

2000 West Loop Electronic Tenant® Portal

Created on May 21, 2021

Amenities & Services: Building Signage

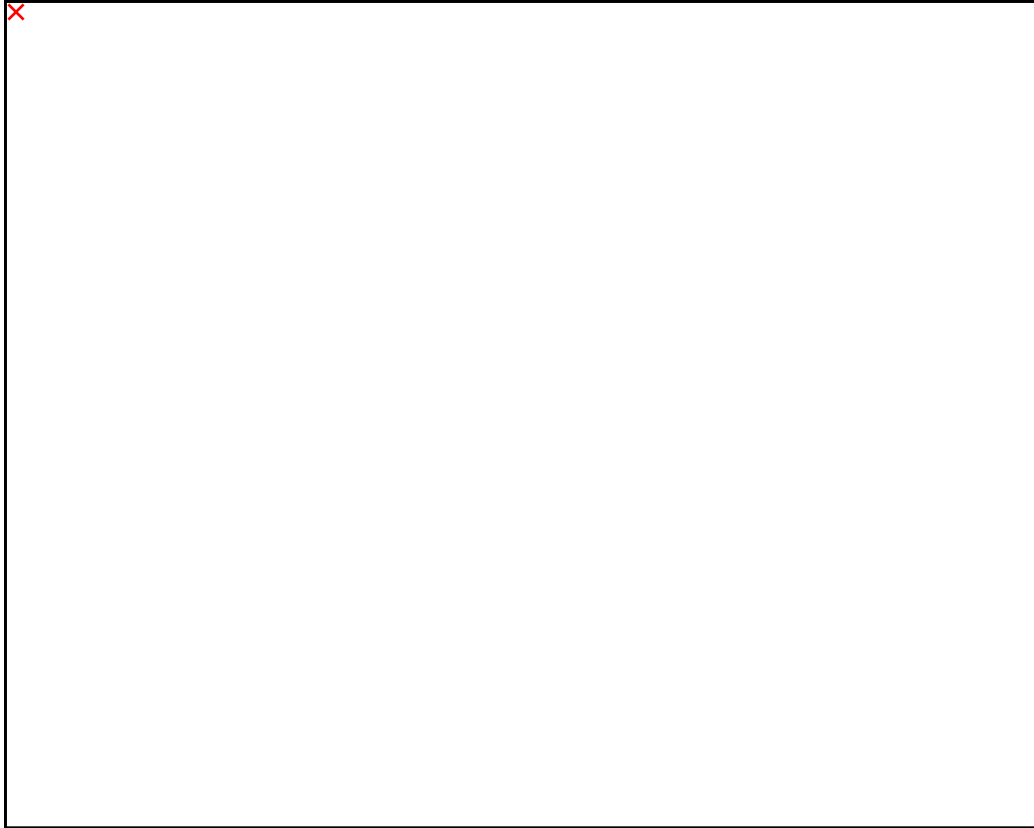
A building directory listing all tenants and their suite numbers is located at the front entrance of the building lobby. Door plaques are available at the tenant's expense. Please contact the Management Office for details.

[Please click here to view the Tenant Signage form](#)

Please Note

Graphics and signs in public areas of the building, except building standard signage, are prohibited and will be removed. These include paper signs, decals and temporary paper notes posted on suite door or window.

Amenities & Services: Conference Room



A conference room is available for tenant use in the building Management Office in Suite 430 at a cost of \$25.00 per hour, and a maximum of \$150.00 per day. The conference room seats 8 to 12 people and is available Monday through Friday between 8:00 am and 5:00 pm. Scheduling is on a first come first served basis. Please email the Management Office at Courtney.Azizeh@am.jll.com for reservations.

Amenities & Services: Electric Vehicle Charging

2000 West Loop South offers our tenants the exclusive use of six electric vehicle charging stations on Level B1 of the building's garage. These spaces are for the use of our tenants with plug-in vehicles and will not appear as public stations on any app.

Please refer to the instructions ([found here](#)) on how to utilize the charging stations.

The stations are part of the SemaConnect network, so you will need to have a SemaCharge Pass OR download the app and become a member of our site in order to charge.

The Location name is **530509 : 2000 West Loop South**

The invitation code for our location is **SRIN7972**, or you can email us the email address you use for your SemaConnect account and we will add you as a member.

