

IBC PLAZA

GENERAL INFORMATION

BUILDING OFFICE	2
BUILDING HOURS	2
BUILDING DIRECTORY	2
GRAPHICS (SUITE IDENTIFICATION, SIGNS AND NOTICES)	2
KEYS ..	2
POSTAL SERVICE / FEDERAL EXPRESS	3
MOVING PROCEDURES	3
CONSTRUCTION WORK	3
DELIVERIES	4
MAINTENANCE AND REPAIRS.	4
PLUMBING	4
DAMAGE TO PREMISES	4
AIR CONDITIONING AND HEATING	5
JANITORIAL SERVICE	5
RECEPTIONS/PARTIES	5
SOLICITING OR LOITERING.....	6
PETS ...	6

PARKING

ACCESS CARDS	7
VISITOR PARKING	8
PARKING SPACES	8
OVERSIZED VEHICLES	8
MOTORCYCLES	8
VEHICLES REQUIRING SERVICE OR REPAIR ..	8
ABANDONED VEHICLES	9
DESTRUCTION OF PROPERTY .	9
TOW-AWAY ZONES	9
TRAFFIC RULES	9
LIABILITY	9

SECURITY AND SAFETY

AFTER-HOURS ACCESS	10
SECURITY	10
SECURITY AFTER HOURS	11
SECURITY ESCORT	11
MEDICAL EMERGENCY	11
FIRE	12
HURRICANE ...	12
BOMB THREAT	13
CIVIL DISTURBANCE .	14

APPENDIX

BUILDING RULES & REGULATION	16
SECURITY ACCESS FORM.....	21
AFTER HOURS AIR CONDITION FORM	22

EMERGENCY
BUILDING OFFICE
HOUSTON POLICE DEPARTMENT

911
(713) 965-2920
(713) 884-3131

GENERAL INFORMATION

BUILDING OFFICE

The Building Office, located in Suite 409, is open Monday through Friday from 8:00 a.m. until 5:00 p.m. All requests concerning the building operations should be directed to the Building Office, which can be contacted by calling (713) 965-2920.

BUILDING HOURS

Monday through Friday	7:00 a.m. - 6:00 p.m.
Saturday	8:00 a.m. - 2:00 p.m.
Sunday and Holidays	Closed

Tenants will be notified in advance of all holidays observed by the Building Office, which are referenced in the Lease.

BUILDING DIRECTORY

The Building Office maintains an alphabetical directory board in the lobby. The Landlord provides a one-line listing of the firm name at no charge. Additional listings may be purchased by the Tenant and must be approved by the Landlord. Allow fourteen working days for the installation of a directory listing.

GRAPHICS (SUITE IDENTIFICATION, SIGNS AND NOTICES)

Building standard suite identification for one suite entrance is furnished by the Landlord. Prior approval from the Building Office is required for other than standard graphics, signs or notices displayed by the Tenant in any area of the building visible to the public. Custom lettering and suite numbers may be installed by a contractor designated by the Landlord at the Tenant's expense.

KEYS

New Tenants receive two keys per lock free of charge. Additional keys may be purchased by contacting the Building Office. Alterations to locks must be approved by the Landlord.

POSTAL SERVICE / FEDERAL EXPRESS / UPS

The building's postal boxes are located on the fourth floor. Mail is delivered to these mail boxes by 3:00 p.m., Monday through Friday. Each Tenant receives two mailbox keys. Additional keys may be obtained by contacting the Building Office. There is also a mailbox located at Quenby and Kirby with mail pick up by 3:00 pm.

Correct mailing format is:

Firm Name
5615 Kirby Drive, Suite _____
Houston, Texas 77005

Federal Express and UPS – is located in the Garage 1st floor lobby area. Letters/Packages are picked up Monday – Friday by 7:00 pm.

MOVING PROCEDURES

Tenants moving in or out of the building or making inter-floor moves need to contact the Building Office for assistance in coordinating the move. All moves are to be made by elevator after regular business hours or on weekends. It is also important that a representative of the Tenant's moving company contact the Building Office well in advance of the moving date. Requests for elevators are scheduled through the Building Office and are taken on a "first-come, first-served" basis.

CONSTRUCTION WORK

Should construction work be required within the leased premises, please contact the Building Office. A "Landlord's Approval Form" should be completed and returned to the Building Office for approval and execution.

Tenant work ranging from major renovations to minor items such as adding electrical outlets and painting walls will be coordinated through the Building Office. A firm estimated price will be provided on request, and all work will be completed to the satisfaction of the Tenant.

