

**JPMorgan Chase Tower**  
**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. All subcontractors utilized must be chosen from the “Approved Vendors” list found in the Contractor Rules and Regs.

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.
  - **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. Per code, the building is responsible for handling/removing any ACM. Any costs associated with test/removing is the responsibility of the tenant.
  - **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 5 days 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.

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**Cable and Conduit Installation Procedures**

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 the cost associated with any testing/removal of asbestos containing material, as necessary. The building must coordinate all ACM activities per code.
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:

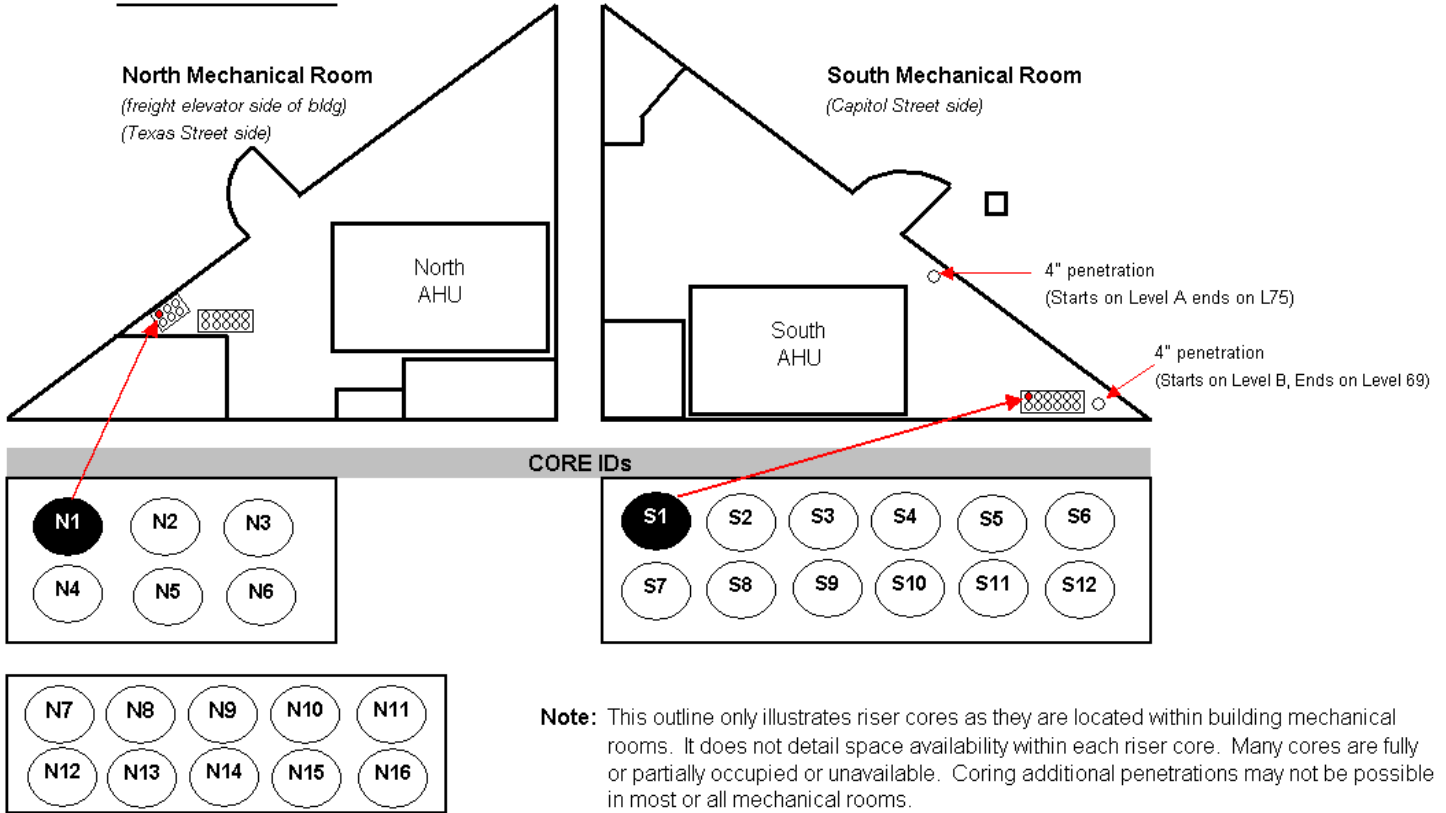
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# JPMorgan Chase Tower Cable and Conduit Riser Survey Outlines

