

cameron
MANAGEMENT
BUILDING REQUIREMENTS FOR MOVERS
cameron
MANAGEMENT

CONFIDENTIAL TENANT INFORMATION
(To Be Filled Out by Tenant and Returned to Management Office)

TENANT: _____

SUITE: _____

CONTACT PERSON: _____

WORK TELEPHONE #: _____

FAX# _____

CONTACT E-MAIL ADDRESS: _____

EMERGENCY AFTER HOUR CONTACTS: Please list two to three emergency contacts along with phone numbers of each:

CONTACT NAME & PHONE: _____

CONTACT NAME & PHONE: _____

CONTACT NAME & PHONE: _____

NUMBER OF KEYS NEEDED: Office Keys _____ Mail Box Keys _____
Restroom Keys: Male _____ Female: _____

ACCESS SECURITY CARDS: This security card will grant access to the Building entries and elevators after business hours from 6 pm to 6 am. Please list below those employees who require these cards. If you require more access cards, please type separate list. Please note that it is the responsibility of the tenant to notify Management of any employee changes in order to deactivate or reassign access cards.

1.) _____ 7.) _____

2.) _____ 8.) _____

3.) _____ 9.) _____

4.) _____ 10.) _____

5.) _____ 11.) _____

6.) _____ 12.) _____

TENANT CERTIFICATE OF INSURANCE: Before moving in, please furnish the Management Office with your Certificate of Insurance, as required in the insurance section of your lease. This policy should name as Certificate Holder and Additional Insured in favor of CCM-Cameron Esperson Owner, L.P. (Owner) and its partners, affiliates, employees, contractors and agents, including without limitation, Cameron Interests Limited Partnership, (Administrative Managing Member).

TENANT CERTIFICATE OF OCCUPANCY: New Tenants should apply for a Certificate of Occupancy for their space. If there is a current Certificate of Occupancy and no alterations to the space have occurred, the new tenant will only need to do a Name Change on the current certificate (which still requires an inspection). Please provide Management Office a copy of the Certificate of Occupancy and post original in space.
City of Houston Permitting Office: 832-394-9000

DESIGNATED CERTIFIED FIRE WARDEN(s) FOR YOUR OFFICE:*

*Each tenant must provide (1) Certified Fire Warden for every 7,500 Sq. Ft. of space or less. If you or others in your office are a Certified Fire Warden, please send a copy of your certificate(s) to our office. Certificates are good for five years. If you do not have a fire warden assigned, please contact Kathy Gonzalez at 713-224-1663 so that she can register you in an available certification class.

MOVERS: (Where applicable)

MOVERS CERTIFICATE OF INSURANCE: Fax to 713-224-0510 or mail to us at 808 Travis, Suite 102, Houston, Texas 77002 prior to move in.

MOVE IN DATE: _____

TENANT GRAPHICS

(Please fill in the below requested information and return to management office)

SUITE ENTRY PLAQUE (Up to 3 lines)

SUITE # _____

LOBBY DIRECTORY BOARD

ANGUS ANYWHERE

Cameron Management uses the Angus Anywhere Work Order System to submit and track work orders. These range from HVAC issues to light bulbs, housekeeping, doors & locks and much more.

Please designate a member of your staff (usually the office manager) to be the point person. He or she will have a user name and password and submit all work orders related to your space.

Your admin for Angus Anywhere can log into the work order portal and submit a work order from any computer with internet access. There is also an Angus Anywhere app for your smart phone that may be used to submit work orders.

This system helps us track work orders, completion times, as well as recognize any patterns or problems with building issues. It is just one more way we strive to serve you better.



TENANT HANDBOOK

Cameron Management has provided tenant handbook and emergency information on the web. This way, you can get familiar with all the info, at your convenience, wherever you choose – and you don't have to cart around all the paper!

<http://www.cameronmanagement.com/tenants/>

IMPORTANT NUMBERS

PARKING MANAGEMENT

Platinum Parking
Adela Luna (Facilities Manager)
Adelaluna@platinumparking.us
O:713.227.6925
C: 832.457.6895

BUILDING SECURITY

Allied Universal
Antaun Stewart (Supervisor)
713-224-1663 ext. 235
After Hours: 713-224-1663

SETTING UP UTILITIES:

LOGIX 713-862-2000.....Internet & Phone
COGENT 415-836-6795.....High Bandwidth Internet
PHONOSCOPE..... 713-272-4600.....Cable & Internet
AT&T..... att.com.....General Phone & Data

**IF YOU HAVE ANY QUESTIONS CONCERNING THESE
INFORMATION REQUESTS, PLEASE CALL KATHY GONZALEZ
AT 713-224-1663. THANK YOU!**

BUILDING REQUIREMENTS FOR MOVERS

1. Management Office must be notified five (5) working days prior to move.
2. Movers are only allowed to use the one elevator that is padded.
3. Floor coverings must be placed on floor in all common areas to prevent damage.
4. All moves must be made during non-business hours (after 6:00 p.m. on weekdays or anytime on weekends).
5. Please provide a current Certificate of Insurance for our records, which should contain the following:

A. Coverages:

Commercial General Liability

For bodily injury liability and property damage liability with limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Additionally include: \$2,000,000 for products & completed operations aggregate; \$1,000,000 for personal & advertising injury; \$50,000 fire damage to rented premises; and \$10,000 for medical expense.

Worker's Compensation

In accordance with the laws of the state in which the building is located. Employer's Liability Coverage: \$1,000,000 for each accident; \$1,000,000 for disease (policy limit); \$1,000,000 for disease (each employee).

Business Auto

Covering owned, hired and non-owned vehicles with limits of \$1,000,000 each accident.

Excess Liability

Umbrella insurance with limits of \$5,000,000 each occurrence and aggregate

Builder's Risk / Installation Floater

For physical loss or damage due to work performed pursuant to this Agreement.

Fidelity Bonds or Crime Insurance Policy

Includes employee dishonesty coverage, with limits in an amount of not less than \$1,000,000 for all employees of vendor or contractor who work on-site at Esperson. Said policy may be a blanket policy covering all employees of vendor or contractor. This policy should include coverage for third party claims.

Note: All liability insurance maintained by vendor or contractor shall be primary, non-contributory, and not excess over any liability insurance maintained by Owner or Manager.

B. Certificate Holder:

**CCM-Cameron Esperson Owner, L.P.
808 Travis Street, Suite 102
Houston, TX 77002**

C. Additional Insured:

Please name the following as additional insured:

- Cameron Interests Limited Partnership 808 Travis Street, Suite 102, Houston, TX 77002
- For all insurance coverage, there must be a Waiver of Subrogation statement.

D. Insurer Qualifications:

- The insurer must be licensed or authorized to do business in the State of Texas with a rating by Best's Insurance Rating Guide of at least A:X.

E. Other Requirements: Cancellation: 30 days advance written notice.