

**1300 Main  
Electronic Tenant® Portal**

**Created on June 17, 2023**

## **Building Operations: Energy Transfer Corporate Services**

Energy Transfer Corporate Services (ETCS) is available to assist with various issues or concerns you may have. Requests for building maintenance issues, such as temperature, lights out, restroom or breakroom issues may be directed to ETCS at [HoustonCorporateServices@EnergyTransfer.com](mailto:HoustonCorporateServices@EnergyTransfer.com). The request will then forward electronically to JLL's Management Office or Building Engineers for assistance.

## **Building Operations: The Building Management Office (BMO) and Team**

The staff of 1300 Main is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located in Suite 160.

**Please do not hesitate to contact the Building Management Office at:**

**Phone:** (713) 989-1900

**Address:**  
1300 Main St., Suite 160  
Houston, TX 77002

**The following personnel are available to address your needs:**

<b><i>Sr. General Manager</i></b>	<b>Greg Sherman</b>
<b><i>Asst. General Manager</i></b>	<b>Crystal De Los Santos</b>
<b><i>Property Administrator</i></b>	<b>Kelly Hudspeth</b>
<b><i>Sr. Chief Engineer</i></b>	<b>Terry Hanna</b>
<b><i>Asst. Chief Engineer</i></b>	<b>Raul Guerrero</b>

## **Building Operations: Holidays**

**The Building observes the following Federal Holidays:**

New Year's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving Day  
Christmas Day

In addition, the Building observes any other Energy Transfer holidays that are scheduled each year. Be advised that building and management staff observe these holidays.

On these specific days, the building will be closed and all building services (including, but not limited, to HVAC, janitorial and maintenance) will be suspended. Requests for Overtime Air must be scheduled in advance of the holiday.

## **Building Operations: Midstream Market**

Midstream Market, located in Suite 150, is a 24/7 food service facility, offering fresh and frozen food, packaged snacks, bottled beverages, and fresh coffee. Non-cash payments are accepted at the two automated kiosks. Seating is available for guests wishing to dine within the market.

## **Building Security: Overview**

The Level 1 lobby desk is staffed 24/7 with a Security Officer. The Officer observes camera monitors and reports activity in the lobby. The Officer is not armed, and will not physically intervene in a disturbance. In the event of a disturbance, the Officer will call 911.

A Houston Police Department officer is situated in the Level 1 lobby, between the hours of 6:00 AM to 6:00 PM, Monday through Friday.

The Tunnel security desk is located on the basement level, outside of the garage elevators. It is staffed from 6:00 AM - 4:00 PM, Monday through Friday, with a Security Officer. The Officer observes the garage cameras and reports activity to the Lobby officer. The Officer is not armed, and will not physically intervene in a disturbance. In the event of a disturbance, the Officer will request that the Lobby officer call 911.

Security Officers are not authorized to grant after-hours access to any person who does not have a valid and activated access card. Tenants without an access card will be asked to contact their supervisor for access. All others will be asked to leave the property.

The BMO does not grant access to tenants who do not have an activated access card and/or a key to their office.

Security may be contacted 24 hours a day at (281) 822-3028.

## **Building Security: After Hours Access**

Building and garage access is available 24/7 with the use of an assigned and activated access card. The building and garage are equipped with an access control system that is maintained by an outside, contracted company.

The building doors are locked Monday through Friday between the hours of 6:00 PM and 6:00 AM, and twenty-four (24) hours a day on weekends and holidays.

The garage perimeter gates and doors are locked Monday through Friday between the hours of 4:00 PM and 5:30 AM, and twenty-four (24) hours a day on weekends and holidays.

Tenants may gain access by placing their access card in close proximity to the card reader. Proximity readers are located outside the Travis Street, Main Street, and Polk Street entrance doors; in the tunnel between the garage and building; and at the turnstiles on Level 1. If a card is activated and access permitted, a green light will illuminate and the turnstile, or door closest to the reader, will release. Following entry or exit, the door and turnstile will automatically close and relock.

All Tenants are responsible for scanning their own badge for access. Do not let any individuals follow you in on your badge access.

## **Building Security: Building Access**

Regular building hours are Monday through Friday, from 6:00 AM to 6:00 PM. During these hours, the garage roll-down gates are lifted and some perimeter doors are unlocked.

The Polk Street entrance doors are unlocked Monday through Friday between the hours of 6:00 AM and 6:00 PM, The entrance doors are locked twenty-four (24) hours a day on weekends and holidays.

The Travis Street and Main Street entrance doors are locked 24/7, and require an active badge for access.

The Travis Garage pedestrian door is unlocked Monday through Friday, from 6:00 AM until 4:00 PM.

### **ACCESS TO OFFICES**

The BMO will periodically request a list of emergency phone numbers of key personnel in your company who are to be contacted in emergencies.

### **VISITORS AND SPECIAL ADMITS**

Visitors arriving during regular business hours shall check in with the Receptionist in Suite 100.

Advance arrangements are required for visitors arriving after regular business hours. Weekend visitation must be arranged through ETCS by email no later than 12:00 PM on Fridays. The date and time of arrival, the visitor's name, and the tenant's contact information is required. If the visitor is arriving with the tenant, it is not necessary to contact ETCS.



# **Building Security: Deliveries**

## **LOADING DOCK HOURS AND LOCATION**

The loading dock and freight elevator are accessible from the ramp located in the 1300 block of Travis Street. Dock hours are 6:00 AM until 6:00 PM, Monday through Friday. After-hours deliveries may be scheduled with prior notification through ETCS by email.

## **COURIERS AND SMALL DELIVERIES**

All vendors and delivery personnel must first check in at the Security desk in the main lobby.

Catering, restaurant and flower deliveries shall be left on the lobby tables. The delivery person shall notify the recipient that the delivery has been made.

