20x96-102 w/aegis north units / Gold series 3 ply link 2ea. 24x96-102 w/aegis for the south AHU) and a blanket filter wrap is to be installed. Occupied floors where construction is in progress must have a construction filter installed prior to and following demolition.
    - ii. Base building AHU filters must be changed by the engineering department following the completion of construction at a cost of \$550 per unit, if construction filter protocol was not properly followed.
  - b. 601 Travis-
    - i. Double blanket wrap filters.

## 5. Other Miscellaneous Requirements:

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- **IMPORTANT – JP Morgan Chase Tower-** Any work in the exterior offices on the Southwest face of the building must have 5/8” sheetrock fully covering the exterior windows to prevent accidental breakage. These need to be painted black on the window side to maintain our exterior appearance. See Property Manager for installation procedures or any questions. No demolition or construction shall start until these windows are protected.
- Mechanical room doors shall remain closed and locked during construction. Contractors requiring access can check out a key from the management office.
- Mechanical rooms shall not be used for storage and will be kept clean at all times.
- The General contractor shall have both AHU’s and mechanical rooms thoroughly cleaned to Hines satisfaction after the completion of the construction project. Hines engineering must be contacted to inspect the condition after the cleaning is complete.
- Unused Products: Any piping, HVAC equipment, exhaust fans, etc. which are not to be reused in the tenant buildout must be demoed 100% back to the original source or origin. No materials or equipment are to be left unused in any mechanical room, maid’s closet or ceiling space.
- Vacant tenant spaces cannot be used for any type of construction material storage or any other use without approval from the Property Manager.
- Air Cooled AC Units: Not allowed in the building.
- Temp. Air Cooled AC Units: Allowed on a temporary basis. However a window must be pulled and heat exhausted from the building.
- New equipment location to be field verified and shown accurately on drawings. All new chilled water hot taps require a minimum 2 ½ inch connection.

## 6. Supplemental Chilled Water Fan Coil Units Specifications

### I. Fan Coil Unit Specifications

1. Filters will meet Merv 11 specifications.

# JP Morgan Chase Tower Tenant Manual



2. Install UVC lights as recommended by manufacturer. Local distributor is Sterile Air (Bill Tillman) See Specs below, (#17)
3. Copper tube aluminum fin chilled water coil designed at 300 PSIG working pressure
4. Low pressure forward curved fan
5. ODP motor
6. Adjustable pitch drives
7. 304 stainless steel drain pan with 2nd drain connection
8. Casing liner
9. Double wall construction
10. Hinged fan section access doors with handles
11. 1 inch 1.5 PCF fiberglass insulation
12. Pillow block bearings
13. 42-degree entering chill water temperature with an 18-degree temperature difference across the coil.
14. Stainless steel coil casing.
15. Coil and support to be a minimum 1" above the bottom of the primary drain pan
16. Heat Load Analysis: Heat load analysis shall be on the blue print detailing the anticipated load at the time of design.
17. FCU Specs: Shall be noted on plans. Unit size will be compared to heat load analysis.
18. Recommended units are:

# JP Morgan Chase Tower Tenant Manual



- Specialty Mechanical Products “Customaire “. The local manufacturer for these units is A/C Engineered Systems. **Contact: Gus Rodriguez: Phone #: 281-530-3700**
- “Reco” The local manufacturer for these units is Roessler Equipment Co., Inc. **Contact: Davis Porterfield: Phone #: 713-782-2701**

## 19. UVC Germicidal Disinfection Unit

UVC device shall be installed on all new and existing fan coil units. Device should be installed after fan coil units are installed and commissioned. Power should be turned immediately after installation and exposure to the cold side of the coil. Unit specs are:

**General:** Factory assembled and tested, consisting of a housing, power source, reflector, emitter sockets and emitter. Constructed to withstand HVAC environments. Manufactured by Sterile Aire USA, Model DE 241 VO or Sterile Ladder Series. The UVC manufacturer in conjunction with the air handling unit manufacturer shall select and design the UVC device for maximum effective control of micro organisms on coils, condensate drain pans and internal air handling unit surfaces.

**Housing:** Constructed of hospital grade stainless steel with 1/2" electrical knockout on both ends.

**Power Source:** 120V, Class P2 rapid start type with power factor of 9.95 and power conversion of not less than seventy-five (75%) percent. Designed to maximize photon production, radiance and reliability and suppress RF and line noise in airstreams of 41-132°F and air flows to 1000fpm.

**Reflector:** Constructed of heavy gauge, specular finished aluminum allow with a minimum eighty-six (86%) percent reflectance at 254mm.

**Sockets:** Medium bi-pin, double click safety, twist lock type, constructed of UVC resistant polycarbonate.

**Emitter:** VHO, T5 diameter, medium bi-pin type to produce the specified output, constructed of Type "L", hard glass quartz, producing no ozone. Igniter shall be 10mm, tri-coil type, clamped to a short



mount, nickel inner lead. Base shall be ceramic with cast in power pins. Emitter life shall not be less than five thousand (5000) hours.

**Testing:** Independently test unit under typical HVAC conditions and in accordance with IES Lighting Handbook, 1981 Applications. Total output per one inch of length not less than 10 uW/cm<sup>2</sup> at 1 meter in 45°F air at 400fpm.

## II. Fan Coil Unit Installation Specifications

1. Fan coil unit, drain piping, chilled water piping and ductwork is to be hung as high as possible above the ceiling.
2. The fan coil unit must be secured to the deck utilizing properly sized vibration isolators (spring type).
3. Provide 30" of free and clear access on **All Sides** (Excluding the discharge side) of the fan coil unit. Nothing shall inhibit access to the access panels, drain line connections, control valves, unions, isolation valves, electrical boxes or controls. This to include the following: beams, walls, piping, electrical conduit, light fixtures, etc.
4. A secondary drain pan must be installed. It must be made of 16 gauge galvanized metal (minimum) with a cross breaking sloped towards a 3/4" drain connection. The sides must be a minimum of 2" high and must extend on all sides a minimum of 6" beyond the sides of the fan coil unit. It must have soldered watertight edges and a 2" hem for stability.

The secondary drain line must be routed to a conspicuous location (Example: Above kitchen sink or private Restroom sink) with a minimum slope of 1/8". If the secondary drain line absolutely cannot be run to a conspicuous location, it can be tied into the primary drain line or routed to the floor drain in an AHU room only if the secondary drain pan is installed with a water detection device. This device must be located at the drain connection of the secondary pan and must turn the AHU off in the event of water detection.

The drain pan must be supported so that the unit is not in contact with the bottom of the secondary drain.

5. All chilled water piping is to be ASTM black steel screw pipe or copper rated appropriately for each individual floor. All fittings (unions, 90's, 45's and couplings) are to be of equal ratings.

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Primary drain pan lines must be galvanized steel pipe or hard drawn copper and insulated in the same manner as chilled water piping.

6. The chill water piping must be so that all devices (chilled water control valves, isolation valves and balancing valves) have unions on both sides to accommodate repairs. Main isolation valves off the riser are to be located in the mechanical room and have a capped drain valve after the isolation valve for draining purposes.
7. All ball valves are to be bronze two piece body, stainless steel ball, Teflon seats and stuffing box ring, lever handle, balancing stops and threaded ends.
8. All chilled water piping is to be insulated with a 1" glass fiber pipe insulation with an all service jacket finish. All joints to be reinforced with a white vapor barrier and hanger locations are to be reinforced with shields and protection blocking. Armaflex insulation is not to be used under any circumstances.
9. Metering of the chilled water and electricity of the fan coil unit is required. Obsolete or unsupported BTU meters shall be replaced with approved meter.

**Chilled Water:** BTU totalization via BTU meter connected to the BAC. BAC contractor shall work as a sub to tenants HVAC contractor for this part of the job scope.