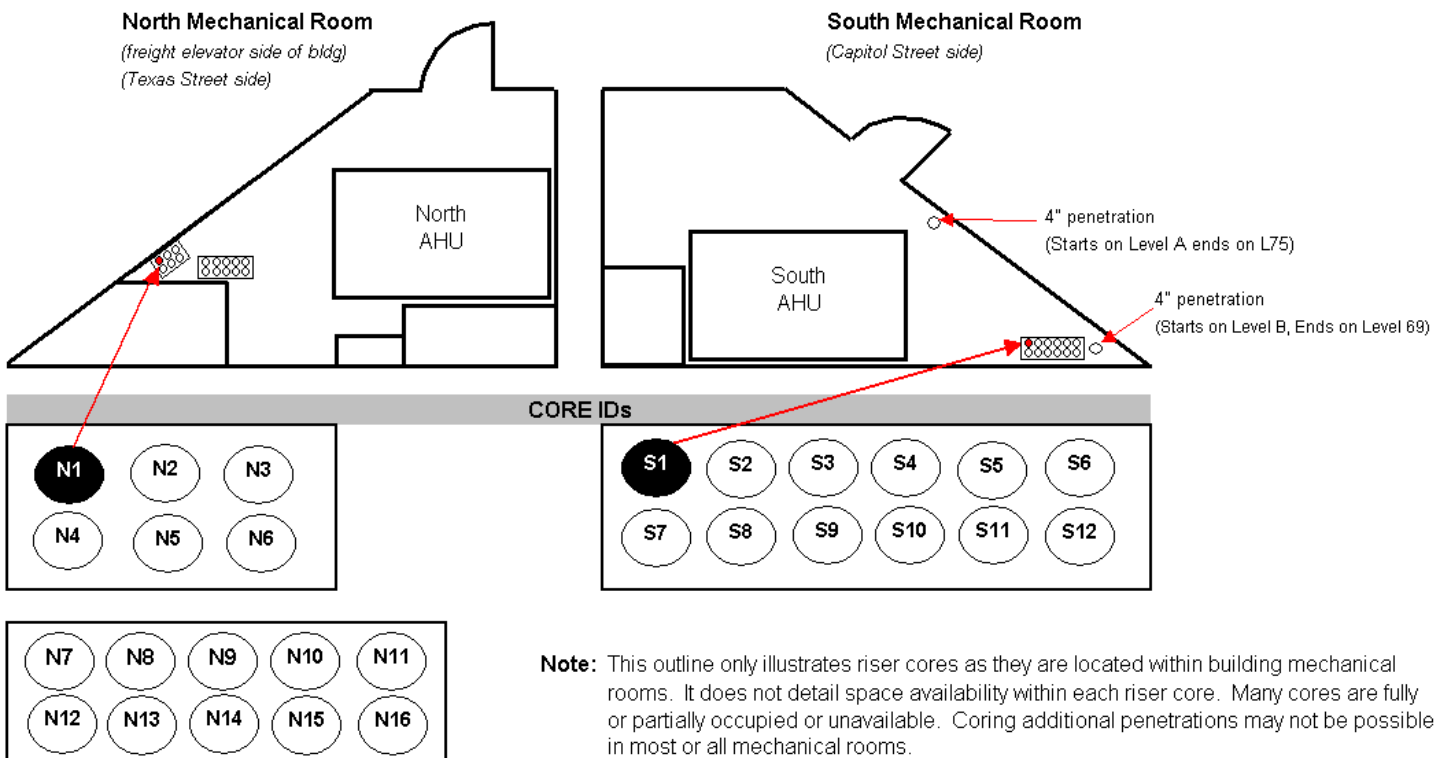
Floors 2-14

Level \_\_\_\_\_



Floors 15-59 & 61

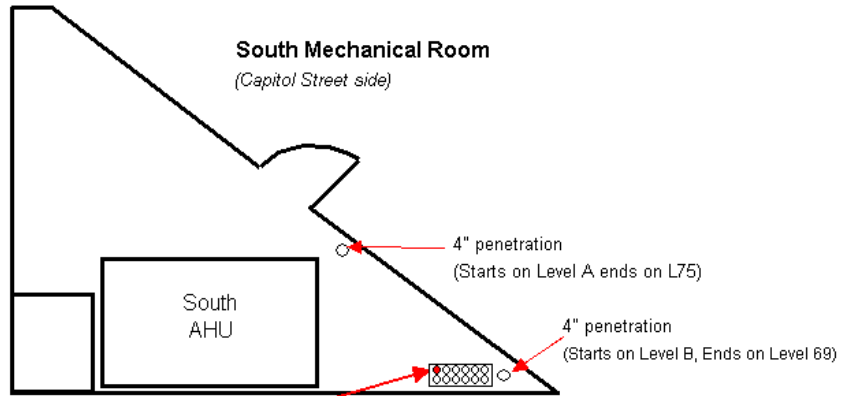
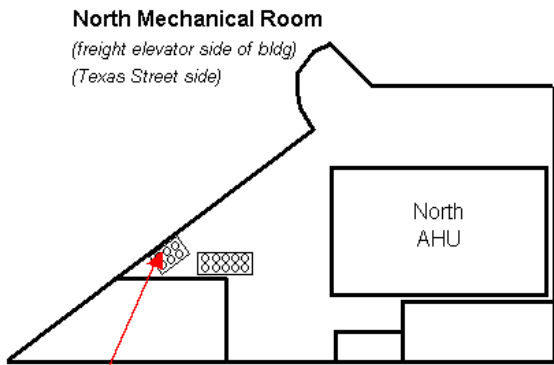
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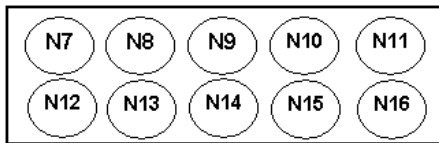