All other deliveries, i.e. certified or registered mail, shall be made to the Basement Mail Room. Upon presentation of a valid ID, a Visitor badge is assigned. This badge must be worn at all times while on property, and relinquished before leaving the building.

## **CONTRACTORS AND LARGE DELIVERIES OR MOVES**

All contractors and large deliveries must enter the building through the Loading Dock/Basement level. Clearance must first be obtained at the Security desk in the main lobby. The loading dock Security guard will direct the delivery personnel to the lobby security desk, where they will be assigned a contractor badge. All large deliveries and contractors must use the building freight elevator and wear the contractor badge at all times while on property.

[Please click here for the After Hours Security Clearance Form.](#)

## **Building Security: General Office Security**

Theft can be a problem in office buildings. Offices are usually unlocked during normal business hours while delivery people and visitors are in the building throughout the day. Outlined below are several measures you can take to prevent thefts in your office:

- Keep all doors locked after you leave the office.
- Keep expensive items off desktops when not at desk.
- Take special care during times best suited for pilferage (i.e. thirty minutes after opening), and during absences from work areas and office.
- Record serial numbers to aid police in recovering property in the event of loss or theft.
- Keep cash under lock and key, within a locked desk or cabinet and keep the amount to a minimum.
- Keep purses, cell phones, articles of value, etc., out of sight. This is especially important for reception areas and open administrative areas that are in full view of everyone entering your office.
- Whenever possible, keep the reception desk staffed so that access is continually monitored.
- If you are working past normal office hours, keep the exterior doors locked.
- Question any suspicious or unknown individuals in your work area who are not displaying a Visitor or Contractor badge. Do not assume that because the individual is well dressed (or in a uniform) that he or she has business in your suite.
- Ask all contractors to display proper identification. Uniforms alone are not considered proper identification.
- If you see anyone acting suspiciously, notify Security at (281) 822-3028 or the BMO at (713) 989-1900.
- Door-to-door solicitors are prohibited in the building. If a solicitor is noticed in the building, keep the person(s) talking while someone else calls Security. Security will escort them from the building.
- If an employee is terminated, remember to retrieve their office keys and/or building access card. Notify ETCS by email.
- Secure valuables out of sight or in the trunk of your vehicle.
- Be alert when walking to your automobile. Have your keys accessible prior to arriving to your vehicle. When working late or arriving early, arrange for an escort with building Security personnel. They are on duty 24/7 for your convenience.

If you do fall victim to a crime, notify Security and the BMO as soon as possible so that we may complete an Incident Report and investigate the incident. We strongly recommend that you report any incident to the Police.

## **Building Security: Key and Lock Policy**

Additional or replacement keys may be obtained by a written request to ETCS by email. Include the suite number and/or interior office number(s) and the number of keys needed.

## **Building Security: Lost and Found**

All found items are turned in to the BMO. If an item is misplaced, stop by the BMO to see if it has been turned in.

In the event that something is discovered missing from your office, notify Security and the BMO of the details so that a record may be kept in our files. It is the Tenant's discretion as to whether the Tenant desires to report the incident to the police.

## **Building Security: Property Removal**

To secure the Tenant's property after hours, no items of value will be allowed out of the building without prior written notification. Notify ETCS by email before removing any office furniture or equipment.

[Click here to download a Property Removal Form](#)

## **Building Security: Suspicious Mail**

**Be alert to letters and packages that are unexpected, or sent by someone unfamiliar to you. The following characteristics may also dictate caution when handling an unknown mail piece:**

- Items addressed to someone no longer with your organization or otherwise outdated.
- Items that are handwritten and have no return address, or have a return address that cannot be verified as legitimate.
- Items containing restrictive endorsements, such as Personal or Confidential.
- Items of unusual weight relative to their size, or that are lopsided or oddly shaped.
- Items sealed with excessive amounts of tape.
- An item containing a postmark that does not match the return address, or bears excessive amount of postage.

**If you receive a suspicious piece of mail, do not handle it, shake it, or sniff it. Follow these steps:**

1. Isolate the mail piece.
2. Evacuate the immediate area.
3. Wash your hands thoroughly with soap and water.
4. Notify Building Security
5. Notify local law enforcement

## **Building Services: Cleaning**

A contracted janitorial company provides cleaning services at 1300 Main. Cleaning services are provided during the evening hours of Monday through Friday. Carpeted areas are vacuumed, unobstructed surfaces dusted, and trash emptied. If trash that is to be disposed of is not in wastebaskets, inform cleaning personnel by leaving a large note on such items marked **TRASH** and **BASURA** (Spanish word for trash). **DO NOT** leave items that are not trash on top, in or near wastebaskets.

For special cleaning needs, such as carpet shampooing, contact ETCS by email. Special cleaning services may be arranged at Tenant expense.

If a small cleaning problem should arise during working hours, contact ETCS by email. A cleaner will be dispatched to remedy the condition.

If you have any questions or comments regarding the cleaning services, notify ETCS by email.

### **TRASH REMOVAL**

Trash removal services are provided during the evening hours, Monday through Friday. The Tenant is responsible for removing any unwanted furniture or equipment.

Should you require assistance or a special waste pick-up, contact ETCS by email. The freight elevator must be used for all trash removal.

### **EXTERMINATION SERVICE**

Extermination service is provided on a quarterly basis. For special attention, contact ETCS by email. This information will be supplied to the exterminator and the problem handled accordingly.

# Building Services: Elevators

[Click here to download a Freight Elevator Reservation Form](#)



## **Building Services: Forms**

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Building Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at [www.adobe.com](http://www.adobe.com).