**Approved BTU meter:** Onicon System-10 tied into building automation computer. (Coordinate w/BAC contractor to ensure that the meter's output device and BAC is compatible).

**Electrical:** Tenant is responsible for all electricity consumed by any supplemental HVAC equipment. (See electrical for metering info). All meters are to be mounted in a visible and accessible location.

Any work that disrupts any part of the chilled water riser insulation must be coordinated through Hines Engineering located on level "B". Hot tap locations must be spotted by Hines Engineering prior to the tap.

All CHW piping must be hydro tested for a minimum of three hours at 1 ½ times the normal operating pressure of the system. This test must be verified and witnessed by Hines Engineering.

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All CHW systems must utilize PT's plugs to balance all control valves and coils. All systems must be balanced to design specifications and witnessed by Hines Engineering.

## DDC Conversions

JP Morgan Chase Tower- Building ownership, as a capital project, has elected to retrofit the HVAC controls from pneumatic to DDC utilizing the Computrols automation system. Floors will be retrofitted during construction activities. The decision to retrofit will be made on a case by case basis, depending on the scope of the project. If a floor is to be retrofitted, please note the following.

### Tenant Systems:

- **All new tenant HVAC equipment, i.e., FCU's shall be DDC and compatible with the building's BAC.**
- Demo of existing pneumatic tubing in ceilings: Assuming that there will be no pneumatically controlled devices on the floor, tenant or base building, all pneumatic tubing can be removed during the demo process.

**Phone / Data Cable Identification:** All phone and data cables must be securely tagged with the tenant's name and suite number at the origin and every location where it crosses a corridor wall or adjacent tenant wall. All floor-to-floor vertical cable/conduit installations must be approved in advance, in writing by Hines Property Management at 713-223-0441. Any abatement for floor to floor vertical wire pulls will be paid by the tenant.

Tenant's phone equipment shall be installed inside their space, not inside the mechanical room.

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## Plumbing Issues:

1. **Unused products:** Any piping, water heaters, drain lines, etc. which are not to be reused in the tenant build out must be demoed 100% back to the original source or origin. No materials or equipment are to be left unused in any mechanical room, maid's closet or ceiling space.
2. **Future Connections:** When connecting to existing domestic water systems, a new full sized valve should be provided downstream of new connection for future use.
3. **Floor Drains/Waterproofing:** Floor drains and waterproofing are required in all kitchens, coffee bar locations and tenant restrooms. The concrete deck and surrounding walls shall be water proofed to prevent water migration. Floor shall be sloped to the drain by building up the floor where possible, while still maintaining ADA accessibility. Areas protected by waterproofing shall pass a one hour water test, achieved by damming the area, plugging floor drain and filling work area with water. Coordinate with engineering department.
4. **Water Heaters:** Contact Building Engineer to position water heater prior to installation. No water heaters are to be located inside of mechanical rooms without approval from property management.
5. **Drain Risers:** Provide "drain riser" in mechanical room, in locations with multiple drain lines being routed on floor of mechanical room as follows:
  - Pipe should be 3" copper.
  - Pipe turns down into drain.
  - Route pipe to nearest wall and up 7 feet.
  - Provide funnel at top of pipe.
6. **Kitchen Areas:** No plastic or Polyethylene tubing is allowed to hook up coffee machines, refrigerators, etc. Copper tubing shall be utilized for these types of connections.

## Structural Beams:

**Penetrating Structural Beams:** Any routing of plumbing, sprinklers, ductwork, etc, shall be installed around any beam. If penetrating a structural beam is necessary, a drawing must be provided by an approved Structural Engineering company and approved by Hines before any work proceeds. Any work performed

# JP Morgan Chase Tower Tenant Manual



on structural beams in this building will be done by Lucky Steel. See approved contractor list for phone number and contact.

## Life Safety:

### 1. Electronic Locks:

- All lock installations shall comply with any and all applicable governmental codes.
- Design drawings for the installation shall be submitted to Landlord for review and comment prior to installation.
- Pre-Test: Prior to City inspection and lock activation, a function test must be conducted. This test must be witnessed by Landlord's engineering personnel. All trades associated with the lock installation shall be present for the test.
- All electronic locks shall have a Master Key by-pass installed prior to the lock activation, allowing building personnel access as required in emergency situations. The T1(JP Morgan Chase Tower)/ J1(601 Travis) approved override switch is **Securitron Model #SCR901494**
- **No alarm testing during normal business hours.**

**Electronic locks cannot be energized prior to this function test.**

- Following approval by the City Inspector, a copy of the drawings, and approved permit, must be forwarded to building management.
- If a lock is removed from service the building's Engineering Manager must be notified so that building and City of Houston documentation can be kept up to date.

**2. Floor Penetrations:** All floor penetrations shall be caulked, cemented or filled (immediately upon coring or discovery) with materials which are fire rated and match specifications of the original floor composition. **All floor penetrations shall be sealed by the building approved fire proofing contractor as identified in the approved contractors list.**

### 3. Welding / Cutting Torch/ Grinding Use:

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- At no time is any welding, cutting torch, grinding or any open flame tool to be used in the building without prior approval in the form of a **Hot Work Permit**.
- Hot work permits can be obtained from the engineering department in suite B2-7 at JP Morgan Chase Tower. If approval is granted, the contractor must coordinate the timing with the Property Management Office.
- Base Building hours are Monday thru Friday (**6 AM to 7 PM**).
- After hours hot work must be scheduled through the Property Management Office at JP Morgan Chase Tower, suite B1.009. With the exception of soldering, a building engineer must be onsite to assist at all times that hot work is performed. GC will be billed for the time expended. An hourly fee will be assessed for after hour hot work (3 hour minimum).

#### 4. Fireproofing :

- The General Contractor is responsible for all fireproofing issues.
- Any damage to the integrity of the base building fireproofing whether existing or caused by construction activities will be restored by an approved fire proofing contractor as identified in the approved contractors list. Fire proofing will match or supercede the building standard. Because the fireproofing design varies according to beam size and location, reference the blue print # A105 in the Engineering office for specific design information.
- Immediately following the demo phase, all areas that have been compromised and any existing areas will be properly fireproofed. **NO EXCEPTIONS**. Reference the blue print # A105 in the Engineering office for specific design information.
- The engineering department will make inspections with the General contractor during demo phase and during the construction of the lease area to ensure compliance regarding fireproofing.
- **All fire proofing shall be done by the approved fire proofing contractor as identified on the approved contractor list.**

## 5. Fire System

- All sprinkler work on multi-tenant or occupied floors must be done after hours. All precautions must be taken to avoid unpleasant fire system drain downs and sprinkler work, are to be done before or after normal base building hours. Base Building hours are Monday thru Friday ( **6 AM to 7 PM** )
- Twenty-four (24) hour notice must be submitted to the building management office for approval for any work affecting base building, MEP, sprinkler, fire safety or security systems.
- The Contractor shall coordinate all Fire Alarm System and Fire Sprinkler System related work with the building Management office. None of the aforementioned work shall commence until appropriate measures have been taken, and approved to assure that no false alarms will occur, that adequate building protection shall be maintained, and that all proper agencies have been notified of the shutdown parameters. Contractor shall be responsible for insuring restoration of such systems to normal operations immediately following completion of the work including notification to building management that the system is restored.
- Contractor **shall be imposed a fine of \$300 by the** owner for labor incurred responding to false alarms, caused by the contractor or construction.
- The contractor shall coordinate with building approved fire alarm company to remove/reinstall the smoke detectors with heat detectors to ensure proper protection while minimizing the potential for false alarms.
- Any after hour work or testing of the Fire Alarm System or Fire Sprinkler System will be manned by building personnel. GC will be billed for the time expended (3 hour minimum). **No alarm testing during normal business hours.**

■ End Of Life Safety Issues –

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**Light Bulbs and Ballast's:** Contractor is responsible for insuring that all light fixtures in the work area are working properly and are fully operational and cleaned upon job completion. This includes replacement of tubes and ballast's as required in light fixtures that are replaced added or re-positioned. The ballast will carry a 5-year warranty with a \$25 replacement labor allowance.