Our inaugural pricing plan is as follows for charging at the stations:

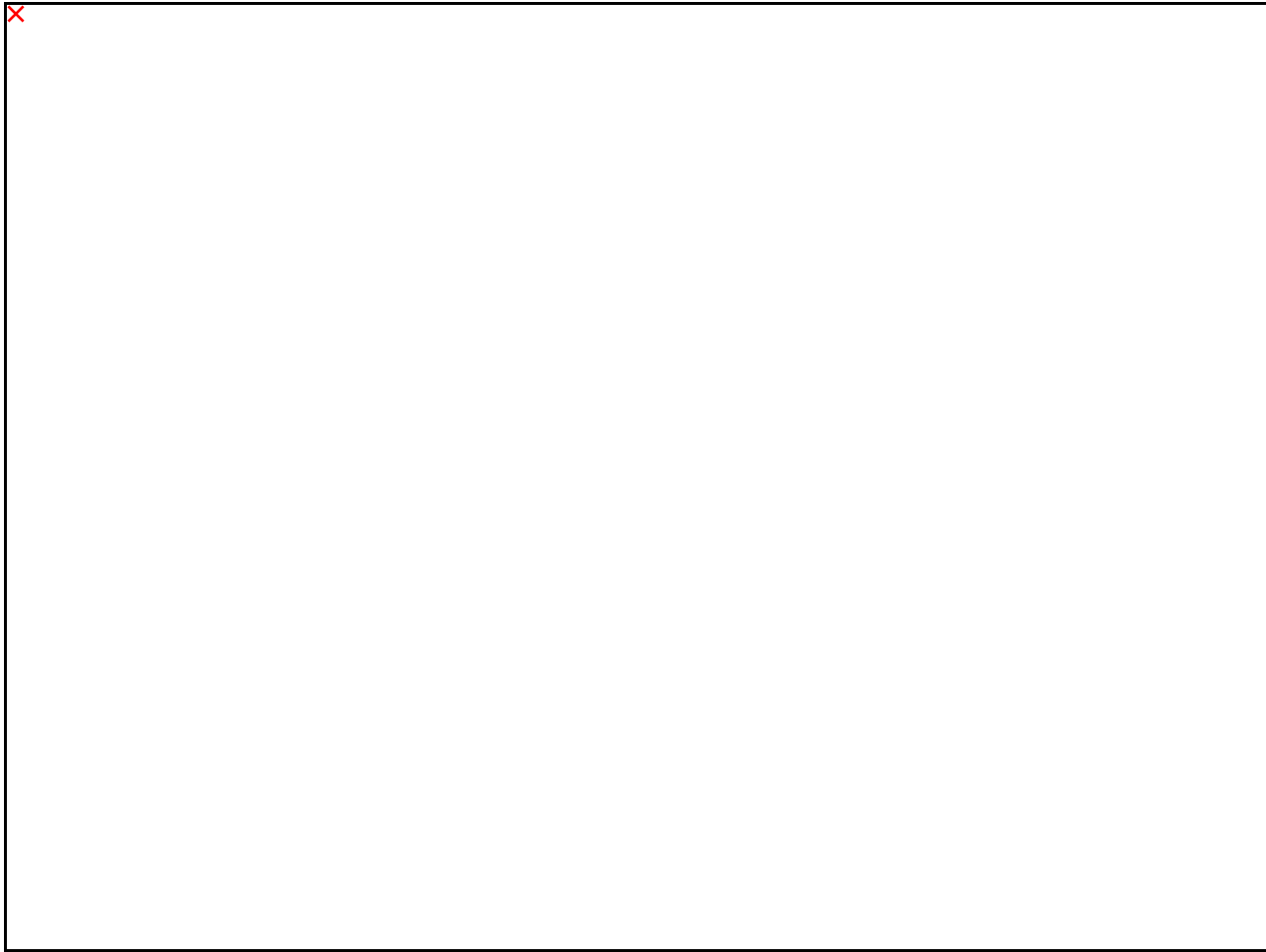
- **0 to 1 Hour = Free of Charge (Amenity Feature)**
- **1 to 4 Hours = \$1.00 per hour**
- **4 to 24 Hours = \$5.00 per hour**

Amenities & Services: Elevators

There is one cab on both the low and high rise banks that is dedicated to moving freight. The freight elevators will be padded for deliveries such as large equipment and furniture after hours and on weekends. Freight elevators may not be taken out of service or utilized for large or lengthy deliveries between the hours of 7:30am and 6:00pm. The use of the freight elevator is on a first come, first served basis so we ask that you please contact the Management Office for scheduling.

Amenities & Services: Fitness Center

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2000 West Loop South is pleased to offer a small fitness center for the sole use of its tenants and their employees at a low yearly fee.