[Active Shooter](#)

[Bomb Threat Form](#)

[Construction Rules and Regulations](#)

[Freight Elevator Reservation Form](#)

[Move-Out Checklist Form](#)

[Move-In Checklist Form](#)

[Parking Rules and Regulations](#)

[Property Removal Form](#)

[Request for Overtime Air](#)

[Security Clearance Form](#)

[Tenant Contact](#)

[Waiver of Lien Rights Form](#)

## **Building Services: HVAC**

If you anticipate working during non-building hours and will require heating or cooling in your office, notify ETCS by email before 2:00 PM on Friday before the weekend, using the request form included in this Tenant Handbook. Include company name, suite number, date required, time, and space.

[Click here for the Overtime Air Request](#)

## **Building Services: Mail Service**

The [U.S. Postal Carrier](#) delivers and picks up outgoing mail Monday - Friday at 4:00 PM, at the Level B Mailroom. Note that the U.S. Post Office reserves the right to change these times without notice.

FedEx and UPS drop boxes are also located adjacent to the Level B Mailroom.

# **Building Services: Maintenance Requests**

## **WORKORDERS**

For work orders relating to cleaning, HVAC and lighting issues, submit to ETCS by email.

In the event of an emergency or a serious maintenance problem, call the BMO. Provide your name, suite number, phone number, and the nature of your problem. Someone from the maintenance staff will assist you as soon as possible.

Maintenance personnel are equipped to handle varying degrees of lighting, plumbing, electrical, cooling and heating, and door and lock problems. If the problem is outside of our normal maintenance service, a contractor will assist with the repair.

## Emergency Procedures: Overview

Report all emergencies to the appropriate local authorities first, by calling 911 for fire, police and/or ambulance.

A second call must be made to Building Security at (281) 822-3028.

A third call must be made to the BMO at (713) 989-1900. When calling, provide the following information:

- The nature of the emergency
- Floor, suite number, person calling, and phone number

Below are some common-sense procedures to follow in almost every type of emergency:

- Remain calm. Panic can cause more damage and/or injury in many cases than the emergency itself.
- Contact the appropriate party immediately and relate all pertinent information such as the exact location of the emergency, name and nature of emergency, etc.
- Do not add to the situation by exaggeration or by relating irrelevant or unsubstantiated statements.
- Do not become a spectator. Head away from, not toward, the problem area. Avoid getting in the way of emergency personnel.
- Follow the directions of those in charge.
- If evacuation is necessary, use the appropriate areas designated for this purpose, remain calm and be courteous to others.

We strongly recommend that each Tenant establish an internal procedure for handling emergencies, which mirrors the [City of Houston High Rise Office Building Life Safety Plan](#). Appropriate Tenant representatives should be appointed and given the responsibility of coordinating emergency procedures, in cooperation with the BMO. The BMO shall be provided with the name and telephone numbers (both during and after-hours) of the emergency coordinator.

### [Click here to download a Tenant Contact Form](#)

The Tenant's emergency coordinator should be familiar with the location of all emergency exits, equipment and telephone numbers of all emergency services. The BMO should be made aware of any special or unique situations within the Tenant's area such as:

- Mobility Impaired personnel requiring assistance
- Unusual working hours
- Special equipment or materials which would be either helpful or harmful in the event of an emergency

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## **Emergency Procedures: Active Shooter**

**The U.S. Department of Homeland Security has provided the following information, in regard to coping with an active shooter situation:**

## **Tenant Duties**

- Develop an active shooter action plan and review it with the BMO.
- Communicate any information received regarding the potential for a disturbance to the BMO.
- Immediately notify the BMO of any disturbances.
- Instruct employees to avoid communicating with the active shooter, or aggravating the situation in any way.
- If evacuation is necessary, it will be conducted as a General Fire Evacuation.

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## **Emergency Procedures: Bomb Threat**

It is recommended that Tenants develop their own Bomb Threat Action Plan working in conjunction with the BMO. Thus, coordinated plans will be followed upon receipt of a threat. Persons chosen to participate in these plans should be selected carefully. Their potential for performing well under stress should be considered. Assistants and receptionists generally receive most bomb threats, therefore they should be trained to react calmly and solicit the proper information from the caller.

### **The following procedures have proven to be valuable when threats are received:**

- The individual receiving the call must remain calm and get as much information from the caller as possible. A prepared checklist can be helpful to the receptionist. It is important to keep the person talking. Use the Bomb Threat Form to obtain the checklist and questions to ask the caller.
- Notify a company supervisor in accordance with your Company Action Plan. Do not discuss the threat with other employees.
- Immediately call 9-1-1 and then notify Security and The BMO and relay all information received. The BMO and the company supervisor will evaluate the seriousness of the threat based on all available information.
- A decision will be made at this time whether to:
  - Notify employees in the building or part of the building
  - Order an evacuation, its extent, and the location(s) to which employees should be evacuated
- If evacuation is necessary, employees should be notified in a calm and deliberate manner. Carefully worded pre-planned statements convey the urgency of the situation without causing panic. An appropriate statement might be, “Employees are directed to cease work and proceed to another floor, etc. This is not a drill”.
- If a bomb is not discovered and the Police indicate that no further hazard exists, personnel may re-enter the building or offices at their own discretion and risk. The BMO should be notified of any intention to re-enter. Keep The BMO apprised of any new developments.

### **Suggestions for preventing the placement of bombs within Tenant spaces:**

- Conduct daily inspections for suspicious objects in every suite. Neat offices that are free from debris and boxes can alert office workers to the placement of foreign objects within their space.
- Encourage all employees to be aware of suspicious persons wandering about in offices, corridors and restrooms. Suspicious persons should be reported to your supervisor and to the BMO.
- Encourage employees to comply with building Security. When using their assigned activated access card to enter the building, all employees should be alert not to allow entry by unauthorized persons.

[Click here to download a Bomb Threat Form](#)



## **Emergency Procedures: Civil Disturbance**

Civil Disturbances are not easily categorized. Depending on the organization responsible for the disturbance, it may range from a calm group of picketers to a violent, destructive mob. It is possible that one will escalate to the other.