The JP Morgan Chase Tower light bulb and ballast spec is:

- GE T-8 XLSP 30 Eco Lamp 277 Volt
- Phillips <10% TDH Low Watt Programmable Instant Start

The 601 Travis light bulb and ballast spec is:

- GE F28 T8 SP35 ECO
- Phillips <10% TDH Low Watt Programmable Instant Start

**Locks and Keyways:** Only building standard locks and keyways are to be installed in the leased premises and all keying must be coordinated through **Dowley Security**. Prior to installation, all proposed hardware and keyways must be reviewed and approved by building management.

Abatement:

Any abatement performed will be paid for by tenant.

**Hazardous Materials:** Hazardous materials may not be brought onto or stored on the premises until obtaining written permission from the management office. Permission will not be given unless such material is properly stored in appropriate containers, (i.e.: flammable liquid cabinet), and all required permits are obtained from the City of Houston. Hazardous Materials are defined, but not limited to, the following:

Flammable Liquids    Combustible Metals

Cryogenics            Oxidizing Agents

Pressurized Gases    Flammable Solids

Liquefied Gases      Radioactive Materials / Explosives



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Contractor shall provide to the management office, prior to the start of construction, a complete MSDS binder for all chemicals used on the job.

**Penetrations:** All penetrations of piping, duct work, conduits, etc. through wall partitions, and doors shall be fire sealed to the landlord's satisfaction in order to maintain the integrity of the structures fire safety rating. The building's approved fire proofing contractor shall be utilized.

## **SALVAGE ITEMS**

All items salvaged for Owner's future use shall be removed to the storage staging area specified by the Property Manager **by the General Contractor**. Masonite shall be used to protect flooring while transporting materials to storage areas. This activity shall be coordinated with the Property Manager.

**Doors:** Remove and box all door hardware from existing doors and transport to the storage staging area. Transport all re-usable laminated doors that are in good condition to the storage staging area. All others should be discarded. Transport all re-usable wood faced doors to the storage staging area.

**Door Frames:** Separate incomplete door frames sets by LH, RH, & Top Track and transport to the storage staging area. All doorframes, which are bent, cut, modified, or painted a non-building standard color, should be discarded. Complete doorframes shall be disassembled, bound, labeled as to swing, and transported to the storage staging area.

**Top Track & Window Track / Framing:** All top track which is bent, deeply scratched, painted, and are cut shorter than 8', should be discarded. All window track and framing should be discarded.

**Ductwork /Air Distribution Devices / Electrical Duct Reheats:** All ductwork shall be discarded. All air distribution devices (i.e. diffusers/strip diffusers, circular non-insulated hard duct, and troffers) that are bent irreversibly, split open, or custom made are to be discarded. All others shall be transported to the storage staging area. All electrical reheats shall be transported to the storage staging area.

**Lights:** All light fixtures which are bent, deeply scratched, or painted shall be discarded. All light fixture lenses (without bases) which are scratched shall be discarded. All good fixtures shall be transported to the storage staging area.

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**Restroom Partitions & Hardware:** All Restroom hardware and partitions, which are re-usable, will be salvaged and shall be transported to the storage staging area.

**Ceiling Tile / Gridwork:** All building standard ceiling tiles which are not chipped, painted, or cracked shall be transported to the storage staging area. All others shall be discarded.

**Miscellaneous:** All items not identified above shall be brought to the attention of the Property Manager to determine disposition.

**The General Contractor shall reimburse the owner for expenses related to removing the above mention items if they are neglected during the project.**

# JP Morgan Chase Tower Tenant Manual



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## SECURITY

### Building Access

Normal business hours are from 6:00 A.M. to 6:30 P.M. Monday through Friday. After 7 P.M. and through the weekend, all entrances to the building are locked and ingress is by card-key access or pre-approved access list only.

Any and all access after normal business hours must be approved and coordinated through the Hines Management Office. **No exceptions.**

All workers shall use the loading dock entrance, so visitor ID badges can be issued. These badges must be worn at all times.

**After hours security** is required for access into adjacent tenant suites and this labor is a billable service.

### Loading Dock

- Loading dock parking is for delivery of materials and equipment only (no hand held items). Upon completion of any delivery, all vehicles must be removed and parked off premises.
- All spaces are on a first come, first serve basis. All vehicles parked on the loading dock are governed by a 30 minute parking limitation.
- Management reserves the right to tow vehicles after 30 minutes should the contractor, mover, truck driver, etc. does not adhere to the rules and regulations outlined.
- Stocking of material and large deliveries that can disrupt the normal operation and flow of the freight elevators will not be allowed access into the loading dock and are required to be scheduled for after hour loading dock access.

### Freight Elevators

- All construction materials, tools and trash are to be transferred to and from the work area via the freight elevators.
- Propping of the freight elevator doors is prohibited. Contractor is responsible to pay for damages, service call outs and housekeeping.

# JP Morgan Chase Tower Tenant Manual



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- Under no circumstances shall the passenger elevators be used for the purpose of moving tools, materials, equipment or trash.
  - Use of the freight elevators during normal business hours will be on a first come, first serve basis.
  - All after hours use must be scheduled through the Property Management Office. Contractors reserving a freight elevator will be expected to sign in at the security console in the building lobby.
  - All freight elevator reservations must be made in writing (24 hours notice required) to the Property Management Office; there are no guarantees, sharing may be necessary.
  - In the event the building furnishes an approved operator for after hour operations, an hourly fee will be assessed for after hours use (4-hour minimum).

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## Approved Contractor List for 600 & 601 Travis

The contractors on this list were approved by using the following guidelines:

Contractors must supply a current Certificate of Insurance with adequate coverage amounts and correct Additional Insured/Certificate Holder information, found in Exhibit A (Insurance Requirements) in this document.

Contractors must have a favorable Dunn and Bradstreet rating, where applicable.

Contractor must supply a comprehensive list of references including projects of similar size and scope to the proposed project.

Building Management has final approval of the contractor, based on interview(s) with the contractor, their work history in the building, their work history in other buildings and their reputation in the industry.

Company	Contact	Phone	E-Mail/Fax
<b><u>Mechanical</u></b>			
AMS	Bob Henry	O: 281-403-1701 C: 281-507-5069	<a href="mailto:Rhenry@amsfusa.com">Rhenry@amsfusa.com</a>
A/W Mechanical Services	George O'Keeffe	O: 713-869-7584 C: 713-302-2920	<a href="mailto:George.okeeffe@awmechanical.com">George.okeeffe@awmechanical.com</a>
Graco	David Bittner	O: 713-978-7000	<a href="mailto:Dbittner@gracomechanical.com">Dbittner@gracomechanical.com</a>
Gowan	Scott Joutraw	O: 713-696-5400 C: 713-817-2315 O: 713-783-3201	<a href="mailto:sjoutraw@goweninc.com">sjoutraw@goweninc.com</a>
Letsos	Dan Riley	Extn. 3367	<a href="mailto:driley@letsos.com">driley@letsos.com</a>
MLN	Roy Cizmar	O: 713-783-3201 C: 713-828-4702	<a href="mailto:roy_cizmar@mlncompany.com">roy_cizmar@mlncompany.com</a>
<b><u>Certified Air Balancers</u></b>			
SCI	Johnny Norwood	O: 713-696-5457	<a href="mailto:Jnorwood@gowaninc.com">Jnorwood@gowaninc.com</a>