The installation of communication, cabling, computer and alarm systems is to be coordinated through the Building Office.

DELIVERIES

Small deliveries (small items carried on a 2-wheel dolly in one load) may be made using a regular building elevator.

Large deliveries should be made before 7:30 a.m. or after 6:00 p.m. Monday through Friday and anytime Saturday or Sunday. Upon request, an elevator can be padded as a service elevator.

MAINTENANCE REPAIR

Should you require maintenance assistance in your suite, please contact the Building Office. We recommend that each Tenant appoint one or two representatives to act as the spokesman for the company. This way the Building Office can coordinate with one or two Tenant representatives to complete the request.

The Building Office will address the problem as soon as possible, and will send someone to assist you. If the repair or maintenance work is not the Landlord's responsibility (as defined in the lease), then the Tenant will be charged for the work at Landlord's cost plus an appropriate handling fee. An estimate for repairs or work, can be provided upon request.

All requests for work or repair should be made to the Building Office and not to maintenance personnel. They are required to take instruction from the Building Office only. This way all Tenant requests are recorded and management can track the request to ensure it is completed in a timely manner.

PLUMBING

Whenever plumbing service is required, please contact the Building Office. All appliances such as ice makers, refrigerators, dishwashers, and water lines for coffee makers and wet bars must be properly maintained. Please report any water leaks to the Building Office. Tenants are responsible for their own wet bars/sinks. If food, coffee grinds or debris are determined to have created a stoppage requiring the services of a plumber in a Tenant sink, the Tenant will be billed for this extra service.

DAMAGE TO PREMISES

Any damage to the premises done or caused by the Tenant will be repaired by the Landlord at the Tenant's expense. This policy shall also apply to such damage done to restroom plumbing caused by misuse (dumping coffee grinds into commodes or lavatories, etc.).

AIR CONDITIONING AND HEATING

The building furnishes air conditioning and heating services during standard hours of operation in compliance with lease provisions. Unless otherwise stated in your lease agreement, these hours are considered to be 7:00 a.m. to 6:00 p.m., Monday through Friday, and from 8:00 a.m. to 2:00 p.m. on Saturdays. Air conditioning and heating services during the evenings, on Saturday afternoons, Sundays and holidays are termed "overtime" air or heat. These services are provided via access card or upon request at Tenant's expense. Overtime air conditioning will be billed and provided at a 2 hour minimum.

Overtime air or heat can be activated by the use of the building's access card or by calling the Building Office. The employees' access card must be programmed for the appropriate access level to activate air conditioning for your suite. After hours air conditioning by access card, requires permission of the Tenant's appropriate authority. Request for overtime air or heat should be called to the Building Office prior to 2:00 p.m. on the evening it is required, on Fridays before weekends, or on the day before a holiday. The current cost per hour for overtime air or heat may be obtained by contacting the Building Office.

Only licensed engineers are permitted to operate or control mechanical equipment. Therefore, security personnel are not permitted to operate equipment or process overtime air requests.

If at any time during a normal work day it is felt that suite temperatures require adjustment, please call the Building Office for engineering assistance. Under no circumstances, should a Tenant attempt to regulate the thermostat.

JANITORIAL SERVICE

Standard janitorial services are provided Monday through Friday. Special cleaning other than the standard service requires scheduling through the Building Office and is charged to the Tenant. Boxes to be disposed of should be flattened and stacked within the office space and marked "trash" and "basura". The quantity should be held to not more than one half dozen medium or small boxes at a given time. To dispose of large boxes or large quantities of boxes, special arrangements need to be made through the Building Office. Moving companies and vendors are required by the Tenant to remove their boxes from the premises after delivery. At no time should boxes, trash or excess materials and equipment be placed in hallways or lobbies. These are designated fire exits by the city's fire code and must remain clear at all times.

RECEPTIONS/PARTIES

A reception or an "open house" involves additional parking, air conditioning/heating, cleaning, and security. These services are coordinated through the Building Office. Two City of Houston policemen must be on the premises when alcoholic beverages are served. These policemen are paid directly by the Tenant, but may be arranged for through the Building Office.

SOLICITING OR LOITERING

Soliciting, peddling and loitering are not allowed on the property. If you are approached by a solicitor or if you see such activities on the property, contact the Building Office. The solicitor will be escorted from the property by Building Management.

PETS

Because of potentially severe health problems, dogs, cats, birds, and all other animals are prohibited in IBC Plaza. The pest control and cleaning services provided by Building Management do not cover expenses related to pets.

PARKING

All Tenant employees are required to park in the contract area designated in the parking garage. To obtain parking privileges in the garage, call the Building Office. The parking and traffic control program has been designed to serve all persons working or visiting at 5615 Kirby Drive.