Eliminating the threat of violence and destruction are the goals of the BMO. Problems associated with civil disturbances may usually be reduced if the potential activities are detected swiftly, and an action plan exists to resolve conflicts.

### **Tenant Duties**

It is recommended that Tenants develop their own civil disturbance action plan and review it with the BMO.

Any information received regarding the potential for a disturbance must be communicated quickly to the BMO. Occasionally, political interest groups, disgruntled employees, or striking employees will let it be known that they intend to demonstrate, picket, etc. This information must be taken seriously and communicated to the BMO.

If a disturbance is detected, the BMO must be contacted immediately.

Instruct employees to avoid communicating with the demonstrators, antagonizing the demonstrators, or aggravating the situation in any way.

The necessity to evacuate the Building during a civil disturbance is not probable, but if evacuation is necessary, it will be conducted as a General Fire Evacuation.

### **Criminal Activity**

In the event that there is a crime occurring in your suite or the building, take the following steps:

- Call 911 and report the emergency.
- Call Security with the following information:
  - Nature of the emergency.
  - Exact location and your name.
  - Whether or not the authorities have been contacted.
  - If not yet contacted, the BMO will contact 911

## **Emergency Procedures: Earthquakes**

**In an earthquake and you are indoors, stay there.**

- Take cover under a sturdy piece of furniture or counter, or brace yourself against an inside wall or door jam. Protect your head and neck.
- Stay away from windows, skylights and items that could fall. Do not use the elevators.
- After the shaking stops, relocate towards the core of the building away from glass and furniture.
- Use stairways to leave the building if it is determined that a building evacuation is necessary.

If outdoors, move into the open away from buildings, street lights, and utility wires.

## **Emergency Procedures: Elevator Malfunction**

- Push the Emergency Phone button and press the intercom button. It will automatically ring to an offsite Answering Service that is answered 24/7.
- Give the person who answers the phone your location and the cab number on the elevator cab panel.
- The answering service will provide updates to the Level 1 lobby security desk.
- Do not panic! Modern elevator technology provides for redundancy of safety features. The system is designed to shut down until it is checked and reset by an elevator technician.
- There will be a short delay until an elevator technician arrives onsite, and the elevator controls are corrected. The elevator is secure - it will not fall.
- Do not attempt to escape by forcing open the door.

## Emergency Procedures: Emergency Contacts

All Emergencies	911
Building Security	(281) 822-3028
Building Management Office	(713) 989-1900
Fire & Police <b>Non-Emergency</b>	(713) 884-3131
Poison Center	(800) 222-1222

If you call 911 for an emergency, the following two calls need to be made:

A second call must be made to Building Security at (281) 822-3028.

A third call must be made to the BMO at (713) 989-1900. When calling, provide the following information:

- The nature of the emergency
- Floor, suite number, person calling, and phone number

If the audible alarm within the building sounds, do not call the BMO, unless you have something specific to report. The BMO is aware of the alarm, as well as the source of the alarm. Keep the telephone lines clear so that Management may attend to the situation as quickly and efficiently as possible

# **Emergency Procedures: Evacuation**

## **In the event of the activation of audible alarms and strobes:**

Minimum procedure: Prepare to evacuate by going to the Exit/Stair door. If there is any evidence of unwanted fire, evacuate the floor to a safe area.

Report any change in conditions to the Fire Department, Lobby Security Desk, and BMO.

Follow the instructions given over the alarm system. When exiting, avoid crowding or undue haste. If necessary, descend the stairs carefully. When you reach the evacuation floor, exit in an orderly fashion. Do not use elevators during a fire alarm.

## **Special Instructions - Assisting the Mobility Impaired.**

Persons have any mobility impairment need to be considered prior to any need for evacuation. It is necessary for Tenants and mobility-impaired persons to notify the BMO of any mobility-impaired person that may wish to have special assistance in the event of an evacuation.

Mobility Impaired occupants may require special assistance in the event of a fire. Occupants not requiring assistance should evacuate first. This avoids the possibility of persons in need of assistance being bumped and/or falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, the person having mobility impairments should be positioned near the Exit/Stair that is located farthest away from the fire. If fire conditions pose personal threat, the person having mobility impairment, Fire Warden, or any other person assisting, should be positioned within the Exit/Stair and wait for the Fire Department. If fire conditions pose a personal threat in the Exit/Stairs, the mobility-impaired person should be evacuated to a safe location. If the mobility-impaired person enters the Exit/Stairs, someone should notify the Fire Department of their location in the Exit/Stairs and that the mobility-impaired person requires special assistance with evacuating.

## **What to do if your exit route is blocked by smoke:**

- Stay calm and crawl low in smoke. The air is easier to breathe near the floor.
- If trapped in a room, close all the doors between you and the smoke. Seal the cracks around the doors and vents.
- Signal at the window to rescuers. If there is a phone in the room, give the fire department your exact location, even if they are on the scene.

## **All Clear Signal**

- The fire department will inform the BMO when it is safe for employees to return. Management will give an "all clear" signal and notify the employees that they may return to their workspace. Re-enter the building in an orderly fashion.

# Emergency Procedures: Fire and Life Safety

Refer to the [City of Houston High Rise Office Building Life Safety Plan](#) for detailed instructions and procedures. If you have not received a manual, contact one of the Fire Wardens located on your floor.

If the following is reported to you, or if you see smoke, see flames, smell something burning, or hear a fire alarm, IMMEDIATELY:

- Call the Fire Department: Dial: 9-1-1
- Call the BMO: (713) 989-1900
- If the Fire Alarm is not sounding, Activate the Fire Alarm Pull Station
- Report any change in conditions to the Fire Department and the Fire Safety Director.
- Information to be given to the Fire Department:
  - What is the emergency: (Alarm, Smoke, Flames, etc.?)
  - Address: 1300 Main St (Closest Cross Street) Polk
  - Type of occupancy: (High Rise Office Building)
  - What floor: \_\_\_\_\_ Room # \_\_\_\_\_ Telephone # calling from \_\_\_\_\_
  - (Let The Dispatcher Hang Up First!)