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## Plumbing

AMS	Mike McClintock	O: 281-403-1701 C: 832-473-1089	<a href="mailto:mmcclintock@amsofusa.com">mmcclintock@amsofusa.com</a>
CE Anderson	Chris Anderson Tim Anderson	O: 281-937-0191	<a href="mailto:chris@ceandersoninc.com">chris@ceandersoninc.com</a> <a href="mailto:Tim@ceandersoninc.com">Tim@ceandersoninc.com</a>
Gowan	James Carman	O : 713-696-5400 C : 713-829-7884	
Graco	David Stahl	O: 713-978-7000	<a href="mailto:Dstahl@gracomechanical.com">Dstahl@gracomechanical.com</a>
Letsos	Dan Riley	O: 713-783-3201 Extn. 3367	
MLN Company	Roy Cizmar	C: 713-828-4702	<a href="mailto:roy_cizmar@mlncompany.com">roy_cizmar@mlncompany.com</a>

## HVAC Controls

Computrols	Wayne Leatherwood	O: 281-352-8910	<a href="mailto:waynel@computrols.com">waynel@computrols.com</a>
AW Mechanical	George O'Keeffe	O: 713-869-7584 C: 713-302-2920	<a href="mailto:George.okeeffe@awmechanical.com">George.okeeffe@awmechanical.com</a>
Johnson Controls	Keith Evans	O: 713-560-5210 O: 866-862-0459 (service)	<a href="mailto:Keith.j.evans@jci.com">Keith.j.evans@jci.com</a>

## Fireproofing

Fireproof Contractors	Chris Yargo	O: 713-690-7600 C: 713-818-2368	<a href="mailto:chris@fireproofcontractors.com">chris@fireproofcontractors.com</a>
Payless Insulation	Elisa Dias	O: 713-868-1021 C: 281-667-5608	<a href="mailto:edd@paylessinsulation.com">edd@paylessinsulation.com</a>

## Insulation

FGH Insulation	Robert Grein	O: 713-462-3474	
Paragon Insulation	Charlie Rodriguez	O: 713-678-4024	<a href="mailto:Charlieparagon@aol.com">Charlieparagon@aol.com</a>
Farley's Insulation	Rev. R.L. Farley	O: 281-442-8814	

## Electrical

Fisk Electric	Toby Davis	O: 713-224-1081 C: 713- 545-2546 H: 281- 350-2852	<a href="mailto:toby_fiskelectric@sbcglobal.net">toby_fiskelectric@sbcglobal.net</a>
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	Karl Juergen	O: 713-865-9498	<a href="mailto:Kjuergen@fiskcorp.com">Kjuergen@fiskcorp.com</a>
		F: 713-865-9130	
Britain Electric	Dennis Beavers	O: 713-228-4509	
		C: 713-208-7292	
McDonald Electric	Randy Berry	O: 713-759-1828	<a href="mailto:rberry@mcdonaldinc.com">rberry@mcdonaldinc.com</a>
		C: 713-875-0427	
Melton Electric	Tommy Garman	O: 713-680-0011	<a href="mailto:tgarman@meltonelectric.com">tgarman@meltonelectric.com</a>
		C: 281-541-3018	

## Riser Cable Pulls

leSmartSystems	Gary Colvin	O: 281-447-6278	<a href="mailto:Gcolvin@iesystems.com">Gcolvin@iesystems.com</a>
		C: 713-557-9275	
3 <sup>rd</sup> Coast Cabling	Jim Krok	O: 713-690-7702	<a href="mailto:Jkrok@houston.rr.com">Jkrok@houston.rr.com</a>
		C: 713-208-4461	
General Cabling Services, LLC	Ted Pardee	O: 713-721-9732	<a href="mailto:Tpardee@dally.com">Tpardee@dally.com</a>
		C: 281-726-1480	

Any of the  
electrical  
contractors listed  
above.

## Fire Alarm

SimplexGrinnell –		O: 281-671-3300	
<b>601 Travis ONLY</b>	David Barrett	C: 281-960-9840	<a href="mailto:dabarrett@simplexgrinnell.com">dabarrett@simplexgrinnell.com</a>
Firetron –		O: 281-499-1500	
<b>JP Morgan Chase Tower ONLY</b>	Glen Christmas	C: 281-831-6187	<a href="mailto:gchristmas@firetron.com">gchristmas@firetron.com</a>

## Sprinklers

FLSA (Universal)	Jerry Windt	O: 713-937-3332	<a href="mailto:jwindt@FLSamerica.com">jwindt@FLSamerica.com</a>
		C: 832-282-5150	
Fire Water	Paul Battaglia	O: 281-855-1970	<a href="mailto:paulb@firewaterservices.com">paulb@firewaterservices.com</a>
		C: 281-652-6003	

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Terry Bacon O: 281-499-1500  
[terryb@firewaterservices.com](mailto:terryb@firewaterservices.com)

Western States Eric Milford C: 281-642-1308  
O: 713-896-9941  
C: 713-480-4943  
[eric.milford@wsfp.us](mailto:eric.milford@wsfp.us)

## **Glass and Glazing**

Clay's Glass Jason Terry O: 713-681-1240  
C : 713-545-7791  
[jasonterrycgs@aol.com](mailto:jasonterrycgs@aol.com)

Bosshamer Glass Jimmy Bosshamer O: 713-937-3917  
[Bosshamer@msn.com](mailto:Bosshamer@msn.com)

## **Security and Mag Locks**

AIC Ken Zetka O: 281-277-9667  
Eddie Smith C: 832-642-4079  
[ken@aic-security.com](mailto:ken@aic-security.com)  
[esmith@aic-security.com](mailto:esmith@aic-security.com)

## **Roofing**

Chamberlin Mike Lawrence O: 713-880-1432  
C: 713-857-7211  
[mike@cwrsi.com](mailto:mike@cwrsi.com)

Taylor Waterproofing Bob Taylor O: 713-691-1430  
C: 281-831-0296  
[btaylor@taylorwaterproofing.com](mailto:btaylor@taylorwaterproofing.com)

## **Waterproofing**

Taylor Waterproofing Bob Taylor O: 713-691-1430  
C: 281-831-0296  
[btaylor@taylorwaterproofing.com](mailto:btaylor@taylorwaterproofing.com)

AMST Phil Sokulski O: 713-520-9573  
C: 713-875-6264  
[p.sokulski@jobs-amst.com](mailto:p.sokulski@jobs-amst.com)

Chamberlin Mike Lawrence O: 713-880-1432  
C: 713-857-7211  
[mike@cwrsi.com](mailto:mike@cwrsi.com)

## **Structural Engineering**

CBM Engineers, Inc. Nick Tahtaouh O: 713-629-1982  
[javed.malik@c-b.com](mailto:javed.malik@c-b.com)

[nick@cbmengineers.com](mailto:nick@cbmengineers.com)

## **Structural Beams**



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Lucky Steel

Bruce Smith

O: 281-403-5013

[Bsmith3284@aol.com](mailto:Bsmith3284@aol.com)

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## Approved General Contractor List