The Building Office maintains a database of all employee parking information. Please report change of employee, vehicle, license number, etc.

ACCESS CARDS

Entrance to the garage is obtained by use of an access card issued by the Building Office. When the access card is placed in front of the electronic reader located at the garage entrance, the gate will automatically rise. An intercom is located at the gate to assist parkers whose cards are not working or who have forgotten their cards. This intercom is staffed from 8:00 a.m. until 5:00 p.m., Monday through Friday. When using the intercom, please state your name, company and a brief reason for needing assistance.

It is extremely important that you do not use your card to permit access to the garage for someone else. Doing so may mean suspension of your parking privileges.

Report terminated employees immediately if the access card is not retrieved to prevent unauthorized access. Access cards returned from employees that resign should not be given to another employee until that card change is reported to the Building Office using the appropriate "Parking/Security Request" form.

A lost or stolen card must be reported to the Building Office immediately. Should lost or stolen cards be found, they are to be returned to the Building Office for cancellation. A replacement card will be issued to the person who had his card lost or stolen at a one-time charge of \$10.00. This fee is to cover the cost of the card and the administrative costs associated with reissuing the card. Everyone is subject to this charge.

Parkers are cautioned to keep their vehicles locked to avoid loss or theft of their cards and/or personal property. Anyone finding a card should return it to the Building Office. Persons who find a card and attempt to use it to park without paying may be charged with "theft of service."

Tenants are responsible for retrieving access cards from individuals no longer in their employment or who for any reason no longer require after-hours access. These cards are to be returned to the Building Office for cancellation.

Report the loss or theft of access cards to the Building Office. The person who lost or had his card stolen will be issued a new card. Should lost or stolen cards be found, they are to be returned to the Building Office for cancellation.

VISITOR PARKING

Designated areas in the parking garage and surface parking lot between the garage and building are for the use of guests, clients and invitees of Tenants. Bank parking in the front of the building is exclusively for IBC Bank customers in the building. During normal business hours Tenant employees are not permitted to park in visitor designated parking spaces. Violators will be warned and after three citations will be subject to tow at their own expense.

PARKING SPACES

Authorized parkers are entitled to one parking space. Vehicles parked over yellow parking space lines will be cited with a notice and may be towed away.

Unauthorized vehicles parked in reserved spaces will be towed away at owner's expense as permitted by City Ordinance and State Law.

Certain spaces are designated for handicapped persons. These spaces may be used only by persons displaying an authorized handicapped designation. All others will be towed away.

OVERSIZED VEHICLES

The Building Office will make an effort to provide parking for all types of vehicles. Oversized vehicles such as campers, vans, pick-up trucks, buses or any other vehicle that has been modified to increase its size will be placed in a surface lot when available. No special accommodations will be made, however, for drivers of these vehicles and no obligation for parking for these vehicles is assumed.

MOTORCYCLES

Motorcycles may be parked in garages without charge if they use space not designated for vehicles and do not block vehicular or pedestrian traffic. Motorcycles are prohibited from parking on sidewalks.

VEHICLES REQUIRING SERVICE OR REPAIR

The parking garage will not be used to perform repairs on any vehicle. Vehicles in need of repair must be towed from the garage to an appropriate facility. Flat tires and dead batteries are exceptions to the above. The owner/operator of a vehicle requiring towing must make arrangements with a towing service to have the vehicle removed. The Building Office should be notified that the towing service has permission to remove the vehicle.

Building personnel will not be permitted to assist persons in removing keys from locked vehicles and giving jump starts to vehicles with battery problems. If there is such a problem the Building Office will assist in finding a third party who can assist in these cases. Any parked vehicle that in the judgment of Building Personnel creates a dangerous situation (for example, leaking gasoline) will be removed from the garage at the owner's expense.

ABANDONED VEHICLES

Any vehicle parked in a garage without being moved for a period of fourteen days will be considered abandoned and may be removed from the garage at the owner's expense. Evidence that the owner/operator of the vehicle is an authorized parker will not be considered.

DESTRUCTION OF PROPERTY

Any person who damages any property in a garage (i.e., breaking a gate, removing signs, etc.) either willfully or by accident will be held financially responsible for repairs or replacement. Willful destruction may also result in permanent loss of parking privileges and/or criminal charges.

TOW-AWAY ZONES

"No Parking" zones/areas are those indicated as such by signs, crosshatched areas (yellow striping), driveways, and any area not specifically designed for parking. Bank ATM parking spaces are reserved for ATM users only. Parking in any of the above will result in immediate tow away at anytime 24 hours per day. Signs are posted and no warning will be given.