If you think you smell a peculiar or unfamiliar odor, IMMEDIATELY:

- Call the BMO: 713-989-1900

If the following is reported to you, or if you see smoke or see flames, or smell something burning, IMMEDIATELY:

- Isolate the fire - (close the door if you can do so safely)
- Call the Fire Department, the BMO, and activate the Fire Alarm Pull Station if the Fire Alarm is not sounding
- Evacuate - Using Exit/Stairs to a safe area. Relocation and reentry into the building at least three (3) or more levels below the fire floor is generally adequate.
- Fire Extinguishment is optional and only if all of the above has been completed

## BUILDING DUTIES

- A person or persons responsible for maintenance of facilities and personnel required by the plan.
- A responsible person designated in the plan of procedure for evacuation as the "Fire Safety Director" will be in complete charge of the procedures and the specific responsibilities of those assigned in the plan.
- Sufficient alternates named for each Fire Safety Director, Assistant or Deputy Director, and Area Fire Wardens so that a principal or alternate is in the Building at all times it is occupied during work hours to supply leadership under the plan. Working hours shall be construed to mean scheduled or designated periods of time during which work is performed or business is conducted.

## TENANT DUTIES

Sufficient Fire Wardens so that an evacuation organization will be in force in all occupied portions of the Building, and the public areas under the plan, i.e., lobbies, exit access, and exits.

## BUILDING & TENANT DUTIES

The Fire Safety Director, Assistant Directors, Fire Wardens, and such other persons specified in the approval plan shall have attended a Fire Warden class conducted by the City of Houston. The training required shall cover the subject of organizing and training to conduct fire drills, evacuations and related activities.

## FIRE DRILLS

The BMO shall conduct a fire drill at least every six months so that all Tenants may fulfill the evacuation requirements in a safe and efficient manner. It is a requirement of the Fire Code that all Tenants cooperate, as directed, with fire drills.

## **FIRE WARDENS:**

At the request of the BMO, the Tenant's Safety representative shall identify responsible employees who are available to be designated and trained as a Fire Warden.

Each Fire Warden shall be familiar with the Fire Safety Plan, the location of exits and the location and operation of any available fire alarm system.

## **FIRE ALARM ANNOUNCEMENTS**

### **IN CASE OF FIRE ALARM, YOU WILL HEAR THE FOLLOWING AUTOMATED ANNOUNCEMENT:**

An alarm has been reported. Please prepare to evacuate by going to the Exit/Stair door. If there is any evidence of fire, evacuate the floor using the Exit/Stairs to a safe area.

## **NOTICE TO ALL FIRE WARDENS**

It is your responsibility to inform the Fire Safety Director in the event of vacation, leave of absence, transfer, sickness, etc. in order to make necessary revisions regarding replacements or substitutes. It is required to have at least one person for every occupied 7,500 square feet in your suite at all times who is capable of evacuating fellow occupants during an emergency.

## **IMPORTANT THINGS TO KNOW**

- The roof is not an approved exit and is kept locked.
- When the Fire Department arrives, they are in charge.
- The most critical areas for immediate evacuation are the fire floor and one floor above and one below.
- Use the elevators only when assisted by Fire Department Personnel.
- Smoke is the number one problem in any fire. It depletes the air of valuable oxygen and contaminate the air with toxic materials. If caught in smoke, DON'T PANIC, remember it could be difficult to see, so take slow easy breaths, breathe through your nose, and crawl along the wall to escape.
- Touch all doors with your hand before opening. If it is hot, do not open it and seek another exit.
- Opening or breaking windows fuels a fire with more oxygen. Do not open any windows during a fire.
- When evacuating by stairwell, move to the center of the stairwell to avoid being hit by exit doors and to allow the firefighters to pass.

## **FIRE PREVENTION TIPS**

1. Smoke only where permitted. (Smoking is prohibited in the buildings and at the entrances)
2. Look for electrical equipment that is not working right or smells funny. Strange odors from appliances or lights can be the first sign of fire.
3. Do not overload wall outlets.
4. Keep heat-producing devices away from things that burn.
5. Assign someone to make sure appliances are turned off when people are about to leave the building.
6. Store and use non-flammable liquids.
7. Trash is fuel for a fire. Throw it out.
8. Portable fire extinguishers have been provided in the fire hose cabinets. Read the instructions beforehand.
9. Portable Electric Heater: The Department of Energy, Rules and Regulations 490.15 Auxiliary Heaters states "No auxiliary heating devices such as portable electric heaters, heat lamps or other devices whose principal function at the time of operation is to produce space heating may be operated. In addition, the Fire Code prohibits the use of Portable Electric Heaters within the building and any heater found will be removed. If you are cold, call the Building Management Office and we will do our best to adjust the temperature.

## **Emergency Procedures: Flooding**

In the event of a flood that may cause damage to Tenant property or affect the normal operation of the building, the BMO will contact designated Tenant representatives, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will commence. Tenants will need to contact their insurance carrier for any damage to their property.



## **Emergency Procedures: Homeland Security**

The Property Management Office recommends that each Tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

### **Department of Homeland Security**

<http://www.dhs.gov/dhspublic>

### **Federal Emergency Management Association**

<http://fema.gov/>

### **American Red Cross**

<http://www.redcross.org/>

### **Center for Diseases Control and Prevention Emergency Preparedness and Response**

<http://www.bt.cdc.gov/>

**Local media outlets will provide important information during an emergency situation.**

# Emergency Procedures: Hurricanes

Hurricanes are a potential threat from June through November for our area. When the United State Hurricane Center issues a HURRICANE WARNING, the building will close, and all Tenants will be requested to secure their offices and leave the premises. A Hurricane warning is defined as follows:

- A warning that indicates hurricane winds of 74 mph or higher are *expected* somewhere within the specified area. A hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds to allow for important preparations.
- When a hurricane warning has been issued, it is of the utmost importance that all precautionary measures and actions are taken immediately for the protection of life and property.
- The following suggestions and divisions of responsibilities are designed to provide for the safety of all, by reducing the chance of injury or death and minimizing the potential loss of assets.