Company	Contact	Phone	E-Mail
Basic Builders	Don Baer	O: 713-460-3966 C: 832-309-0769	<a href="mailto:dbaer@basicbuilders.net">dbaer@basicbuilders.net</a>
Cactus Builders	Martin Gonzales	O: 713-228-0808 C: 713-689-4204	<a href="mailto:martin@cactusbuilder.com">martin@cactusbuilder.com</a>
Constructors & Associates	David Coleman	O: 713-650-6420 C: 713-650-6415	<a href="mailto:david.coleman@constructors.com">david.coleman@constructors.com</a>
D.E. Harvey Construction	Mike LaPoint	O: 713-550-1574 C: 832-256-8058	<a href="mailto:mlapoint@harveybuilders.com">mlapoint@harveybuilders.com</a>
O'Donnell/Snider	Trey Snider	O: 713-782-7660	<a href="mailto:tsnider@odonellsnider.com">tsnider@odonellsnider.com</a>
Pride Services Co., Inc., The	Junior Dean	O: 281-821-7383 F: 281-821-7391	<a href="mailto:rdean@prideservices.net">rdean@prideservices.net</a>
Spaw Maxwell	David Spaw	O: 713-222-0900 C: 713-806-4668	<a href="mailto:spaw@spawmax.com">spaw@spawmax.com</a>
Turner Construction	Stan D. Jablonski	O: 713- 358-8223 C: 832-250-6186	<a href="mailto:SDJablonski@tcco.com">SDJablonski@tcco.com</a>
Tejas Interior Renovations	Joel Hernandez	O: 713-222-1333 C: 281-541-5609	<a href="mailto:Tejasdrywall00@sbcglobal.net">Tejasdrywall00@sbcglobal.net</a>
Trademark	Chris Hines	O: 713-688-9496 C: 281-850-3403	<a href="mailto:chines@trademarkconst.com">chines@trademarkconst.com</a>

## Door Repair, Painting, Refinishing

Company	Contact	Phone	E-Mail
Al Dowden	Al Dowden	C: 832-922-0860 F: 281-376-3682	<a href="mailto:abdowden@aol.com">abdowden@aol.com</a>
Scantlan, Glenn & Rene(door)	Glenn & Rene Scantlan	O: 281- 429-2763 C: 832-274-8621	

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## Approved Mechanical Engineering List

<b>Company</b>	<b>Contact</b>	<b>Phone</b>	<b>E-Mail</b>
Dominion Interest	Michael Green	O: 713-626-7155 C: 713-864-6856	<a href="mailto:mjgreen@dominioninterests.com">mjgreen@dominioninterests.com</a>
IANaman	JJ Burdin	O: 713-860-3673 C: 713-376-5624	<a href="mailto:jjburdin@ianaman.com">jjburdin@ianaman.com</a>
Redding Linden Burr	Robert Thomas	O: 713-237-9800 C: 713-256-9677	<a href="http://www.rlbengineers.com">www.rlbengineers.com</a> <a href="mailto:bthomas@rlbengineers.com">bthomas@rlbengineers.com</a>
Telios	Brian Peterson	O: 281- 265-1636 C: 281-793-4042	<a href="mailto:bpeterson@teliospc.com">bpeterson@teliospc.com</a>
Wylie	Ben Wylie	O: 713-785-2526 C: 713-806-2856	<a href="mailto:gwylie@wylieassociates.com">gwylie@wylieassociates.com</a>

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## Approved Asbestos Survey/Asbestos Abatement

EFI Global

Rick Anderson

O:832-518-5145

## Approved Accessibility and Code Services (ADA)

American  
Construction  
Investigations, LTD

Jeremy Murphy

O:713-864-8494

[jmurphy@acico.com](mailto:jmurphy@acico.com)

## BUILDING STANDARD MATERIALS

Light Fixtures 2' x 4'	Match Existing  Motorola / Phillips Alto T-8 Lamp 277 Volt  Motorola <10% TDH Low Watt Instart Start
Ballast	
Locksets	Sargeant 8205 LNB US-26
Closures	Sargeant EB-1250 UO
Electromagnetic Closures	Chapmin Smidt LCN-4010-SE 24 Volt
ADA Door Assist	LCN Door Closure Middle Swing Automatic Operator
Ceiling Tile (N/A Sheetrock)	Armstrong World Industries 1912 Ultima, Beveled Tegular/Lay-In 24" x 24" Factory Applied Latex, White Class A 15/16" Grid
Occupancy Sensors	Sensorswitch Passive Dual Tech Decorator Wall Sensors WSD-PDT Series
Doors	Teak Veneer Solid Core 3' x 9'
Door Frames	Raco FS-123 Fastrack Frames Bronze Duralaq, Series 375

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Hinges	T2731 4 1/2 x 4 D3
Electric Locks	Security Door Controls Marty Galis (817)461-2079 HiCenter Serials 5051 Lock Template # 8T35334 (Specify right or left hand door), 115/120 Volts

## INTERIOR FINISHES

### Main Lobby

Floor:	Laurentain Rose - Flame Finish Insets - Barre Grey - Flame Finish
Walls:	Barre Grey - Polished Finish (Typical)

### Elevator Cabs

Walls:	Krypton
Floor:	Karastan – Fortitude, Color# 1142 Chicory (Direct glue down), Floor is steel base with wood glued, screwed & floated to taper down to threshold.
Doors:	Stainless Steel - #8 Mirror Finish
Handrails:	2 1/2" Outside Diameter - Stainless Steel
Ceiling:	Stainless Steel - Tyler #104 - Imperial Finish

### Typical Corridors

Carpet:	Prince Street – Simply Irresistible, Color#404516, Ez Like Butter (Direct glue down)
Accent Carpet*:	*At the elevator entries in the passenger lobby.  Masland – Keysone, Color# 287, Black (Direct glue down)
Base:	4" Resilient Straight Roppe Rubber, Black

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Door Frame:	Raco FS123 Series 375 - Bronze Duralaq
Doors:	Teak
Ceiling:	24" x 24" Armstrong 705A Armstrong Prelude 15/16" Exposed Tee System
Hardware:	Sergeant - Lever Handle US 26 Finish with Butts to Match Frame
Paint:	M3 - 9916 <u>SW paint</u> eggshell (for hallways) 869 <u>SW paint</u> - eggshell or flat (for tenant suites)

## **Fixtures – Building Standard are:**

Sink:	Ovalyn II 0496.001
Fittings:	Chicago
Faucet:	Chicago #404-A317CP
P-Trap:	McGuire #8902
STOP:	Chicago #1006

## **Insulate drain and supply lines with Plumberex #3011 or Equal**

Grab Bars:	Bobrick B-2840
Toilet Tissue Dispenser:	Bobrick B-2840

## **Restrooms - Men's**

Counter:	Sierra Grey Granite - Polished
Floor:	1" Tile, Daltile, Mosaics Unglazed Mottled Light Gray D336
Wall & Base	1" Tile, American Olean A-12 Pepper White, plus Cove Piece at transition

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Tiles:	1" Tile, Daltile, Mosaics Unglazed Mottled Light Gray D336
Grout:	Laticrete Daltile 544 Bright White
Toilet Partitions:	Benjamin Moore, M01775 (yellowish beige), oil-based high gloss (M22), Electrostatic or HVLP applied  (Use a "rapid dry" solvent and an odor eliminator if using HVLP)  *Partitions on some floors have custom colors. See Landlord to confirm specifications.

## **Restrooms - Women's**

Tile:	1" Tile, American Olean A-20 Beachtan
Counter:	Imperial Red Granite - Polished
Floor:	1" x 1" Beach Tan (American Marble)
Wall & Base	1" Tile, American Olean A-12 Pepper White, Plus Cove Piece at transition
Grout:	Laticrete Daltile 85 Almond
Toilet Partitions:	Benjamin Moore, M01775 (yellowish beige), oil-based high gloss (M22), Electrostatic or HVLP applied  (Use a "rapid dry" solvent and an odor eliminator if using HVLP)  *Partitions on some floors have custom colors. See Landlord to confirm specifications.



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## Fire Extinguisher Cabinets

Model: ESM - A; Trim: 3/8; JL Industries

### Exit Signs

Regardless of style of sign chosen within a tenant space, the following sign shall be used:

Exitronix,

623-580-3948 – 800 LED-EXIT

LED Edge-Lit 900 Series

6" Lettering, Recessed Mounting, Red Lettering, Brushed Aluminum

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## MINIMUM MEP

### ENGINEERING REQUIREMENTS

This outline identifies mechanical and electrical engineering requirements that should be included with the base proposal for all engineered lease space at 601 Travis.