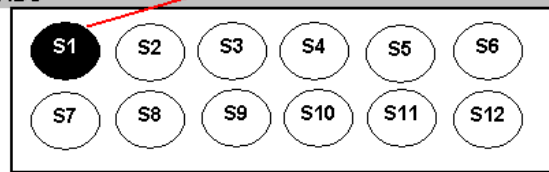
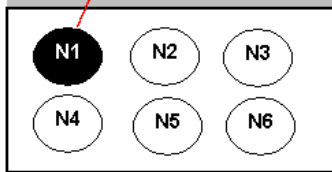
# JPMorgan Chase Tower Cable and Conduit Riser Survey Outlines

Floor 60

Level \_\_\_\_\_



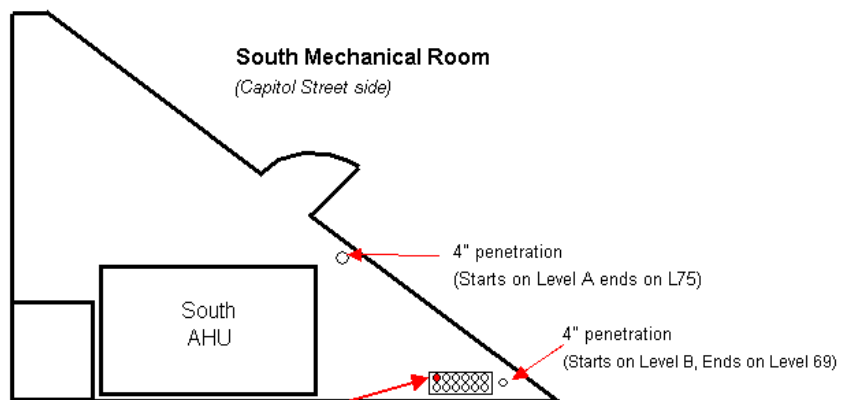
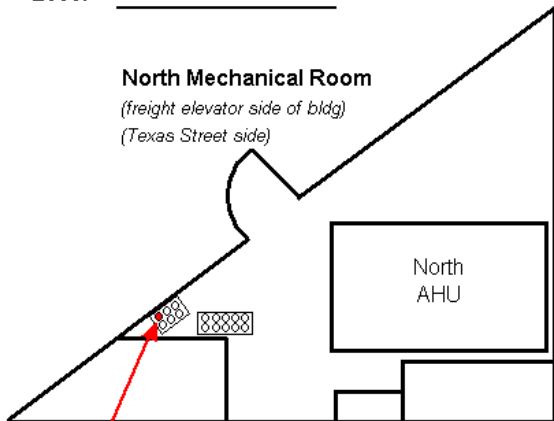
CORE IDs



