

JPMorgan Chase Tower
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. To insure orderly operation of the Building, no ice, mineral or other water, towels, newspapers, packages, etc. will be delivered to tenants' leased premises except by persons appointed or approved by Landlord in writing.

6. Corridor doors, when not in use, shall be kept closed.

7. Tenant space that 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 thermostats 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.

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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 Kastle 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 the tenants in the main lobby of the Building, and no other directory will be permitted.

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, ceilings, 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, annunciator 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)".

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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, employees and invitees shall observe no smoking, as per Houston City Ordinance, in all public areas including elevators, restrooms, etc.

21. No flammable or explosive fluids or materials shall be kept or used within the premises or 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.

24. **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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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 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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- **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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Cable and Conduit Installation Request Form

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: _____

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
& Firm Name (print)

Tenant Contact Signature

Date

Engineering Approval- By:

Signature

Date

Landlord's Approval- By:

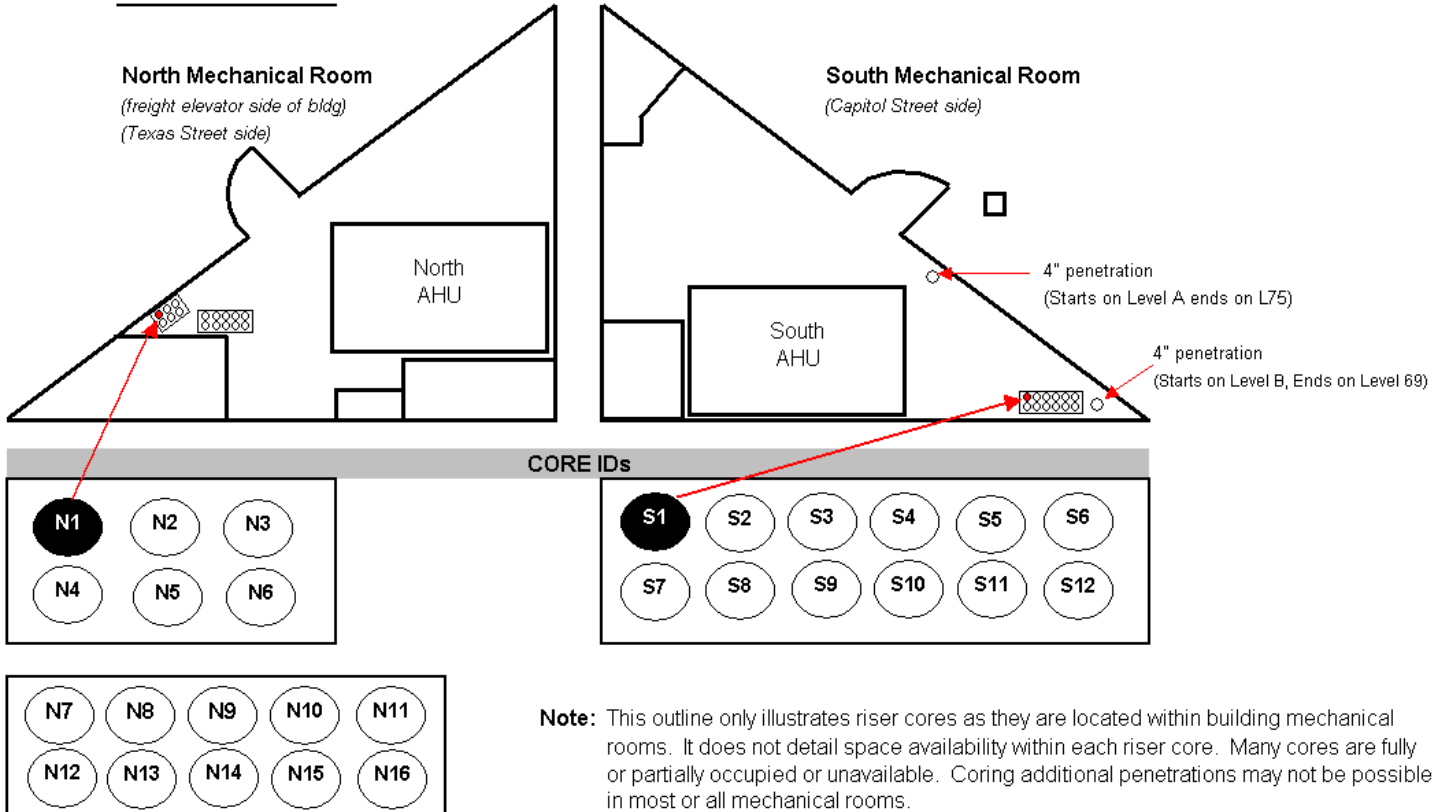
Signature

Date

JPMorgan Chase Tower Cable and Conduit Riser Survey Outlines

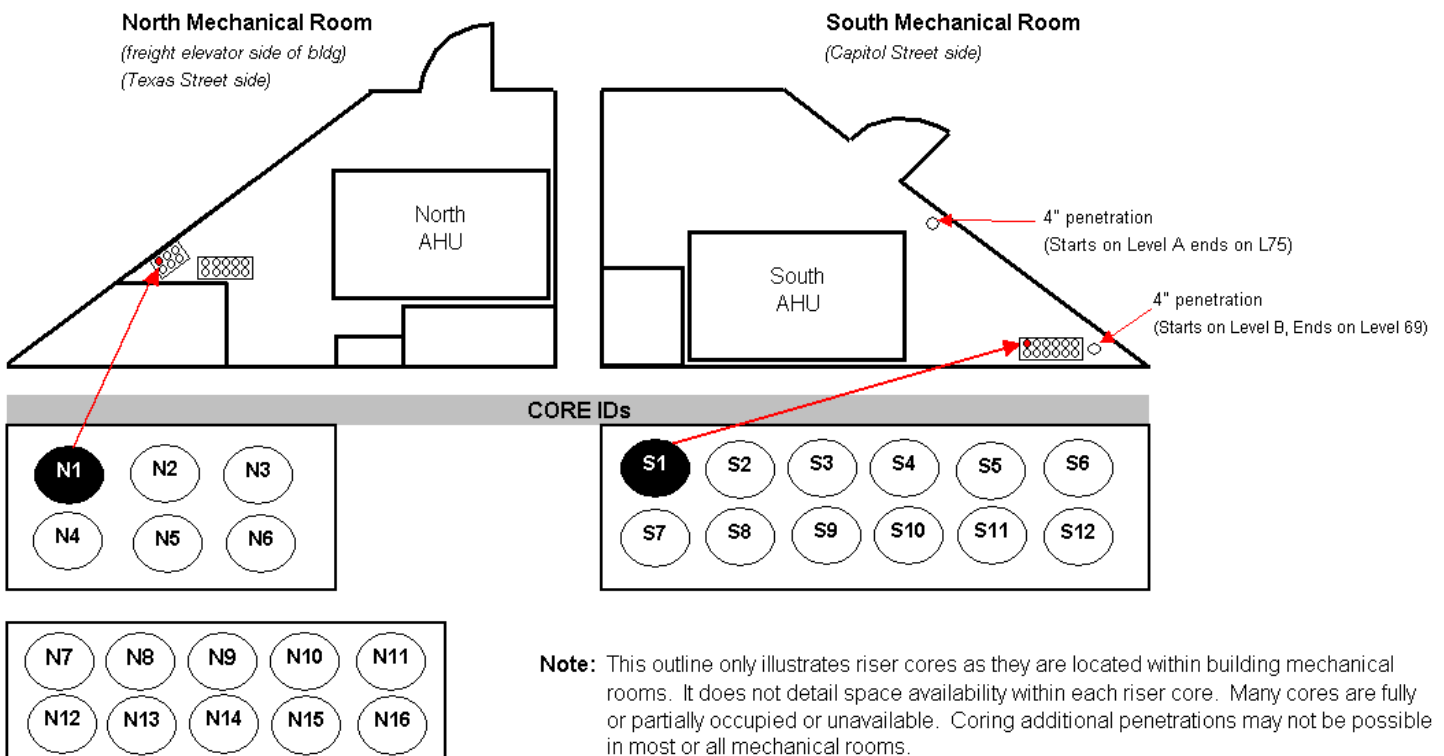
Floors 2-14

Level _____



Floors 15-59 & 61

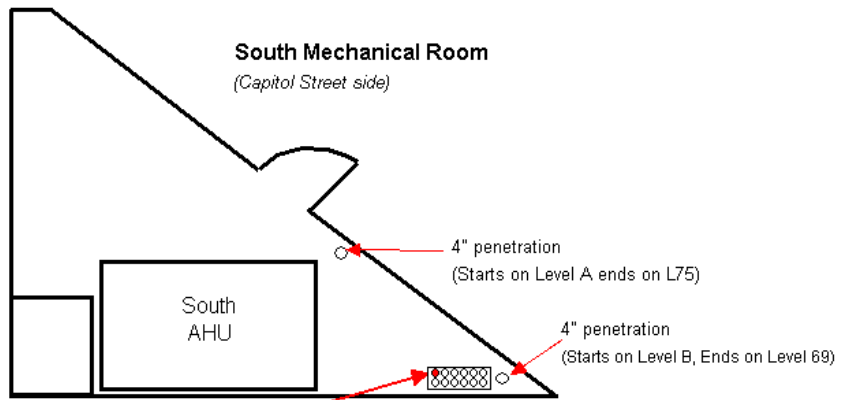
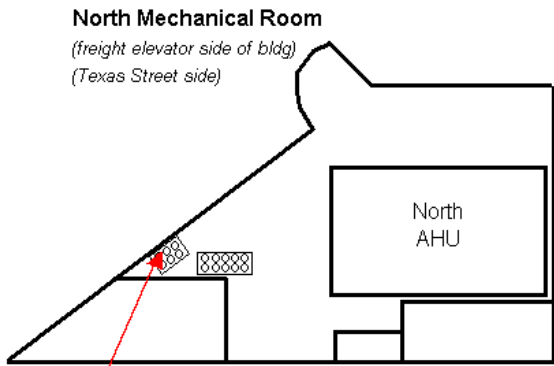
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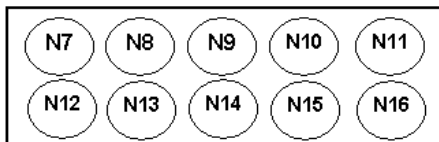
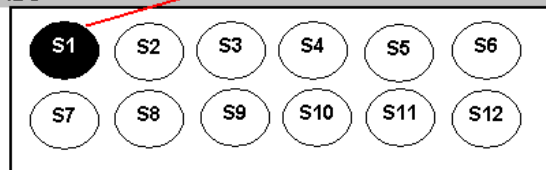
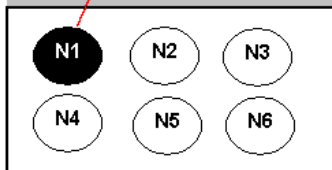
JPMorgan Chase Tower Cable and Conduit Riser Survey Outlines