## TENANT DUTIES

After hurricane preparations have been made in each Tenant's suite, it is important to Tenants and the BMO that evacuation is completed as expediently as possible once

**It is advisable for all Tenants to make necessary preparations for their suite as follows:**

- Close and lower all window blinds.
- Disconnect all computers or other machines and remove any units located in window wall offices.
- Waterproof tarps may be useful in covering desks and filing cabinets.
- Clear all desks, credenzas and filing cabinets of loose articles and store in file cabinets.
- Tenants with significant computer or after-hours operations are encouraged to implement their own written Hurricane Emergency plan to deal with operation and protection of their systems and personnel.

If a hurricane is imminent, Tenants shall initiate and complete office preparation in sufficient time to allow employees to secure their homes prior to the expected arrival of gale force winds. The BMO will be monitoring U.S. Weather Bureau reports and will advise Tenant key contacts of changes in weather conditions.

Always notify the BMO upon evacuation of your space.

## PUBLIC UTILITIES DUTIES

Auxiliary Power - CenterPoint Energy provides primary power to the building. During the loss of primary power, CenterPoint will work to restore service as quickly as possible. Tenants with vital energy power requirement should consider auxiliary generators or surge protectors for their own use. Building emergency generators provide power for exit lighting and life-safety equipment.

## TELEPHONE SERVICE

Telephone service may be interrupted during severe weather. Tenants may request that telephone companies install emergency service lines to Tenants with compatible switching equipment. Tenants requiring emergency service should ask their telephone representative for specific information.

## BUILDING DUTIES

When there is a hurricane warning, the following action will be taken by the BMO:

- Move potential flying objects to an interior or safe location.
- Test building auxiliary emergency power.
- Move emergency building materials to an accessible location for use as needed.

During the hurricane, the following actions will be taken by Building Management:

- Frequent contact will be maintained with the U.S. Weather Service.

- A patrol officer and any onsite staff Building Patrols will monitor building conditions and to assess for damages.
- Emergency repairs will be made as conditions permit.

After the hurricane, the BMO will take the following actions:

- Conduct a thorough search for safety hazards.
- Perform repairs as quickly as possible.
- Maintain communications with Public Utilities until all disrupted service is restored.

Advise Tenant Representatives of the condition of the Building and its ability to reopen for normal use.

## **COMMUNICATION**

Prior to any hurricane, the BMO will notify Tenants about storm preparations, and how to communicate with the BMO if the power or phone service were interrupted. Updates will be posted on a regular basis. Refer to the building Hurricane Plan for further details.

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## **Emergency Procedures: Medical Emergency**

**In the event that an accident or illness of an employee or visitor takes place in your office area:**

- Call Emergency at 911.
- Give Emergency Dispatcher the following information:
  - Your name
  - Building name and address
  - Floor number and location of emergency on floor
  - Any details of accident or illness

Contact the BMO between the hours of 8:00 AM and 5:00 PM. If an emergency occurs after hours call the BMO; inform the answering service you have called 911 and briefly describe the nature of the emergency. The answering service will dispatch the call to the appropriate BMO employee.

- Do not move injured/ill person. Try to make them as comfortable as possible.
- Whenever possible, have someone meet the emergency unit in the lobby.
- The emergency unit will be with you shortly and will administer necessary medical assistance.

**Determine, if possible:**

- Name, address and age of injured/ill person
- Nature of problem
- Allergies and if currently on any medication
- Local doctor

**REMEMBER: at all times, try to remain as calm as possible!**

# Emergency Procedures: Pandemic Preparedness

## What you Need to Know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears, that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus may cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6 - 8 weeks, separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

## Importance and Benefits of Being Prepared

The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.

When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the [World Health Organization](#) (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.

A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.

As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at <http://www.flu.gov/professional/checklists.html>

The Department of Health and Human Services (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

## Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. **A few of the most useful sites are linked below:**

### [Pandemicflu.gov](#)

This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.

### [Centers for Disease Control and Prevention \(CDC\)](#)

The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline—1-800-CDC-INFO (1-800-232-4636)—that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to [inquiry@cdc.gov](mailto:inquiry@cdc.gov).

[Department of Homeland Security \(DHS\)](#)

DHS is working on a “Business Planning Guide,” which will be posted on the DHS home page and on Pandemicflu.gov as soon as it is completed. Also, for business-specific questions, the DHS has created an e-mailbox—[DHSPandemic@dhs.gov](mailto:DHSPandemic@dhs.gov).

**The resources above will provide a lot of information, but we also encourage you to:**

- Listen to local and national radio
- Watch news reports on television
- Read newspapers and other sources of printed and/or Web-based information
- Look for information on your local and state government Web sites
- Speak with local health care providers and public health officials

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## **Emergency Procedures: Power Failure**

**In the case of a power failure, the building will operate on Emergency Power, through the activation of the building's generator.**

- Only one low-rise and one high-rise elevator will operate on emergency power.
- If instructed to evacuate, make sure to lock all areas.
- Remain in a group; it will be easier to notify you when power is restored.
- Return to the building when instructed by the proper authority.
- Elevators: Do not force open the doors or try to escape through the roof hatch. You may reach an offsite Answering Service by pressing the Intercom button located inside each elevator cab. Inform them where you are and which elevator you are in; this information is located by each phone.

### **Telephone Service**

Telephone service may be interrupted during severe weather. Tenants requiring emergency service should ask their telephone representative for specific information.