Located in the lower level off the high-rise elevator lobby, the fitness center is a 1,500 square foot facility complete with women's and men's locker rooms and showers and the following equipment:

- Two Treadmills
- Two Ellipticals
- One Adaptive Motion Trainer
- One Recumbant Bike
- One Functional Strength Trainer
- Adjustable Bench and Dumbbells from 5 to 50 pounds
- Plyometric Box, Medicine Balls, Suspension and Resistance Training Equipment

The treadmills, ellipticals, motion trainer and recumbent bike are each equipped with a personal, 10-inch touchscreen T.V. which includes wi-fi, cable television and Preva, a personalized fitness experience designed to track individual fitness progress and achievements.

The Fitness Center is open from 6:00 am to 9:00 pm, Monday through Friday and is closed on weekends and holidays.

If you are interested in using the fitness center, please submit a completed application along with your check or money order to the Management Office in Suite 430. Memberships are \$50.00 and renewable each January 1st.

[Please click here for the Fitness Center Application](#)

Amenities & 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, [here](#).

Please turn the following four forms in to the Management Office prior to your move-in:

- Tenant Contact Information form
- Access Card Request form
- Tenant Signage form
- Angus Setup Form

The following forms are for your information and convenience:

- Parking Coupon Order form
- Fitness Center Release and Rules and Regulations forms
- Vendor Insurance Requirements
- Vendor Certificate of Insurance Sample
- Angus Setup Form

[Please click here to view the Tenant Contact Information form](#)

[Please click here to view the Tenant Signage form](#)

[Please click here to view the Fitness Center Application](#)

[Please click here to view the Vendor Insurance Requirements](#)

[Please click here to view the Moving Rules and Regulations](#)

[Please click here to view the Angus Setup Form](#)

[Please click here to view the Tenant Certificate of Insurance Requirements](#)

Amenities & Services: HVAC

Air Conditioning and Heating Systems

Our system operates during normal building hours. If at any time during working hours you feel the room temperature might require an adjustment, please [submit a request online](#).

For air during times other than normal building hours, the standard charge is \$45.00 per hour (or reference your lease). Because this is a billable item, the security officer does not have the authority to provide after hours air conditioning or heating. All request for overtime air should be [submitted online](#).

If you are not already set up to make online service requests, please complete an Angus Setup Form which can be found in the [Forms section](#) of this hand book.

In our on-going effort to conserve energy, we have reduced the building's HVAC operations for Saturdays effective December 1, 2009. Saturday air conditioning and heating services from 8am to 1pm is available by request only. Requests for Saturday HVAC service should be [submitted online](#).

[Please click here to view the Angus Setup Form](#)

Amenities & Services: Janitorial Service

Services are provided Monday through Friday evenings by Pritchard Industries. Special cleaning requests such as carpet shampooing can be made through the Management Office. Please break down any boxes you have to throw away and label them "trash" or "basura". The quantity should be limited to no more than 6 medium or small boxes at a time. To dispose of larger boxes or larger quantities special arrangements must be made through the Management Office at the tenant's expense. There is a \$25.00 per bin charge for excess trash removal. At no time should boxes, trash or excess material or equipment of any kind be placed in the hallways, lobbies, or landings as these are designated fire exits and material stacked in these areas violate the fire code and could cause injury.

Amenities & Services: Keys

New tenants will receive two keys free of charge. For additional keys please allow 48 hours. The charge is \$5.00 per key. For other lock-related work please make arrangements through the Management Office.

Amenities & Services: Loading Dock

There is a loading dock located at the lower level of the building. To insure that all necessary deliveries are made on a timely basis, we have posted "Rules of Operation" at the loading dock. There is a 15-minute time limit at the dock during building hours. All violators will be towed at their expense. These regulations are designed to maintain a continuous flow of materials through the loading dock to all of our tenants.

Amenities & Services: Mail Service

Mail and Postal Services

The [U.S. Postal service](#) mailroom is located in the lower level. Each tenant is given a mailbox. The window is scheduled to be open during a certain period Monday through Friday (check mailroom posting) to assist you with parcels, sacked mail and items requiring signatures. Mail pick up times are posted. Additionally [Federal Express](#), [UPS](#), [DHL](#) and Airborne drop off boxes are located in the lower level.

Amenities & Services: Onsite Bank & ATM

Post Oak Bank, N.A. located in Suite 100 of the building's lobby, provides full banking services. An ATM is located just outside the North building entrance for your convenience.