Floor 60

Level _____



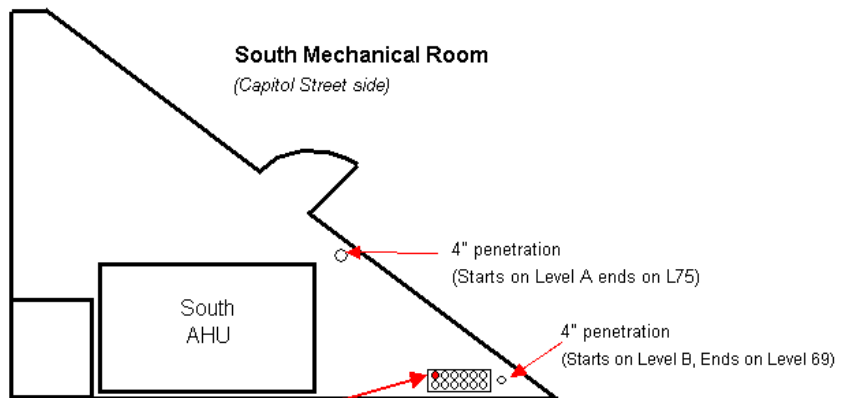
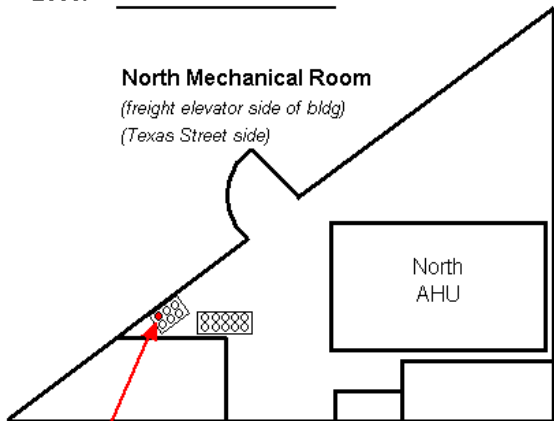
CORE IDs



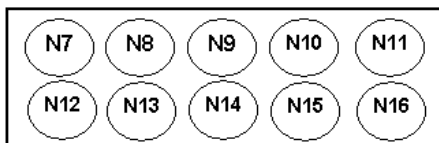
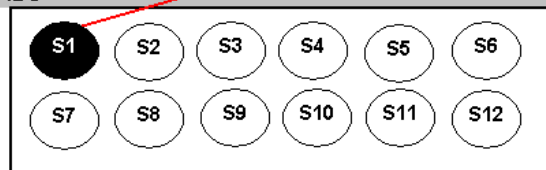
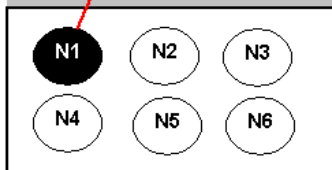
Note: This outline only illustrates riser cores as they are located within building mechanical rooms. It does not detail space availability within each riser core. Many cores are fully or partially occupied or unavailable. Coring additional penetrations may not be possible in most or all mechanical rooms.

Floors 62-68

Level _____



CORE IDs



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.

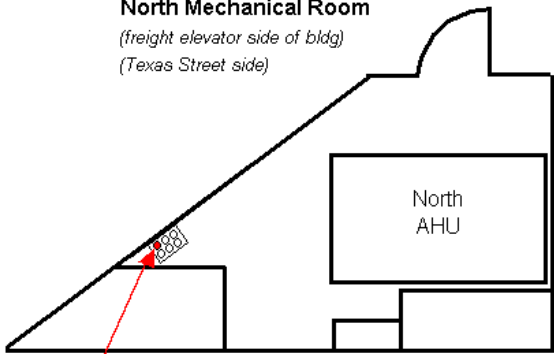
JPMorgan Chase Tower Cable and Conduit Riser Survey Outlines

Floors 69-74

Level _____

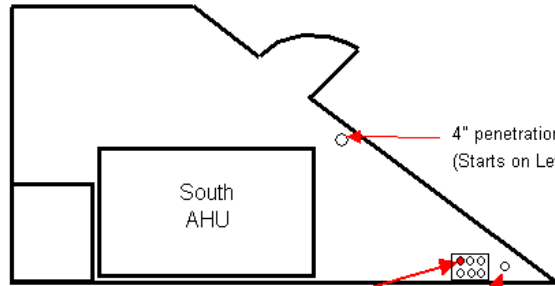
North Mechanical Room

(freight elevator side of bldg)
(Texas Street side)

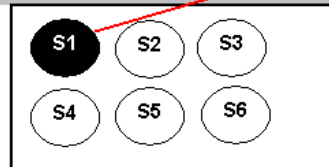
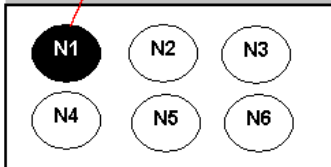


South Mechanical Room

(Capitol Street side)



CORE IDs



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.