Truck loading zones are so designated. Automobiles are restricted from using these zones and will be towed away.

TRAFFIC RULES

The maximum speed limit in any garage is 5 MPH. Lower speed limits may also be posted.

Any person receiving five or more violations in a twelve-month period may be suspended from parking within the IBC Plaza Garage for an indefinite period.

LIABILITY

Senterra Real Estate Group, L.L.C. or International Bank of Commerce as operator of the IBC Plaza parking facilities, shall not be responsible for any loss or damage to any vehicle or property therein or for injuries (fatal or non-fatal) to persons occurring within the parking areas or garages.

SECURITY AND SAFETY

AFTER-HOURS ACCESS

During after-hours periods (Saturdays, Sundays, Holidays and after 2:00 a.m. during the week), there is no Building Staff on the premises. Tenants requiring access must use an access card to gain entrance to the building. Cards are obtained by filling out a request form supplied by the Building Office. The completed form is returned to the Building Office and an access card is issued in approximately one working day.

The building may be entered on the east side (nearest the parking garage). In addition to access cards, Tenants must have keys to enter their leased spaces. Security personnel do not have keys and are not permitted to unlock a leased area.

To obtain building access for after-hours visitors, please contact the Building Office in advance and Security personnel, while on duty (Monday thru Friday 3 p.m. to 12 a.m.), will be notified to permit their entry. Otherwise, Tenants must make arrangements to meet their visitor at the east entry and escort them to the suite.

All employees, visitors or persons entering the building after hours without the use of an access card are required to sign the "Sign In/Out Log" and provide identification.

SECURITY

In a multi-Tenant Office Building, the building entry doors are open to the general public. Although we try to maintain a secure working environment, it takes the cooperation of everyone. The following are some suggestions to keep your area more secure:

1. Never leave your office unattended and unlocked for any reason.
2. Be aware of suspicious persons wandering around in the corridors and rest rooms. Report suspicious persons immediately to the Building Office.
3. Report any solicitors in the building to the Building Office.
4. Monitor the activities of delivery people and repairmen while they are in your offices.
5. Store purses and wallets in locked drawers or cabinets during the business day and at all times. Do not leave them unattended at your desk or in a hanging jacket.
6. Do not leave valuable papers or items in or around waste baskets. Check at the end of the day to ensure no items have been left.

Should theft occur:

1. Notify the Building Office.
2. Notify the Police.

SECURITY AFTER HOURS

After normal business hours make sure that all your entry doors to the suite are locked and secured.

Security and cleaning personnel will lock all doors as they make their scheduled rounds. If you leave your office after normal business hours and want to return to your office, you will need your own keys. Security and cleaning personnel have strict orders not to grant entry to anyone. Security personnel does not have keys for Tenant offices.

It is recommended that employees be instructed to lock up all personal valuables during after normal business hours.

SECURITY ESCORT

A security officer is available from 3 pm – 12 am (midnight), Monday – Friday upon request to escort anyone to their car in the garage or parking areas. The security post is located on the 1st floor lobby next to “A” stairwell.

MEDICAL EMERGENCY

Medical emergencies can range from simple sprains to life-threatening situations. In these situations, summoning emergency medical personnel who can stabilize a victim and transport him to a medical facility is the first priority. Immediately call 911 and the Building Office to report the location and nature of the emergency. The Building Office will dispatch personnel to meet and escort the Fire Department medical personnel to the location of the emergency and secure elevators for their exclusive use.

It is recommended that Tenants keep first aid kits on hand for emergency use.

FIRE

In the event of a fire, notify the Fire Department by dialing 911 and give the following information:

- Type of fire
- Location (building, address, floor, suite number)

Next, locate the nearest fire pull station and then notify the Building Office and report the same

information. It is imperative that the Building Office be notified promptly so that they may alert other Tenants.

Detailed information regarding fire safety is contained in the Fire Emergency Plan booklet published by Senterra Real Estate Group, L.L.C. and approved by the city of Houston Fire Department and distributed to all Tenants.

HURRICANE

Hurricanes are a potential threat from June through November in the Houston area and often cause electrical power to be disrupted. Reliant Energy provides power sources to IBC Plaza. During loss of primary power, Reliant Energy works to restore service via a stand-by source. Tenants with vital energy power requirements should consider auxiliary generators for their own use. Telephone service may be interrupted during severe weather. Telephone companies have the capability of installing emergency service lines to Tenants having compatible switching equipment. Tenants requiring emergency service should ask their telephone representative for specific information.

