

RULES AND REGULATIONS

1. No sign or signs will be allowed on the exterior of the Building or on any window or windows inside or outside of the Building and no sign or signs, except in uniform location and uniform style fixed by Landlord, will be permitted in the public corridors, doors or entrances to Tenant's space.
2. Tenant shall not bring any bicycles, motorcycles or similar vehicles into the Building.
3. Tenant shall not place, install or operate on the Premises or in any part of the Building, any engine, stove or machinery, or conduct mechanical operations or cook thereon or therein, or place or use in or about the Premises any explosives, gasoline, kerosene, oil, acids, caustics or any other inflammable, explosive or hazardous material without the prior written consent of Landlord.
4. Plumbing fixtures shall be used only for the purpose for which they are designed, and no sweepings, rubbish, rags or other unsuitable materials shall be disposed into them. Damage resulting to any such fixtures from misuse by a tenant shall be the liability of that tenant.
5. Tenant will be responsible for any damage to carpeting and flooring as a result of rust or corrosion of file cabinets, pot holders, roller chairs and other metal objects.
6. All glass, locks and trimmings, in or about the doors and windows, and all electric globes and shades, belonging to the Building shall be kept whole, and whenever broken by Tenant, shall be immediately replaced or repaired and put in order by Tenant under the direction and to the satisfaction of Landlord and, on removal, shall be left whole and in good repair.
7. Landlord shall have the authority to prescribe the weight of safes and other heavy equipment and the manner in which they are positioned.
8. Corridor doors, when not in use, shall be kept closed.
9. Tenant space that is visible from Public Areas must be kept neat and clean.
10. Sidewalks, doorways, vestibules, halls, stairways 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 entrance to and exit from the Premises, and for pedestrian circulation throughout the Building.
11. All freight elevator lobbies are to be kept neat and clean. The disposal of trash or storage of materials in these areas is prohibited.
12. No vending machines of any type shall be allowed in any tenant's premises without the prior written consent of Landlord.
13. No birds or animals shall be brought into or kept in, on or about public or tenant areas.
14. No tenant shall tamper with or attempt to adjust temperature control thermostats in its Premises. Landlord shall adjust thermostats as required to maintain the Building Standard temperature. It is requested 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.
15. Heat and air conditioning will be furnished between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday, and between 8:00 a.m. and 1:00 p.m. on Saturday.
16. The following dates shall constitute "Holidays" as referenced in this Lease:
New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and any other holiday generally recognized as such by landlords of office space in metropolitan Houston, as determined by Landlord in good faith.
17. In the event Tenant desires special heating or air conditioning service at other than normal operating hours stated above in paragraph 15, Tenant shall provide Landlord written notice of such desire no later than 2:00 p.m. on the day desired for such special services. This service will be made available at Landlord's then current charges for such services.
18. Tenant must comply with all requirements necessary for the security of the Premises both during business hours and after hours and on weekends.
19. Tenant is requested to lock all office doors leading to corridors and to turn off all lights at the close of their working day.
20. Landlord has the right to refuse admittance to the Building after 7:00 p.m. daily or on Sunday or on legal holidays to any person who cannot furnish satisfactory identification, or to any person who, for any other reason, should be denied access to the Premises.
21. Landlord will not be responsible for any lost or stolen personal property, equipment, money or jewelry from Tenant's area or public rooms regardless of whether such loss occurs when the area is locked against entry or not.
22. Landlord may permit entrance to Tenant's offices by use of pass keys controlled by Landlord or employees, contractors or service personnel supervised or employed by Landlord.
23. 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 and the like necessary to prevent unreasonable hardship to Landlord in discharging its obligation regarding cleaning service.
24. Movement into or out of the Building of furniture, office equipment or any other bulky or heavy materials shall be restricted to such hours as Landlord designates. Landlord will determine the method and routing of said items so as to insure the safety of all concerned. Advance written notice of intent to move such items must be made to Landlord.
25. All deliveries to a tenant's premises shall be made through a designated elevator.

26. There shall not be used, in any space or in the public corridors of the Building, either by Tenant, by jobbers or others, in the delivery of receipt of merchandise, any hand trucks, except those equipped with rubber tires and side guards.
27. Tenant will refer all contractors' representatives and installation technicians rendering any service for Tenant to Landlord for Landlord's supervision and/or approval before performance of any such contractual services including, but not limited to, installation of telephones, telegraph equipment, electrical devices and attachments, and any installations affecting floors, walls, woodwork, trim, windows, ceilings or equipment. None of this work will be done by Tenant without first obtaining Landlord's written approval.
28. Canvassing, soliciting and peddling in the Building is prohibited and Tenant shall cooperate to prevent the same.
29. Tenant shall not employ any person for the purpose of cleaning other than the authorized cleaning and maintenance personnel for the Building unless otherwise approved in writing by Landlord.
30. Tenant shall not make or permit any loud or improper noises in the Building or otherwise interfere in any way with other tenants or persons having business with them.
31. Landlord reserves the right to deny entrance to the Building or remove any person or persons from the Building in any case where the conduct of such person or persons involves a hazard or nuisance to any tenant of the Building or to the public, or in the event of fire or other emergency, riot, civil commotion or similar disturbance involving risk to the Building, tenants or the general public.
32. Landlord will furnish Tenant one set of keys and locks for the corridor doors entering the Premises. Landlord will issue 2 key per 1,000 square feet of net rentable area and 2 access card per 1,000 square feet of net rentable area at no charge to Tenant. All other inner office keys (Sargent) will be provided at a charge of \$2.00 per key and entry keys (Medeco) at \$10.00 per key. Additional access cards will be provided at an additional charge of \$10.00 per access card. All above charges also apply for any lost or stolen keys and access cards. These prices are subject to change without prior notice. All keys shall remain Landlord's property. Tenant shall not, without Landlord's permission, put additional locks on any door of the Premises. Upon termination of this Lease, Tenant will give Landlord all keys to the Premises.
33. Landlord shall have sole control over the parking of automobiles and other vehicles and shall designate parking areas and building service areas.
34. Landlord reserves the right to make such other and further reasonable rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Building and Premises and for the preservation of good order therein. Landlord desires to maintain high standards of environment, comfort and convenience for its tenants. It will be appreciated if any undesirable conditions, or lack of courtesy or attention by its employees is reported directly to the Landlord.