

Contractor Rules and Regulations

1. Introduction

The intent of these Rules and Regulations is to establish working criteria for all construction and/or maintenance activity that may take place at Greenspoint Plaza. Hines Interests Limited Partnership appreciates your cooperation in following these rules.

2. Work Approval

All drawings, subcontractors, and material must be approved through the Property Management Office prior to the start of work.

3. Permits/Certificates

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. Upon completion of work, the contractor shall immediately supply to Landlord the following items:

- Certificate of Occupancy
- Operations and Maintenance Manuals, when applicable
- As-Built drawings
- Copies of all permits related to the jobs

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 Contractor's responsibility to instruct all subcontractor workers to familiarize themselves with these rules.

4. Insurance

Prior to commencement of work, Contractor shall provide Landlord a certificate of insurance, in compliance with the requirements outlined in the contract, for themselves and each of the subcontractors.

5. Construction Schedules

The contractor shall prepare, and submit promptly for the Property Management Office's information, a Contractor's construction schedule for the work. The contractor shall keep the schedule current, as required by the conditions of the work.

6. Workers Conduct/Construction Practices

The General Contractor and all subcontractors are required to comply with all Base Building Specifications. A copy of the Base Building Specifications can be reviewed at the Property Management Office by appointment. To schedule an appointment to review specifications contact the Property Management Office at (281) 875-7800.

If any work is found that does not comply with the aforementioned specifications, the Contractor will be responsible for making the necessary changes in order to comply. Any such changes that are made will be at the Contractors' expense.

No alcohol, drugs, or persons under the influence are admissible on the premises at any time.

Pursuant to the City of Houston Tobacco Smoking Ordinance, there will be no smoking permitted in the building.

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.

Contractors shall confine the use of the premises to the designated construction work area so as not to disturb other tenants in the building.

Workers in an occupied lease space must wear a uniform that clearly identifies their employer.

The carrying of firearms of any kind in any leased premises, the building of which such premises are situated, any related garage, or any related complex of buildings of which the foregoing are in part, or any sidewalks, drives, or other common areas related to any of the foregoing, is prohibited except in the case of unconcealed firearms carried by licensed security personnel hired or contracted for by tenants for security of their premises as permitted by such tenants for security of their premises as permitted by such tenants leases or otherwise consented to by Landlord in writing.

Noisy Work

Any work that has the potential to disrupt normal business activity must be performed outside normal business hours. Examples of this type of work are defined, but not limited, as follows:

- Drilling or cutting of concrete floors, or structural members
- Any work in which machine noise or vibration may disrupt normal office procedures
- Material stocking, demolition and trash removal
- Any work requiring access to occupied tenant space. In such cases, please allow ample time for coordination with affected tenant

Common Areas

Contractor will take necessary precautions to protect existing property, (i.e. walls, wall coverings, carpet, floors, furniture and fixtures) and shall repair or replace, without cost to Landlord, any damage that may occur as a result of construction work.

Dusty Work

Contractor will notify the Property Management Office prior to commencement of extremely dusty work (i.e. sheet rock cutting, sanding, extensive sweeping, etc.) so that arrangements may be made for additional filtering capacity on the affected HVAC equipment. Contractor will absorb the costs associated with additional filtering and returning the equipment to its original working order (i.e. coil cleaning and filter change-out). Contractor is responsible for the removal of all construction-related trash. Any special accommodations should be coordinated with the Property Management Office. **In efforts to help mitigate dust within the construction space, please include the cost of one (1) window exhaust fan in your bid. We require (1) fan per 5,000 SF.**

Sanitary Facilities

Sanitary facilities will be furnished to Contractor by Landlord. Contractor shall use only those facilities especially designated by the Property Management Office. All costs associated with clean-up or damage of any kind shall be the responsibility of the Contractor.

Clean Up

Contractors shall at all times keep the site free from the accumulation of waste material and debris. Upon completion of work, tools, scaffolding, surplus materials, and debris shall be removed and the site left "broom clean". The building's rest room facilities are not to be used for the cleaning of tools or paint materials.