The U. S. Weather Service reports the movement of tropical depressions that may present a threat to the Gulf Coast area. Given an early alert, certain steps should be taken to prepare for a hurricane.

1. Obtain emergency equipment - flashlights and fresh batteries, first aid kits for treatment of minor cuts caused by flying glass, tarpaulins to cover office furniture and filing cabinets, and battery-operated radios. Building auxiliary power for emergency lighting and elevators will be made ready.
2. Clear desk and table tops of books, papers, staplers, pencil holders, etc.; move furniture away from windows and cover with tarpaulins; remove drapes; move adding machines, computers, etc., to inside offices. The building Emergency Action Team will remove all potential flying objects from public areas.

Should a tropical depression escalate to a hurricane, the building will be closed except for building approved Tenant employees. The building will be patrolled constantly by building personnel to detect damage. Emergency repairs will be made as weather permits.

Prior to announcing the closure of the building, an email/ memo will be issued to tenant contact persons with information on how to obtain communications regarding the status of when the building will re-open.

Hurricanes are often characterized by violent weather, a calm period, and a resumption of violent weather. Do not assume too quickly that the adverse weather has ended. Tenants should not attempt to re-enter the building until all danger has passed.

After the storm, please report all safety hazards such as exposed wiring, broken glass, etc., to the Building Office. A thorough search for safety hazards will be conducted by the building's Emergency Action Team and repairs will be made as quickly as possible.

BOMB THREAT

Bomb threats are frequent in major cities. Fortunately, the vast majority of threats are hoaxes called in by practical jokers, children, or disgruntled employees. Unfortunately, it is difficult to sort the hoax call from the genuine threat; therefore, precautionary action is taken in the event of any bomb threat.

At the mention of a bomb, fear can create panic resulting in greater injury than the explosion. Additionally, significant financial losses result from evacuation procedures, workers being sent home, and reduced productivity upon their return. Precautionary steps can assist to lessen the chance of a foreign device being introduced to the building. Tenants as well as building personnel are encouraged to be aware of suspicious persons wandering about in offices, corridors and rest rooms. Suspicious persons should be reported to the Building Office day or night. Delivery people and repairmen should be monitored while in your office. Do not leave your office unattended and unlocked for any reason. Comply with building security access control measures.

All persons entering the building after hours are required to use a valid building access card, or be cleared through the Building Office by the Tenant Contact prior to close of business. The success of this strategy requires the full cooperation of all Tenants.

It is recommended that Tenants develop their own Bomb Threat Action Plan to be followed upon receipt of a threat. Persons participating in these plans should be carefully selected. Secretaries and receptionists generally receive most bomb threats and should be trained to react calmly.

The following procedures are valuable when a bomb threat is received:

1. The individual receiving the call should remain calm and obtain as much information from the caller as possible. It is important to keep the caller talking. A prepared checklist is included as Appendix A.
2. Call 911. State your name, company, address, telephone number, and what the caller said.
3. Notify the Building Office and report the same information.
4. Evaluate the seriousness of the threat based on available information.

5. Should your evaluation warrant, conduct a search for the bomb. Employees should survey their own work areas because they are most familiar with the office contents; however, nothing out of the ordinary should be touched. Building personnel will report to the affected area and search the stairways, corridors, restrooms, elevators and elevator shafts, equipment rooms, etc. If a suspicious object is discovered, trained police bomb-squad personnel will take charge.
6. Consider the need to evacuate in accordance with your Company Action Plan. If evacuation is deemed necessary, employees should be notified in a calm, deliberate manner. The Building Office must be notified upon receipt of a bomb threat call so that other Tenants can be informed of the threat.
7. Partial evacuation of the building may be deemed necessary when a bomb threat is directed to a specific floor. A partial evacuation includes the threatened floor, the floor immediately above and the floor immediately below. The evacuation should be away from the threatened floor and not through it. Personnel on the floor above the threatened floor should evacuate to higher floors. Personnel on the floor below the threatened floor should evacuate to lower floors. Stairways should be used for evacuation rather than elevators. Only disabled persons should utilize the elevators during bomb-threat evacuations.
8. General evacuation of the building may be deemed necessary when the threat is directed to the entire building. Should a general evacuation be required, Tenants will be notified by telephone, public address announcement, messenger, or all three. General evacuations are conducted in the same manner as fire evacuations.
9. If a bomb is not discovered and the police indicate that no further hazard exists, personnel may reenter the building at their own discretion. The Building Office should be notified of intent to re-enter.