#### **Schematic Design**

1. Consult with client and owner to ascertain requirements for the project
2. Assist in block space requirement for M/E systems. (If necessary)
3. Conduct equipment survey of existing space to determine power and wiring requirements of existing equipment. (If any)

#### **Design Development**

1. Consult with client and owner to ascertain refined requirements. (If necessary)
2. Prepare schematic design development documents indicating zoning and areas with 24-hour air conditioning. (If necessary)
3. Provide alternate for supplemental air and independent controls for all conference, LAN, computer and other special use rooms.
4. Small projects may not require this development. (To be determined by owner)

#### **Contract Documentation**

##### A. Mechanical Requirements

1. Engineer shall use backgrounds from CAD disks showing reflected ceiling plan which indicates partition walls, doors (including door swings), and pattern and location of light fixtures to show the following:
  - a. Existing ductwork, diffusers and air quantities for entire floor
  - b. Air supply and return outlet types

- c. Air supply and return outlets, locations and air quantities
- d. Total CFM quantities of AHUs.
- e. CFM quantities of each zone
- f. Thermostat and building automatic control temperature sensor locations
- g. Fire and smoke dampers where required by code
- h. Schedule of capacity for new equipment
- i. Base building AHU zone identification. Drawing attached.
- j. Engineer shall design the metering of tenant's Chilled Water service in accordance with the tenants lease language. The recommended meter type is listed below:

## **BTU Meter Type**

Onicon System – 10

2. New equipment location to be field verified and shown accurately on drawings. All new chilled water hot taps require a minimum 2 ½ inch connection.

## **B. Electrical Lighting Requirements**

1. Engineer shall use backgrounds on CAD disks showing reflected ceiling plan indicating partition walls, doors (including door swings), and pattern and location of light fixtures to show the following:
  - a. Circuiting of building standard light fixtures.
  - b. Designation of fixture types (Client to select fixtures)
  - c. Switching of light fixtures
  - d. Tabulation of circuits and electrical loads to show compliance with base building load allocation.

- e. Emergency egress and exit lighting where required by code.
2. New equipment location to be field verified and shown accurately on drawings.
3. Indicate area fire alarm system devices where required by code.

## C. Electrical Power Requirements

1. Engineer shall use backgrounds on CAD disks showing building perimeter, core layout, locations of partition walls, doors, telephone outlets, electrical equipment outlets, receptacle outlets, data/signal outlets, and dimensions of floor and wall outlets (where a specific dimension is required) to show the following:
  - a. Circuiting of general purpose electrical outlets and standard office equipment
  - b. Special electrical requirements
  - c. Tabulation of circuits and electrical loads to show compliance with base building load allocation
  - d. Include watts/sq. ft. of low and high voltage within tenant space to electrical drawings.
2. Engineer shall design the metering of tenant's electrical service in accordance with the tenants lease language. The recommended meter type is listed below:

Veris - Hawkeye

## D. Plumbing Requirements

1. Engineer shall show plumbing requirements on mechanical background along with necessary riser diagrams, details and equipment specifications.
2. Water services for coffee bars including sanitary waste and vent piping.

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3. New equipment location to be field verified and accurately shown on drawings.

## **Administration Requirements**

1. Review shop drawings and other submittal data at least twice.
2. Make at least two job visits and provide a written report of each visit to the building Property Manager and engineering department.
3. Make a final job site visit and provide written report to building Property Manager and engineering department.
4. Review and provide a written report on the mechanical air balance report.

## **Other Requirements**

1. All design work will adhere to 601 Travis base building mechanical, electrical, and plumbing specifications.
2. All design work will comply and reference, in the mechanical notes, 601 Travis Contractors Rules and Regulations.
3. Mechanical design must include and follow 601 Travis Mechanical / Electrical Notes (TME - 1).
4. Mechanical design must include and follow 601 Travis AHU / FCU specifications.
5. Metering Devices: A schedule of all utility meters as part of the project is required.

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## EMERGENCY TELEPHONE NUMBERS

Property Management Office (Answered 24 Hours/7 Days).....713.223.0441

Lobby Security Console (Located in the Main Lobby) .....713.223.4990

JP Morgan Chase Tower Emergency Status Line .....  
713.866.6224

*(This number is "listen only" and will give emergency status updates regarding building operations at JPMorgan Chase Tower)*

Houston Fire Department..... 911

Houston Police Department..... 911

Ambulance..... 911

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## EMERGENCY PROCEDURES

### INTRODUCTION

In recent years, the term “life safety” has been accorded new emphasis as it affects all aspects of daily living. In order to keep pace with the hazards of the times and to offer a secure building environment certain protective measures must be implemented.

When confronted by an emergency, realize that “Emergency Procedures” are only an operational guide if effectively implemented by Property Management and the Tenant Wardens in combination with a vital personal ingredient: **COMMON SENSE!**

That successful execution of the emergency plan depends upon the degree of confidence, cooperation and coordination mutually achieved by the Tenant Wardens, their fellow employees and the Property Management.

In that regard, each Tenant Warden must manifest an unselfish responsibility toward the “Common Good,” i.e., the safety of all occupants of the building. This can be achieved if each tenant gives it support to the following:

- Assign responsible, and preferably senior/tenures personnel to function as Tenant Wardens, Assistants and Back-Ups;
- Insist that Tenant Wardens read and understand the emergency procedure and evacuation plan in its entirety;
- Assure that this plan, along with the Tenant Warden contact name, location and phone number is adequately disseminated to each employee in the office;
- Allow Tenant Wardens to participate in periodic training sessions which will equip them to perform specialized emergency assignments;
- Enthusiastically support the overall objectives of the building’s emergency plan.

Tenants are encouraged to include specific procedures in their individual operation emergency plans for their suite, for example: procedures to safeguard monies, negotiable instruments, original contracts, etc.

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## EMERGENCY PROCEDURES

### PURPOSE

The emergency plan for JP Morgan Chase Tower was established to be an integral part of the office building's response to emergencies. The contents of this plan are designed as an "operation guide" for the behavior, safety and protection of tenants and visitors of the building.

### SCOPE

The emergency plan establishes a sequential "plan of response" for initially recognizing, identifying and reporting the existence of specific emergency situations threatening the building and/or inhabitants. The plan also provides for the safety and protection of endangered personnel and/or building assets.

When implemented, and supplemented with appropriate instructions from the building's Property manager (or his representative), this plan becomes an operational tool for effective and responsive action when occupants of the building are forced to cope with various emergency situations.



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## TENANT WARDENS

### QUALIFICATIONS, DUTIES AND RESPONSIBILITIES OF THE TENANT WARDENS AND THEIR BACK-UPS TO CONTROL AN EMERGENCY

Tenant Wardens, and their Back-Ups, are to be selected on the basis of two major criteria:

They must be intelligent, alert and resourceful individuals who are capable of performing in a leadership role during an emergency situation;

They must generally be working in their respective company areas within the building, rather than having primary duties and responsibilities elsewhere.

Tenant Wardens are the “connecting links” between the Property Management Office and their respective employees. As such, they have direct control and responsibility for all decisive matters relating to the safety of their employees during an emergency.

Tenant Wardens are responsible for selecting, identifying and training sufficient back-up personnel and emergency assistants to effectively perform their emergency duties and responsibilities. They are responsible for communicating appropriate pre-planned emergency procedures and/or data to all employees under their jurisdiction through personnel orientation and/or company bulletin boards.