## **Emergency Procedures: Severe Weather**

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

**Except in very rare circumstances, the decision to evacuate the building based on the above weather reports is made by the BMO. However, in the event these conditions do exist, Tenants should adhere to the following guidelines:**

- Move away from outside windows. Close all blinds to provide protection from broken glass.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, exit through the building interior and avoid large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.



## **Emergency Procedures: Tornado**

A Tornado Watch means that climatic conditions are conducive to the formation of violent rotating wind accompanied by a funnel-shaped cloud(s). Listen for weather advisories and take reasonable precautions to protect life and property.

A Tornado Warning means that a funnel cloud has been sighted in the area. Listen for warning sirens and take shelter immediately until the danger is over. In most cases, advance warning in the event of a tornado is not likely. Therefore, if a tornado is sighted approaching the building, the BMO should be notified immediately.

### **If a Tornado is imminent, follow these procedures:**

- Keep abreast of weather conditions.
- Clear desks, tables, and windowsills of unsecured items.
- Move easily moveable furniture and office equipment away from window. Close all doors.
- Move to the core areas of the buildings (interior corridors, elevator lobbies). Relocate to an area where a maximum number of walls exist between you and the building exterior.
- Notify the BMO of all severe leaks, fires, structural damage, etc., during or after.

## **Emergency Procedures: Toxic Hazards**

If a material cannot be identified, assume it is hazardous. If a hazardous material is released or spilled, a few basic responses must be followed. The following minimum response procedures shall be followed regardless of the nature of the incident.

- Immediately notify the BMO of the incident. State the location of the incident, the type of material released and any actions taken.
- Immediately evacuate everyone in the vicinity. This includes Tenants, contractors, and building personnel. If the release of a dangerous vapor or gas occurs, a larger area of evacuation may be necessary.
- Once the area is cleared, take safe and reasonable steps to identify the released materials. If the material can be identified, small spills of liquids may be controlled with sand bags or adsorbents. Isolated fumes or gases may be isolated by closing doors or shutting down air handler units in the area.
- If the material has not been identified, the BMO will utilize Material Safety Data Sheets to classify the material according to its hazardous properties.
- If the spill or release is deemed a threat to a wide spread area and/or the Tenants, immediately call 911 and ask for the Fire Department HAZMAT Response Unit.

## **Introduction: Welcome**

The Tenant information provided in this Electronic Tenant® Handbook will provide you with a better understanding of the 1300 Main building and its operations. This handbook contains a great deal of information; take time to familiarize yourself with this manual so that it becomes a valuable resource for you and your company. The Building Management Office, along with Energy Transfer's Corporate Services department, is available to help in any way possible.

The Electronic Tenant® Handbook is updated on a regular basis, so be sure to periodically check for updates and new information.

If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, call the [Building Management Office](#).

**Welcome to 1300 Main, a premier property managed by [JLL](#).**

## **Introduction: About JLL**

JLL (NYSE: JLL) is a leading professional services firm that specializes in real estate and investment management. JLL shapes the future of real estate for a better world by using the most advanced technology to create rewarding opportunities, amazing spaces and sustainable real estate solutions for our clients, our people and our communities. JLL is a Fortune 500 company with annual revenue of \$16.6 billion in 2020, operations in over 80 countries and a global workforce of more than 91,000 as of March 31, 2021. JLL is the brand name, and a registered trademark, of Jones Lang LaSalle Incorporated.

For further information, visit [jll.com](https://www.jll.com).

## **Introduction: About 1300 Main**

1300 Main was designed by Kenneth Franzheim and built in 1955. This 21-story, 508,656 square foot property, with its two-story lobby with marble and granite floors, is located downtown on the Main Street Metro Light Rail Line. A dedicated tunnel connects a 10-story parking garage to the building. 1300 Main is within walking distance to the downtown Tunnel system and its numerous restaurant and retail services. It is also within walking distance of a number of hotels, sports and convention facilities, and Discovery Green Park.

# **Introduction: Operating Instructions**

## **Navigation**

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

## **Special Features**

This Electronic Tenant® Handbook has special features, such as a [Search Engine](#). In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by [clicking here](#).

## **Policies and Procedures: Building Rules and Regulations**

1. Sidewalks, doorways, vestibules, halls, stairways, and elevator lobbies shall not be used for the disposal of trash, obstruction by Tenants, or be used for any purpose other than entering or leaving the premises and for going from one part of the Building to another. If special trash removals are required, contact Houston ETCS by email.
2. Sweepings, rubbish, rags, coffee stir sticks or other unsuitable materials shall not be disposed of in plumbing fixtures. Damage of fixtures resulting from misuse 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 bulky materials that requires movement through the Building, will be restricted to such hours, as the BMO shall reasonably designate. All such movement will be under the supervision a representative from ETCS and in the manner agreed to between the Tenant and BMO by prearrangement. Such prearrangement, initiated by the Tenant, is subject to the BMO'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 the property or injury to BMO personnel as a result of any act in connection with fulfilling this service for the Tenant. The BMO 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 the BMO.
4. All routine deliveries to Tenant premises during weekday business hours shall be made only through the freight elevator. Passenger elevators are not to be used for delivery of materials or equipment.
5. Corridor doors, when not in use, shall be kept closed.
6. Tenant space that is visible from public areas must be kept neat and clean and is subject to the BMO's approval.
7. Tenants shall not tamper with or attempt to adjust temperature control thermostats in the leased premises. BMO personnel shall adjust thermostats as required to maintain the Building standard temperature.
8. All requests for overtime air conditioning or heating must be submitted in writing to the BMO by 2:00 PM on the following days: same day for weekday requests, Friday for weekend requests, and the preceding business day for holiday requests.
9. The Building hours are from 6:00 AM until 6:00 PM Monday through Friday, excluding holidays. Access at all other times is provided by the Building badge access system.
10. Tenants will comply with all Security procedures during business hours, after hours, and on weekends.
11. Locks may not be placed on any door entering or within the premises without ETCS's written consent. Requests for duplicate keys may be made through ETCS by email.
12. Tenants shall keep work areas neat and clean
13. The BMO, its agents, and its employees may not be held liable for any loss of property from the leased premises or public areas or for any damage to any property within the premises, even if such loss or damage occurred when the premises were secured against entry.
14. Signs, advertisements, or notices visible in or from public corridors or from outside the Building shall be subject to prior written approval from ETCS.
15. Proposed plans for alterations within the Building must be approved in writing by the BMO. This provision will apply to all work performed in the Building, including, but not limited to, installation of electrical devices, and any installations affecting floors, walls, windows, ceilings, equipment or any other area of the Building.
16. The BMO 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 BMO before work begins.
17. Extension cords may be used for temporary loads only and shall not be installed for permanent use. Surge protectors utilized by Tenant shall be in accordance with manufacturer's specifications, in order to prevent electrical overloads.
18. Tenants are requested to turn out all lights at the end of their working day.
19. Tenants, their agents, contractors, employees and invitees shall observe no smoking, as per Houston City Ordinance, in all areas within the Building. Smoking is permitted in the designated area in the 1320 Travis Garage.
20. Flammable or explosive fluids or materials may not be kept or used within the Building. Open flames or flammable substances or materials (i.e., candles, Sterno heaters, space heaters, live Christmas trees) are not permitted in the Building. Tenants shall comply with all applicable building and fire codes relating to its use of the premises.
21. Tenants will not make or permit any improper noises within the Building or otherwise interfere with other Tenants or persons within the Building.
22. Animals may not be brought into the Building.