CIVIL DISTURBANCE

Civil disturbances are not easily categorized. Depending on the organization responsible for the disturbance, they may range from calm groups of picketers to violent destructive mobs. Frequently, calm groups escalate to violent mobs. Eliminating the threat of violence and destruction is the goal of this section.

Often, political interest groups, disgruntled employees and striking employees will let it be known that they intend to demonstrate, picket, etc., at a certain location. Should you receive such information, please communicate it to the Building Office immediately.

It is recommended that Tenants develop their own Civil Disturbance Action Plan to inform and safeguard their employees.

In the event of a disturbance, the following procedures should be followed:

1. Call the Police and state:

Your name and company name

Location of the disturbance

Size of the group

Type of demonstration

2. Call the Building Office at (713) 965-2920 with the same information.
3. Instruct employees to avoid communicating with the demonstrators, antagonizing the demonstrators or aggravating the situation in any way.

The necessity of evacuating is not probable; however, should evacuation be deemed necessary by the Tenant, assistance will be given to the Tenant by the building's Emergency Action Team.

APPENDIX

BUILDING RULES AND REGULATIONS

1. Tenant will refer to Landlord all contractors, contractor's representatives and installation technicians rendering any service for Tenant for Landlord's supervision and/or written approval before performance of any such contractual services. This shall apply to all work performed in the Building, including, without limitation: (1) Installation of telephones, telegraph equipment, electrical devices and attachments, and installations of any and every nature affecting floors, wall, woodwork, trim, windows, ceiling, equipment or any other physical portion of the Building, (2) painting or (3) drilling, boring, cutting or stringing of wires.

2. The work of the janitor or cleaning personnel shall not be hindered by Tenant after 5:30 p.m., and such work may be done at any time when the offices are vacant. The windows, doors and fixtures may be cleaned at any time. Tenant shall provide adequate waste and rubbish receptacles, cabinets, bookcases, map cases, etc. necessary to prevent unreasonable hardship to Landlord in discharging its obligation regarding cleaning services.

3. Movement in or out of the building of fixtures or office equipment, or dispatch or receipt by Tenant of any merchandise or materials which requires movement through the building entrance or lobby, shall be restricted to the hours designated by Landlord and in a manner to be approved by Landlord. Such approval by Landlord shall include its determination, decision, and control of the time, method and routing of equipment and furniture, together with any limitations imposed by safety or other concerns which may prohibit any article, equipment or any other item from being brought into the building. Any hand trucks, carryalls, or similar appliance used for the delivery or receipt of merchandise or equipment shall be equipped with rubber tires, side guards, and such other safeguards as Landlord shall require. Tenant expressly assumes all risk of damage to the Building and to any and all articles so moved, as well as injury to any person or persons or the public engaged or not engaged in such movement. Landlord shall not be liable for the act or acts of any person or persons so engaged or for any damage or loss to any property of persons resulting directly or indirectly from any act in connection with service performed by or for Tenant.

4. Tenant shall not place, install or operate in the Building any engine, stove, machinery, or conduct mechanical operations or cook therein other than by the use of a microwave oven, or place or use in or about the Leased Premises any explosives, gasoline, kerosene, oil, acids, caustics, or any other flammable, explosive, hazardous or odorous material without the prior written consent of Landlord.

If consent is granted, Tenant will be required to furnish approved fire extinguishers and have them inspected and approved by the proper local authorities on an annual basis. No portion of the Leased Premises shall at any time be used for cooking, sleeping or lodging quarters.

5. Landlord will not be responsible for any lost or stolen personal property, equipment, money or jewelry, from any of the Building or any public areas regardless of whether such loss occurs when the

area is locked against entry or not, except to extent such loss attributable to gross negligence or willful misconduct of Landlord.

6. Tenant, or the employees, agents, servants, visitors, or licensees of Tenant shall not at any time or place, leave or discard any rubbish, paper articles, or objects of any kind whatsoever outside the doors of the Leased Premises, or in the corridors or passageways of any portion of the Building. No birds, animals, bicycles or vehicles shall be brought into or kept in or about the Building.

7. Landlord may permit entrance to Tenant's office by use of passkeys controlled by Landlord's agents, employees, contractors or service personnel supervised or employed by Landlord. No additional locks or similar devices shall be placed by Tenant on any door in the Building unless written consent of Landlord shall have first been obtained. Two (2) keys will be furnished by Landlord for the Leased Premises, and any additional key required must be obtained from Landlord. A charge will be made for each additional key furnished. All keys shall be surrendered to Landlord upon termination of tenancy.