Tenant Wardens and their Back-Ups must be knowledgeable about what is not commonplace, i.e., “unusual” or “foreign” to the normal environment of their respective company areas, so that in the event of a bomb threat, they will be qualified and instrumental in conducting a search, as well as assisting in the identification of any suspicious items.

### TENANT SUPERVISOR’S EMERGENCY DUTIES AND RESPONSIBILITIES

While all tenant supervisory personnel and employees should have constructive knowledge of the operational aspects of the emergency procedures, they must recognize that it is essential for them to voluntarily subjugate themselves to emergency instructions given to them by the Tenant Wardens and/or their Back-Ups in order to ensure a safe and orderly response to any emergency situation.

Each tenant supervisor has two principal emergency duties and responsibilities:

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- They must be calm, responsive and able to help eliminate confusion, fear and/or panic among their subordinates;
- They must faithfully execute any emergency duties and responsibilities assigned them during the existence of an emergency situation.

## TENANT EMPLOYEES EMERGENCY DUTIES AND RESPONSIBILITIES

All tenant employees must respond to official emergency instructions as if lives depend upon it... because lives do! The emergency plan and procedures were established to save lives and require strict compliance in order to be effective.

## TESTING OF THE BUILDING'S EMERGENCY PLAN AND PROCEDURE

Various aspects of the emergency plan and procedures will be tested on a deliberate, systematic and periodic basis in accordance with instructions from the Property manager and the Houston Fire Department.

Such testing will familiarize key personnel with their emergency duties and responsibilities and will help evaluate the emergency plan and procedures by identifying deficiencies. This will allow for the opportunity to make adjustments and corrections to the plan prior to an actual emergency situation.

Fire evacuation drills are required by law and held to ensure your safety. Participation in fire drills is not voluntary... it is mandatory for everyone!

## CONDUCT WITH NEWS MEDIA

For the protection and safety of all building occupants, tenant employees are requested to refer news media inquiries to their respective company's public relations representatives or to the Property Manager.

## REPORTING CHANGES IN TENANT WARDENS AND BACK-UPS

Tenant Wardens are the appointed liaison between the Property Management Office and their respective organization. Communication of any emergency instructions and information must never be interrupted due to transfer or loss of this key individual.

**Any changes in the employment status and/or replacement of each Tenant Warden or their officially designated Back-Up must be reported immediately in writing to the Property Management Office in order to maintain reliable communication during emergency situations. You may**

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report these changes to the Management Office by going to “Emergency Information” on our website. Special efforts must also be made to adequately inform company employees on who they should look to for leadership during an emergency situation, especially when there are staffing changes.

Please note that Tenant Wardens are required by law to attend a High Rise Evacuation Seminar hosted by the Houston Fire Department every five (5) years. We must have a copy of each Fire Warden’s High Rise certificate on file in the Management Office.

## REQUIRED NUMBER OF FIRE WARDENS

There must be at least two (2) Fire Wardens per floor regardless of square feet occupied. The number of representatives required is determined by the amount of square footage in your leased space per floor, as follows:

0-15,000 square feet	two (2) representatives are required
15,001-22,500 square feet	three (3) representatives are required
22,501-30,000 square feet	four (4) representatives are required

Each additional 7,500 square feet or portion thereof will require an additional representative.

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## EVACUATIONS (FIRE, BOMB THREATS, EXPLOSIONS)

### EVACUATION PLAN

When the decision to evacuate has been made by the Houston Fire Department and/or the Hines Property Management Office, the Tenant Wardens will be instructed by the Fire Command Station to assist in the evacuation by maintaining an orderly and safe flow of personnel. Each Tenant Warden will check all areas of each suite to assure that all occupants have evacuated the floor and then will proceed to evacuate themselves.

### EVACUATION PROCEDURE

When the order for evacuation has been given, the Tenant Warden, Back-Up and/or assistants must take the following steps:

- Follow the evacuation plan provided by the Houston Fire Department;
- Inform all personnel in respective areas as to when and where to evacuate;
- Be the last to leave, making sure all personnel have safely exited the area;
- Identify and give priority to the movement or evacuation of nervous, emotional, ill and/or mobility impaired personnel. A current list of these individuals should be maintained by the Tenant Warden and regularly updated for the Property Management office;
- Elevators will not be used for evacuation unless directed by the Houston Fire Department;
- Assign assistants to:
  - Assist any mobility impaired personnel;
  - Properly secure and safeguard special company records, original contracts and negotiable instruments and lock appropriate files, vaults, closets, desks, etc.
  - Unplug appropriate electrical equipment, machines, hot plates, coffee makers, etc.
  - Check for employee and visitor stragglers, turn off light and close office doors. Do not lock the door if office is involved in fire emergency.

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- Establish and announce a “rendezvous point” where employees will meet for communication of emergency and/or re-entry information from the Property Management Office.
- Advise employees to bring with them their essential possessions as they will not be allowed to re-enter during the emergency.
- Assure employees and visitors that emergency plans have been established and tested and personnel have been trained to handle an emergency evacuation situation. Remind everyone to be quiet and remain calm during an evacuation so that emergency instructions can be heard and understood by all.
- When evacuation is complete, assemble and account for all personnel:
  - **Total number of employees moved and/or evacuated**
  - **Total number of visitors moved and/or evacuated**
  - **Total number of missing personnel**
  - **Names of missing personnel**

If the Tenant Warden determines that employees and visitors are in imminent danger and has been unable to get in touch with the Property Management Office in a reasonable length of time, the Tenant Warden may determine it prudent to exercise independent judgment and move and/or evacuate personnel without being given a specific route to follow. As soon as group reaches a point of safety, please call the Property Management Office at (713) 223-0441.

For future reference by the Property Manager and security director, write a brief report covering actions in response to the emergency including any special problems or incidents encountered and submit it in a timely manner to the Property Management Office.

## **REMEMBER**

Tenant Contacts, Wardens and their Assistants and Back-Ups must demonstrate by what they say and do that they are capable of leading their employees and visitors to safety.

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## **FIRE EVACUATION PLAN – FIRE DURING WORKING HOURS**

### **IF YOU SEE FIRE, SMOKE OR SMELL SOMETHING BURNING**

- Immediately call the Fire Department at 911 and/or activate the fire alarm pull station
- Call the Property Management Office at 713.223.0441
- Isolate the fire, if you can do so safely, by closing the door
- Contact the Fire Warden(s) on the floor with the fire and give the location and severity of the fire
- If directed to evacuate by the Fire Department or the Property Management Office, or if unsafe conditions warrant leaving the floor, evacuate **DOWN** to the next re-entry floor by using the fire exit stairs... never use the elevator!

### **IF YOU THINK YOU SMELL SMOKE**

- Immediately call the Property Management Office at 713.223.0441
- Contact the Fire Warden(s) on the floor with the odor and give the location and characteristic of the odor.

### **IF YOU HEAR THE FIRE ALARM**

- Call the Property Management Office at 713.223.0441
- Direct all occupants on the floor in alarm to the fire exit stairs and await further instructions.

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## FIRE EVACUATION PLAN – FIRE AFTER WORKING HOURS

### IF YOU SEE FIRE, SMELL SMOKE OR HEAR A FIRE ALARM

- Immediately call the Fire Department at 911 and/or activate the fire alarm pull station
- Call the Property Management Office at 713.223.0441
- Isolate the fire, if you can do so safely, by closing the door
- Call security at 713.223.4990
- If directed to evacuate by the Fire Department or the Property management Office, or if unsafe conditions warrant the leaving the floor, evacuate DOWN to the next re-entry floor by using the fire exit stairs... never use the elevator!

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## SUSPECTED BOMB THREATS/SAFETY PRECAUTIONS

The safety precautions listed below are designed to acquaint tenants with several factors to be considered in the search and discovery of suspected bombs. Do not dismiss any precautions as unimportant or take them for granted. Adequate knowledge of these precautionary provisions may save the lives of employees, visitors and customers.

