

**1100 Louisiana and 1100 Smith  
Cable & Conduit Installation Procedures**

1. 1100 Louisiana is a "CLOSED RISER BUILDING". Access to all telecommunications rooms is only permitted to the building riser management company. All vertical riser needs must be managed and installed by Fisk Electric. They can be reached at 713-868-6111 or 281-831-1896.
2. All floor-to-floor vertical cable/conduit installations must be approved in advance, in writing by Hines Property Management.
3. Once the riser path has been established a memo will be distributed to all affected tenants. Work can begin 48 hours after the memo has been sent.
4. A security guard, at the tenant's expense, must accompany our vendor when accessing tenant space. Contact the Property Management Office for the current hourly fee per guard and management fee.
5. Only plenum rated conduit will be installed.
6. All cable/conduit runs shall be vertical. No "zigzag" installations are allowed.
7. All cable/conduit must be labeled on each floor to clearly indicate the tenant name, origin, and destination.
8. All fire proof materials must be UL certified i.e., 3M™ Fire Barrier Sealant CP 25WB+ and performed by the professional fire proof contractor.
9. At such time that cable/conduit is no longer in use, but in any case, not later than the lease expiration, tenant is responsible for removing cable/conduit.
10. Tenant is responsible for all costs associated with the cable/conduit installation and removal. This may include labor to coordinate the installation, repair of damage to other cable/conduit or surrounding area, removal and/or replacement of floor penetration fire barrier sealant, etc.
11. The cable/conduit installed will be for the sole use of the tenant. Tenant shall not assign, sell, lease or in any other manner, share cable/conduit without Landlord's prior written consent.

**Tenant Name:** \_\_\_\_\_

**Cable/Conduit Location:** \_\_\_\_\_

**Floors:** \_\_\_\_\_

**Type of Cable/Conduit:** \_\_\_\_\_

**I agree to install and remove this cable/conduit pursuant to the provisions and provisions stated above:**

\_\_\_\_\_  
**Name & Firm Name (print)**

\_\_\_\_\_  
**Signature (Tenant)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Hines Approval**

\_\_\_\_\_  
**Date**