8. None of the entries, passages, doors, hallways, or stairways shall be blocked or obstructed by Tenant.

9. Landlord shall have the right to determine and prescribe the proper weight and proper position of any unusually heavy equipment, including without limitation, all safes, large files, computers, etc. that are to be placed in the Building, and only those which in the sole opinion of the Landlord will not damage the floors, structure, and/or elevators may be moved into said Building. Any damage, occasioned in connection with the moving or installation of such aforementioned articles in said Building, or the existence of same in said Building shall be paid for by Tenant.

10. All Christmas and other temporary or special decorations must be flame retardant and removed within seven (7) days.

11. Tenant shall provide Landlord a list of all people authorized entrance into the Building after hours (5:00 p.m. to 8:00 a.m., Monday through Friday, and 24 hours a day on weekends and holidays).

12. After hours air conditioning/heating (7:00 p.m. - 7:00 a.m. Monday through Friday; 2:00 p.m. - 12:00 Midnight Saturday and 24 hours a day Sunday and holidays), must be requested by 2 pm of a regular work day prior to the day for which additional air conditioning is requested. An hourly charge will be billed (2 hour minimum) to Tenant based upon the then current utility rates and may be adjusted from time to time for all after hours air-conditioning and heating.

13. Any furniture removed from the Building after hours must be listed in security officer's building register. Description and serial numbers must be included on the stationery (letterhead) of Tenant.

14. Names to be placed on or removed from directories should be furnished to the manager in writing on Tenant's letterhead.

15. Electric meters, where used, are read on or about the 20th of each month. Such reading may be checked by the Tenant at any time and the current consumed is charged with and in addition to the following month's rent.
16. Any additional services not required by the Lease to be performed by Landlord which Tenant requests Landlord to perform and which are performed by Landlord shall be billed to Tenant at Landlord's costs plus fifteen percent (15%).
17. All doors leading from public corridors to Tenant's space are to be kept closed.
18. Canvassing, soliciting or peddling on or about any portion of the Building is prohibited and Tenant shall cooperate to prevent same.
19. Tenant shall give immediate notice to the Property Manager in case of accidents in the Leased Premises or any portion of the Building or of defects therein or in any fixtures or equipment, or of any other type of emergency on or about the Building.
20. Tenant shall not use the Leased Premises or permit the Leased Premises to be used for photographic or multigraph reproductions except in connection with its own business and then only with the Landlord's prior written consent.
21. Any requests by Tenant will be attended to only upon application at the office of the Property Manager. Employees of the Building shall not perform any work or do anything outside their regular duties unless under special instructions from the office of the Property Manager.
22. Tenant shall not make or permit any loud or improper noises on or about the Building or otherwise interfere in any way with other Tenants or persons having business with them.
23. Tenant shall not install any resilient tile or similar floor covering in the Leased Premises except with the prior approval of Landlord. The use of cement or other similar adhesive material is expressly prohibited.
24. The parking areas and driveways are to be used only for the purposes intended by Landlord and shall not be obstructed or misused in any way. Parking in any unauthorized area, specifically the motor court, is prohibited. Landlord may from time to time designate parking areas and make other rules and regulations governing parking on the Building.
25. Tenant shall not place anything or allow anything to be placed on the glass of any window, door, partition or wall and the expense of any breakage or damage resulting from the violation of this rule shall be borne by the Tenant who, or whose employees or invitees shall have caused it.
26. The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purposes other than that for which they were constructed and no foreign substance of any kind whatsoever shall be

thrown therein and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the Tenant who, or whose employees or invitees shall have caused it.

27. Landlord reserves the right to exclude or expel from the building any person who in the judgment of Landlord is under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules and Regulations.

28. No vending machine or machines of any description shall be installed, maintained or operated upon the Leased Premises without the written consent of the Landlord.

29. Without the written consent of Landlord, Tenant shall not use the name of the Building in connection with or in promoting or advertising the business of Tenant except as Tenant's address.

30. Tenant shall place or have placed solid pads under all rolling chairs such as may be used at desks or tables. Any damages caused to carpet by not having same shall be repaired or replaced at the expense of Tenant.

31. Landlord shall have the right to control and operate the public portions of the Building, the public facilities, and heating and air-conditioning as well as facilities furnished for the common use of the Tenants, in such manner as it deems best for the benefit of the Tenants generally.

32. Tenant shall fully cooperate and participate in all evacuation, fire safety and related emergency or security procedures established from time to time by Landlord.

33. Tenant shall comply with hazardous materials rules and regulations effected by any governmental body.

34. Trash removal from move ins and move outs or any other excessive trash are the Tenant's responsibility and all costs associated with such removal, if not removed by Tenant, shall be borne by the Tenant.