- Do not use radio equipment to transmit messages.
- Do not turn light switches either off or on.
- Do not smoke or light any matches.
- Do not accept the contents of any container as bona fide just because it was delivered in a generally routine manner; nor should tenants accept container markings and/or appearance as sole evidence of contents.
- Do not touch or change the position of a suspected bomb.
- Do not shake, shock or jar a suspected bomb.
- Do not cover or carry a suspected bomb.
- Do not open or cut any strings or cords on any suspicious container or object.
- Do not unscrew, unlatch unhook or lift the cover off of a suspicious object.
- Do not submerge a suspected bomb in water.



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## BOMB THREATS

At no time should a bomb threat be ignored or treated as a false alarm. Please follow the instructions below when a bomb threat call is received:

- Keep the caller on the line for as long as possible.
  - Tell the caller that the building is occupied and an explosion might cause the death of innocent people
  - Listen for background noises that might help in determining from where the call was made
- Obtain as much information as possible from the caller.
  - Location of the bomb
  - Time of detonation
  - Outside appearance of bomb and type of bomb
  - Reason for planting bomb
- At the conclusion of the call, immediately report the bomb threat to the Property Management Office and provide the following information:
  - Your name
  - Your location and phone number
  - Name of the “initial recipient”
  - Time the call was received
  - Name of anyone listening in to the threat
  - Name of any employee threatened by the caller
  - Normal work location of threatened employee
  - Time bomb was supposed to detonate
  - Exact location of where the bomb was placed

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- Outside appearance and description of the bomb
- Reason given for the bomb threat
- Notify your supervisor of the bomb threat call
- Have all written records or notes of the bomb threat call available for the proper authorities
- Quickly and thoroughly search your company area for “suspicious, unusual or foreign items: (suspected bombs) and report any finding. Do not under any circumstances touch, move, jar, disturb or cover any suspicious items that are found. Report all finding to the Property Management Office.
- If the Houston Police Department requests evacuation the Property Management Office will notify building tenants. Identify and give priority to the movement and evacuation of nervous, emotional, ill and/or mobility impaired personnel. Upon evacuation, establish and announce a rendezvous point for employees to regroup. If you decide that your employees and visitors are in imminent danger, exercise your independent judgment and move or evacuate your personnel as soon as possible.
- Please make only necessary phone calls as it is important to maintain open phone lines.
- Following the conclusion of the bomb threat emergency, and for future reference by the Property Manager and security director, write a brief report covering actions in response to the emergency including any special problems or incidents encountered and submit it in a timely manner to the Property Management Office. Retain copies of these reports for future organizational reference.

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## EXPLOSIONS IN AND AROUND BUILDING

Upon receiving notification that an explosion has occurred, the tenant contact should obtain the following facts:

- Name of person calling
- Location of person calling
- Exact location of explosion
- Cause of explosion, if known
- Did explosion cause fire or other imminent danger, and if so, what and where? Immediately report the following information to the Property Management Office at 713.223.0441:
  - Your name and location
  - Your company's name
  - Any reasons you have to believe explosion was caused by bomb
  - Extent of casualties and number and type of injuries.

Move or evacuate employees and visitors from tenant area if required. Following the conclusion of the situation, and for future reference by the Property Manager and security director, write a brief report covering actions in response to the emergency including any special problems or incidents encountered and submit it in a timely manner to the Property Management office. Retain copies of these reports for future organizational reference.

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## **MEDICAL EMERGENCIES**

In the event of a medical emergency, first call 911 and request the appropriate response. Next, please contact the Property Management Office at 713.223.0441 immediately and report the following information:

- Your name, company's name and location;
- The nature of the medical emergency;
- Exact location and name of the person situation is in reference to;
- Verify that an ambulance has been requested and is on its way to the building;
- Property Management and Security will assist the 911 response.

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## NATURAL DISASTERS

### TORNADOES OR FUNNEL CLOUDS

In most cases advance warning of a tornado is unlikely. For this reason, if a tornado is sighted approaching the building, please notify the Property Management office and being moving office staff to the interior corridors and elevator lobbies of the building. One of the greatest dangers will be that of flying glass and objects, so please attempt to select a location that has the maximum number of walls to the exterior of the building.

### HURRICANES/TROPICAL STORMS

When a hurricane warning and evacuation order has been given by the National Weather Service and Civil Defense Authorities, the Property Management Office will notify all tenants of the closing of the building. Notification will be given by phone and by notices posted in public areas, lobbies, elevators and entry areas. All valuable documents, files and furnishings should be moved to inner offices to guard against the possibility of water damage from a broken window. Tenants not reached by phone will have evacuation notices placed on their entrance doors.

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## CIVIL DISTURBANCES

Upon receiving notice that a civil disturbance threatens the building or your suite, contact the Property Management Office immediately at 713.223.0441 and give them the following information:

- The exact location of demonstrators or disturbance as notified;
- Approximate number of demonstrators;
- Demonstrator's current activity and current time;
- Your Name, company and phone number.

Notify employees and visitors using Tenant Wardens:

- Provide pertinent facts about disturbance;
- Lock all doors except main entrance door;
- Lock and have a monitor by all sensitive areas;
- Request that employees and visitors avoid contact with demonstrators;
- Request the employees and visitors remain inside until situation has been handled;
- Avoid areas by windows.

Important:

- Be aware of any unattended or suspicious items that may be out of place, or that may have been carrier by or left behind by demonstrators;
- Do not touch, move, jar, disturb or cover any suspicious items, contact the Property Management Office immediately and follow instructions for handling a suspected bomb.

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## ELEVATOR EMERGENCIES

In the event of a problem with the elevators, such as doors not opening or the cabs stopping between floors, depress the alarm button on the front panel. When depressed this button activates an alarm at the lobby security desk. The security officer on duty will respond via an intercom system in the elevator cab and will arrange for immediate assistance. Should the car stop between floors and the door opens, do not ever attempt to climb out or jump to the floor below, as help will be there in minutes to assist with the situation.

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## TENANT WARDEN CONTACT LIST

Please note that Tenant Wardens are required by law to attend a High Rise Evacuation Seminar hosted by the Houston Fire Department every five (5) years. We must have a copy of each Fire Warden's High Rise certificate on file in the Management Office.

### REQUIRED NUMBER OF FIRE WARDENS

There must be at least two (2) Fire Wardens per floor regardless of square feet occupied. The number of representatives required is determined by the amount of square footage in your leased space per floor, as follows:

- |                           |  |
|---------------------------|--|
| 0-15,000 square feet      | two (2) representatives are required   |
| 15,001-22,500 square feet | three (3) representatives are required |
| 22,501-30,000 square feet | four (4) representatives are required  |

Each additional 7,500 square feet or portion thereof will require an additional representative.

### TENANT WARDEN NO. 1

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_ HOME PHONE NUMBER: \_\_\_\_\_

### TENANT WARDEN NO. 2

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_ HOME PHONE NUMBER: \_\_\_\_\_

**PLEASE ATTACH EACH PERSON'S HIGH RISE CERTIFICATE TO THIS PAGE. A PERSON CANNOT BE A FIRE WARDEN WITHOUT FIRST ATTENDING THE HIGH RISE CERTIFICATION COURSE.**

FOR ADDITIONAL TENANT WARDENS IN YOUR SUITE, PLEASE COPY THIS PAGE AS MANY TIMES AS NEEDED.



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## **BUILDING SERVICES FORMS**

JP Morgan Chase Tower shall, from time to time, rescind or modify these and other building forms, rules and regulations. Some of these changes may not be published. Please contact the Property Management Office to ensure that you have the latest version of the document that you need.