Any and all existing materials removed and not reused in the reconstruction, except as directed by the Property Management Office, shall be disposed of by the General Contractor as waste or unwanted material between 6am and 12am only. Materials that may be reused should be referred to the Property Management Office prior to disposition. Dumpsters may be delivered to the loading dock area after 6pm on Fridays, and picked up by 5am on Monday. Any requirements beyond the aforementioned must be coordinated through the management office.

All projects must be swept / vacuumed, trash properly disposed, and the materials organized on a daily basis. 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, rest rooms and/or any area associated with the project. If the Landlord is forced to clean the job site, a justified value will be deducted from the contract or billed in addition.

Working Hours

There are certain operations that must be performed outside of normal hours (**6 PM to 6 AM**) to prevent the interruption of normal business operations. They are:

1. Drilling or cutting of the concrete floor slab or any concrete structural member.
2. Sanding, chiseling or leveling of the concrete structure.
3. Any work in which machine noise or vibration (such as framing and hanging sheetrock, removal of glue down carpet or tile flooring or the laying of carpet tack strips) may disrupt normal office procedures elsewhere in the Project Site.
4. Material Stocking, demolition and trash removal
5. Any work requiring access to the ceiling of the floor below construction. In such case, please allow ample time to coordinate the work with the affected tenant.
6. **Any work that creates an odor that is disruptive to Manager/Landlord and/or its tenants.**
7. **Any work otherwise disruptive to Manager/Landlord and/or its tenants.**

The Contractor must request clearance for any work to be completed outside of normal working hours. The attached Security Clearance Request must be completed as shown and submitted to the Service Center by noon the day of the request. Landlord will contact the Contractor if the request is denied.

7. Asbestos

Some material used in the construction of the building contains asbestos. These materials are present in certain limited areas. You should assume the work your company will perform in the building may potentially damage, disturb or erode the material unless you have been given specific information to the contrary. Specific information can be obtained from the Property Management office. Contractor is required, at all times, to comply with all safety laws and regulations of all governmental bodies, including, but not limited to, regulations of OSHA and the EPA.

Contractor will ensure that all materials used in current construction or remodeling are free of asbestos containing materials. Contractor will provide MSDS information for all materials used and will provide a letter certifying all materials used are free of asbestos containing materials to property manager, letter is attached hereto for use and reference.

8. Electrical Panel Changes

All additional 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. 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. Noncompliance with this regulation will result in possible barring of the Contractor from future activities in the building.

9. HVAC

Build out Requirements

The mechanical contractor shall deliver to Landlord a certified air balance report, which will verify air flow delivery per the construction drawing and be able to demonstrate to Landlord that all thermostats function correctly and are properly calibrated. **A member or representative of the General Contractor shall be present while the mechanical contractor is surveying the site for the air balance report. The GC rep will request a copy of the handwritten notes once the survey is complete. If the hand written notes are not given at the time of the survey, than the final air balance report should be; A.) Turned over within 48 hours or B.) Turned over prior to tenant occupancy.**

For partial floor build out the contractor shall provide an air balance report noting 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. The air balance for the new tenant shall not adversely affect the surrounding tenants.

For full floor build out a post construction air balance report is required.

All flex ducts must be externally insulated. Duct tap cut-outs not used shall be covered with a duct plate and insulation.

The contractor is responsible for the proper function of all zone thermostats and EMS sensors and (if required) the removal and safe storage of all thermostats and EMS temperature sensors during the course of the construction. If the construction requires the relocation of thermostat(s) to an adjacent office, this shall be coordinated with the building engineering department at the Contractor's expense.

Air handler Operation During Construction

Requests for overtime HVAC shall be made in writing by the tenant.

The Contractor is responsible for confirming the status of the HVAC system prior to conducting any work potentially impacted by the HVAC system status (ex. spray painting).