35. Tenant shall not cause or permit any "Hazardous Substance" (defined as any chemical, pollutant, waste, compound or other substance in such forms, concentrations, quantities or other conditions that are prohibited, regulated or require assessment, monitoring, removal or remediation under any law or regulation pertaining to health or the environment) to be used, installed, stored, treated, generated, released or disposed on or in the Leased Premises or any other portion of the Project by Tenant, Tenant's agents, employees, contractors, sub-tenants, assignees, invitees or other occupants of the Leased Premises. Tenant agrees that it will comply fully with all laws and regulations pertaining to health or the environment which apply to the Leased Premises and the use and occupancy of the Leased Premises.

36. When the Building was constructed, some building materials containing asbestos were used in the construction of portions of certain mechanical/electrical rooms and service areas of the Building. The federal Occupational Safety and Health Administration ("OSHA") and Environmental Protection Agency ("EPA") have promulgated detailed regulations with respect to construction work of all types involving

asbestos-containing building materials and Landlord has also promulgated guidelines for repairs, demolition, renovations, alterations and installations involving work in the mechanical/electrical rooms and service areas of the Building. All repairs, demolition, renovations, alterations and installations that require entry into any mechanical/electrical room or service area of the Building must be conducted in accordance with OSHA, EPA and Landlord's guidelines. Prior to conducting any such work, each Tenant should notify the Building Manager, in writing, advising the Building Manager of the type and scope of work intended to be conducted in the Tenant space that requires entry into any mechanical/electrical room or service area of the Building. Landlord's guidelines with respect to asbestos-containing building materials constitute a component part of a comprehensive operations and maintenance program that has been instituted by Landlord with respect to all asbestos-containing building materials located within the Building. In addition to the special construction procedures described above, special cleaning and maintenance procedures have been implemented by Landlord with respect to asbestos-containing building components. The cooperation of all Tenants with respect to all of these special procedures is required in order to ensure their successful implementation. Questions regarding the operations and maintenance program should be directed to the Building Manager's office.

Landlord reserves the right to rescind any of these 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 Tenant, shall be binding upon it in like manner as if originally herein prescribed.

PARKING ACCESS REQUEST FORM
(All information must be completed before Parking/Security Card will be issued)

IBC PLAZA
Senterra Real Estate Group, L.L.C.

Please email this Completed Form to Leem@senterra.com or Deliver to Suite 409

PLEASE PRINT/TYPE ALL INFORMATION

Effective Date: _____ **Suite #:** _____
Tenant Name: _____
Employee Name: _____
Telephone #: _____ **Card # Issued:** _____

ACTION TAKEN

All building employees are required to park in the garage contract parking.

Access Requested: Garage _____ Building _____ A/C _____ (\$45 per hour, two hours minimum)

_____ **Vehicle Information**
Make: _____ Model: _____ Color: _____
Print License Plate #: _____ Issue State: _____

_____ **Vehicle, Name or Access Change:**
Make: _____ Model: _____ Color: _____
Print License Plate #: _____ Issue State: _____

_____ **Termination of Employee** Card Returned: __ Yes
_____ **No (\$10 Fee)**

_____ **Lost/Stolen/Damaged Card (\$10.00 Non-Refundable Fee)**

EMPLOYEE SIGNATURE: _____

OFFICE MANAGER SIGNATURE: _____

IBC PLAZA

AIR CONDITIONING REQUEST FORM

Air conditioning is supplied to all Tenants at IBC Plaza Building from 7:00 a.m. – 6:00 p.m. Monday – Friday and 8:00 a.m. – 2:00 p.m. on Saturdays.

Air conditioning requested after these hours is to be considered overtime air conditioning and the Tenants will be charged \$45.00 per hour/ (2 hour minimum) per air handler. Any Tenant requesting overtime air conditioning must complete and sign this form.

OVERTIME AIR CONDITIONING:

TENANT: _____

SUITE: _____

DATE AIR CONDITIONING IS NEEDED: _____

TIME AIR CONDITIONING IS NEEDED: _____ AM / PM TO: _____ AM / PM

AUTHORIZED SIGNATURE: _____

DATE: _____

Please return this form to the Property Management Office, Suite 409, or fax to (713) 520-9334, before 2:00 p.m. on weekdays and before 12:00 Noon on Friday for weekend air-conditioning.

PROPERTY MANAGEMENT USE ONLY:

Total number of hours used extra A/C _____ (x) 45.00/hr./a.h.= _____

TOTAL AMOUNT DUE \$ _____