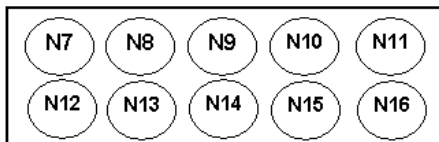
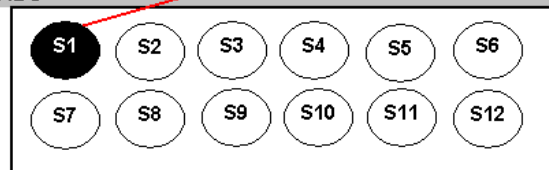
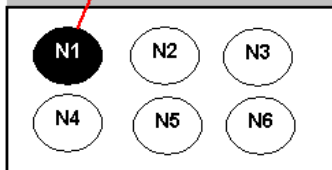
**Note:** This outline only illustrates riser cores as they are located within building mechanical rooms. It does not detail space availability within each riser core. Many cores are fully or partially occupied or unavailable. Coring additional penetrations may not be possible in most or all mechanical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

Floors 62-68

Level \_\_\_\_\_



CORE IDs

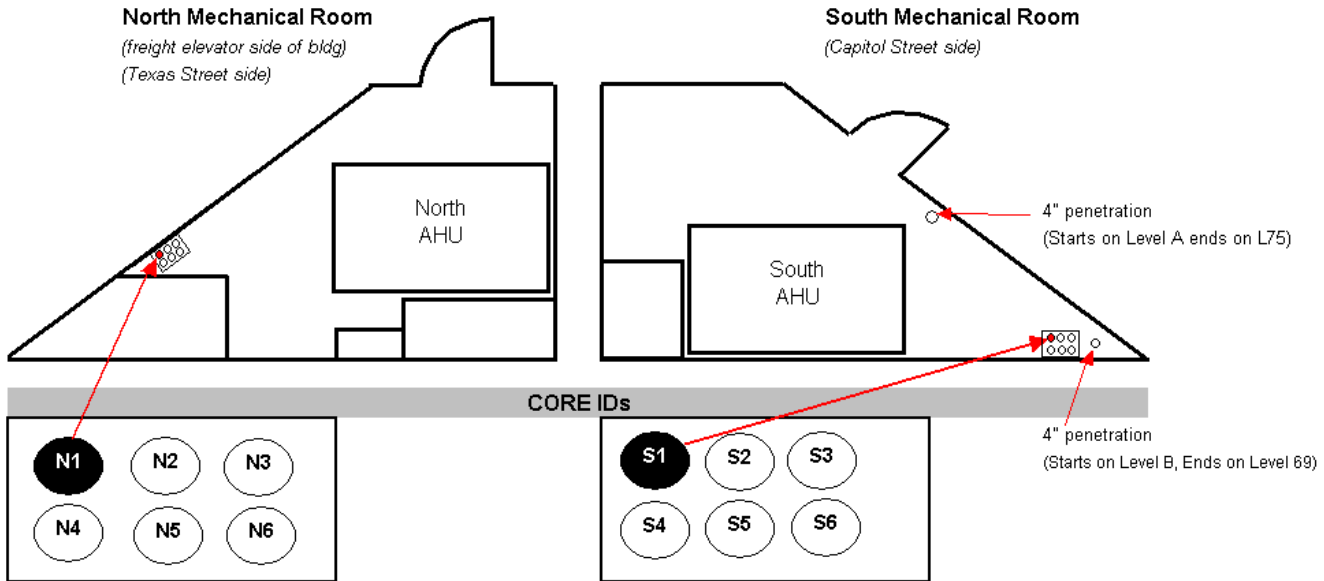


**Note:** This outline only illustrates riser cores as they are located within building mechanical rooms. It does not detail space availability within each riser core. Many cores are fully or partially occupied or unavailable. Coring additional penetrations may not be possible in most or all mechanical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

# JPMorgan Chase Tower Cable and Conduit Riser Survey Outlines

Floors 69-74

Level \_\_\_\_\_



**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.