LANDLORD WILL NOT BE RESPONSIBLE FOR ANY DAMAGE RESULTING FROM THE OPERATING STATUS OF THE HVAC SYSTEM REGARDLESS OF WRITTEN REQUESTS FOR OPERATION DURING SPECIFIED TIMES.

The Contractor shall not place air handler units in hand operating mode.

10. Floor Penetrations

All floor penetrations shall be caulked, cemented, or filled (immediately upon coring or discovery) with materials that are fire rated and match specifications of the original floor composition.

11. Welding/Cutting Torch Use

At no time is any welding, cutting torch, or any open flame tool to be used in the building without prior approval in the form of a **Hot Work Permit**. If approval is granted, the contractor must coordinate the timing with the Management Office and Chief Engineer, and must have an appropriate fire extinguisher present in the work area at all times that the equipment is in use. ***Additionally, a security guard from the property's security contractor may be required to stand fire watch at the Contractor's expense.*** The Contractor may be required to perform the work after hours because of the fumes associated with the welding or cutting torch equipment.

12. Use of Varnishes/Lacquer in the Building

No varnishes, lacquers or odor producing products are to be used in the building without prior approval of the Management Office. It is recommended that this type of work be done off premises. Anyone found spraying these compounds in the building without approval of the management office will be requested to cease work. **All spraying of these compounds, including interior painting must be done on Friday evenings at 6pm and complete by Sunday at Noon.**

13. Odor Producing Materials

Any adhesives, painting, varnish or finish applications or use of any odor producing materials shall not be done without prior approval by the Manager and/or Landlord. Manager and/or Landlord will reserve the right to stop these types of applications at any time. ***Furthermore, installation of carpet shall be done over the weekend and not during the work week.***

14. Light Bulbs and Ballasts

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 ballasts (with color and style of existing) as required in light fixtures that are replaced added or repositioned.

15. Lock and Key Ways

Only building standard locks and keyways are to be installed in the leased premises. The Contractor shall provide Manager/and or Landlord with keys to all locks installed on or in the Work Area. Manager/ and or Landlord shall be provided access to the Work Area at all times.

16. Hazardous Materials

Hazardous materials may not be brought onto, or stored, on the premises until obtaining written permission from the Property 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

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

Contractor is responsible for the proper use and disposal of all hazardous material used or generated from the construction.

17. Phone/Cable Identification

All phone and data cables must be securely tagged with the tenant's name and suite number at the original and every location where it crosses a corridor wall or adjacent tenant wall.

18. Penetration

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.

19. Water and Electricity During Construction

Sources of water and electricity will be furnished in reasonable quantities for use in lighting, for portable power tools, drinking water, water for testing and other such common uses during construction, without cost to the Contractor. Contractor shall make all connections, furnish any necessary extensions, and remove all connections and extensions upon completion of the work.

20. Metering

All additional electrical panels and air conditioning units must be metered.

21. Parking

Contractor / tenant responsible for fees incurred (visitor towing, etc.). All non-returned / lost parking cards will be charged to the contractor at \$15.00 per card.

22. Salvage Items

All items salvaged for Managers future use shall be removed to the storage staging area specified by the Property Management Office. Masonite shall be used to protect flooring while transporting materials to storage areas. This activity shall be coordinated with the Property Management Office.

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 door frames, which are bent, cut, modified or painted a non-building standard color, should be discarded. Complete door frames 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 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, troffers, etc.) that are irreversibly bent, 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 that are bent, deeply scratched or painted shall be discarded. All light fixtures lenses (without bases) which are scratched shall be discarded. All good fixtures shall be transported to the storage staging area.

Electro connect shall be neatly bound and transported to the storage staging area.

Light bulbs and ballasts fully operational shall be transported to the storage staging area.

Restroom Partitions & Hardware

All rest room hardware and partitions that are reusable will be salvaged and shall be transported to the storage staging area.