The BMO reserves the right to rescind any of the foregoing rules and regulations, and to make such other and further rules and regulations, as are 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.

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## **Policies and Procedures: Contractor Services**

The Owner and ETCS must approve all alterations and improvements to the premises by email. This approval is necessary to make certain that the proposed work not only meets the same standards of original construction, but also complies with all building codes and regulations.

## **Policies and Procedures: Moving Procedures**

The BMO will inspect your move-in route to your suite before and after your move. We suggest that your move coordinator attend the walkthrough.

### **Tenants are responsible for their moving company by:**

- Scheduling arrivals and departures
- Supervising help
- Providing access to Level B restrooms
- Prohibiting the use of the Level 1 entrances without advance approval and preparation
- Requiring placement of rigid boarding over the pathway to and from the elevators and office
- Protecting wall corners with shields
- Making repairs to building damages and/or reimbursement for costs
- Removing all packing materials
- Requiring use of freight elevator only

### **Move-In and Move-Out Instructions**

**IMPORTANT:** Advance notification of 48 hours to the BMO is required when moving bulky materials, office furniture or equipment in or out of the building. All of the following will be subject to Management's approval:

- Time of delivery or movement
- Method of movement
- Routing of movement

Owner and Building Manager shall not be liable for injury or damages to any person or property involved as a result of tenant deliveries or move-ins.

Two and four wheel dollies, carts or other type conveyances (with the exception of baby buggies and wheel chairs) must be taken into the freight elevator only. Only packages, cartons or other items that can be carried by hand may be transported on passenger elevators. Materials that can cause discomfort, inconvenience or damage (such as open paint cans) shall not be carried on passenger elevators even when carried by hand.

All dollies and conveyances of materials, supplies or equipment will be entered through the loading dock and transported via the service hallway to the freight elevator.

When moving furniture or equipment, provide the BMO with a letter stating the date and time of the move. Notice of 48 hours is required. If it involves the utilization of a professional moving company, you must also provide Management with a Certificate of Insurance meeting the Property's insurance requirements from the moving company.

[Click here](#) for the Security Clearance Form

Passenger elevators are NOT available for moving small items and equipment during regular business hours, Monday through Friday.

The tenant is responsible for ensuring that the building lobby floors (including carpeting, tile, marble and wood) are protected during the move.

[Click here](#) to download a Move - In Checklist Form

[Click here](#) to download a Freight Elevator Reservation Form

[Click here](#) to download a Move – Out Checklist Form

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# **Policies and Procedures: Parking**

## **EMPLOYEE PARKING**

### **1320 TRAVIS GARAGE ACCESS**

Garage entrances and exits are located on the East side (Travis Street) and the West side (Milam Street) of the garage. An activated access card is required for both entry and exit. Garage gates are open 6:00 AM to 5:30 PM. For access after-hours and on the weekends, a card reader is located outside of the Travis Street entrance gate.

Employee parking is on a first come, first served basis. Once inside the garage, parking space is available in any space except those designated as "reserved". The maximum height of any vehicle entering the garage is 7' 6". Overflow parking is available in the Surface Lots (see below).

Each access card is assigned to an individual parker, and is not to be shared with others. Parking violators /violations may result in the termination of parking privileges.

## **CONTRACTOR PARKING**

### **SURFACE LOT PARKING**

Two surface lots are available for Contractor parking, and for overflow parking from the 1320 Travis Garage. The East lot is accessed from Travis St. (northbound), and the West lot is accessed from Milam St. (southbound).

## **VISITOR PARKING**

The 1320 Travis Street Garage is open to employees only, and is not open to contractors, visitors or guests. Visitors shall utilize the Surface Lots (see above).

## **GARAGE OFFICE**

The parking garage is managed by JLL. For assistance, contact ETCS or the BMO.



## **Policies and Procedures: Smoking**

As of September 1, 2007, in accordance with the City of Houston Smoking Ordinance No. 2006-1054, smoking is banned in the workplace. Smoking is prohibited in the building, tunnel, or garage parking areas, or within 25 feet of any entrance. This ban includes e-cigarettes and vaping devices in places where traditional tobacco products are prohibited.

The designated smoking area is located within the Travis Street Garage, adjacent to the Travis St. exit gate.