Ceiling Tile / Grid Work

All building standard ceiling tiles (12" x 12"), 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 Management Office to determine disposition.

23. Security

Building Access

Normal business hours are from 7:00 am to 6:00 pm, Monday through Friday. After 6:00 pm, 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 property management office. No exceptions. Any access cards issued to the contractor or his representatives shall be returned to upon completion of the final punch list. All non-returned / lost cards will be charged to the contractor at \$15.00 per card.

All workers shall use the loading dock entrance only. Loading dock parking is for delivery of materials and equipment. Upon completion of any delivery, all vehicles must be removed and parked either in visitor parking or in the garage (if parking card has been issued).

Freight Elevators

All construction materials, tools and trash are to be transferred to and from the work area via the freight elevators. Under no circumstances shall the passenger elevators be used for the purpose of moving tools, materials, equipment or trash. Uses 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.

Situation may arise from time to time when Contractor may be required to share the freight elevators with the building's cleaning crew, other tenants, etc. Any work or hauling of materials or trash on occupied floors shall be conducted so as to leave unobstructed at all times public corridors, service elevator vestibules or passenger elevator lobbies.

Because the service elevator is the principle means of providing hoisting for tenants and the property management services as well as construction activities, the Contractor must cooperate in resolving any conflicts which may arise from time to time when the Contractor is required to share the service elevator with the Manager's property management staff, cleaning crews, other tenants, separate contractors, etc.

At no time may the Contractor or its Subcontractors block the service elevator open, propping of the freight elevator doors is prohibited. In the event that any damage occurs to the service elevator or service elevator lobbies, the Contractor will bear the total cost of all repairs.

Special Elevator Services:

Any work or repair which necessitates:

- Access to the top of an elevator cab.
- Utilization of the cab to perform special services.
- Special security device installation on any elevator servicing a floor must be scheduled through the Property Management Office.

Allow sufficient time for the Property Management Office to arrange with the elevator service contractor to provide personnel to perform the requested service. Under no circumstances should an individual Contractor or Tenant permit their personnel to utilize the elevator facilities for any purpose other than to transport materials and/or personnel. Tenant and/or Contractor will be responsible for any extra costs incurred in these arrangements.

24. Life Safety

Twenty four (24) hour notice must be submitted to the Property Management Office for approval for any work involving MEP, sprinkler, fire safety or security systems.

The Contractor shall coordinate all fire alarm system and fire sprinkler system related work with the Property 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 the Property Management Office that the system is restored.

During construction, the Contractor shall contact the Property Management Office to minimize the potential for false alarms.

Draining of Sprinkler Lines

Any work that will involve the draining of a sprinkler line or otherwise affect the building's sprinkler system must be approved by the management office. A building engineer will assist

with any draining. In all instances where this is done, the system will not be left inoperable overnight.

All sprinkler work on multi-tenant floors must be done after hours.

Fire Alarm System

The Contractor must contact the Property Management office or engineering staff prior to performing any work involving welding, use of a cutting torch, sprinkler system modification or any job that would interfere with the fire alarm system, or cause a false alarm. Any cost associated with false alarms caused by a Contractor, or his Subcontractor, shall be absorbed by the Contractor.

25. Deliveries

All deliveries and/or pickups made by Contractors or Vendors must be made through the loading dock. All delivery vehicles are governed by a 30 minute parking limitation.

OTHER CLARIFICATIONS:

- All life safety testing and connections system work to be priced/scheduled after hours.
- All fire sprinkler work to be priced/scheduled on Saturdays.
- All noisy work to be priced/scheduled after hours; including drywall installation.
- All carpet installation to be priced/scheduled for weekend installation.
- All painting to be priced/scheduled after hours.
- If applicable, please ensure sprinkler coverage is addressed in your bid.
- Contractor or Contractor's Rep shall be present for all air balancing. Upon completion of construction, Contractor shall furnish an air balance punch list to Owner within 24 hours and make necessary adjustments prior to tenant occupancy.