Amenities & Services: Parking Garage

Hours of Operation

8:00am - 8:00pm

Contact Information

Greg Severns
Office: 713 840 1398
gseverns@spplus.com

Garage Rates

0-15 Minutes	No Charge
16-30	\$1.00
31-60	\$2.00
61-90	\$3.00
91-120	\$4.00
120 +	\$5.00
Lost Ticket	\$5.00

Validation Books - sold in booklets of 100 validated stickers.

½ Hour (\$1.00 off)	\$100
All Day (\$5.00 off)	\$500

Email your request for validation stamps and books to the parking manager at gseverns@spplus.com.

2 HR Visitor spaces are available on ground level.

All other visitors who are remaining on property for more than 2 hours should follow signs for contract parking.

Please remember to always lock your vehicle and secure your valuables out of sight.

Building and Garage Security

Phone: 832-731-3837

[2000 WLS PARKING GARAGE RULES](#)

Amenities & Services: Service Request

Please notify your office's Tenant Representative to submit an online service request. Security officers, janitorial and engineering personnel cannot accept your work order request.

Tenants may request services online as well as view status reports through the [Angus Online Tenant Service Request System](#). Simply complete the Angus Setup Form with the names, suite numbers, telephone numbers and email addresses for any employees on your staff who will be making service requests and return the form to the Management Office via fax or email. Each staff member listed will receive an email with a user name and password to sign in. Log on at <http://www.ng1.angusanywhere.com/tenant/JLL/JLL/default.aspx> anytime to submit service requests and review the progress of your previous service requests.

All appliances such as icemakers, refrigerators, dishwashers, hot water heaters, lines for coffee makers and wet bars should be carefully maintained by each tenant. We ask you to ensure that materials such as coffee grounds, food, or trash are not being washed down the sink drain as they will cause the lines to become clogged. There is a labor charge to clear sink lines within your office space. Tenants are responsible for damage to the building or to the premises of other tenants caused by their appliances. To help minimize water damage, please report any sign of leaks or even suspicions of water leaks immediately. Whenever plumbing service is required, please contact the Management Office.

Above building standard requests may incur a labor fee. Labor is charged at \$60.00 per hour with a \$35.00 minimum. Your written approval will always be requested before above building standard work will be performed. Such work would include repairing and changing door locks to and within your office space and maintenance to certain appliances as listed herein.

[Click here for the Angus Setup Form](#)

Amenities & Services: Skyline Deli

Skyline Deli is located Suite B500 in the lower level of 2000 West Loop South. Enjoy fresh made salads, sandwiches and daily hot meal specials.

Hours of Operation: 7:00 a.m. to 3:00 p.m., Monday through Friday
Skyline Deli: (713) 552-9590

Building Operations: Building Management

The staff of 2000 West Loop South is dedicated to making your work environment as safe and pleasant as possible. The Management Office is located on the 4th floor in Suite 430. You may visit or telephone the Management Office between the hours of 8:00 am and 5:00 pm Monday through Friday. Weekends, holidays and after-hours calls will be handled by Security.

Phone: 713.871.8252

Fax: 713.961.5447

2000 West Loop South Garage: 713.871.1251

Address:

2000 West Loop South

Suite 430

Houston, Texas 77027

Phil Davis

Property Manager

713.871.8252

Phil.Davis@am.jll.com

Courtney Azizeh

Assistant Property Manager

713.871.8252

Courtney.Azizeh@am.jll.com

Engineering

Jeff Fanguy

Chief Engineer

Ray Flores

Engineer

Sergio Gonzalez

Engineer

Security

Marcell Epps

Security Supervisor

832.731.3837

7am - 3pm

Quancia Duren

Security Officer

832.731.3837

11pm - 7am

Ralph Commack

Security Officer

832.731.3837

3pm - 11pm

Alexis Smith

Security Officer

832.731.3837

Swing Shift

Janitorial

Alma Rodriguez

Day Maid

Erick Rodriguez

Day Porter

Yolanda Hernandez

Project Manager

Building Operations: Building Hours & Holidays

Building Hours

Monday – Friday 8:00am – 6:00pm
Saturday 8:00am – 1:00pm

The building is closed on the following days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

The Management Office and engineering department are closed, HVAC service is not provided, and building entrances may be accessed by access card only on the above holidays.

For HVAC service when the building is closed, a request should be submitted via [Online Tenant Services](#) by 5:00 pm on the previous business day.

Building Operations: General Rules & Regulations

The following is a list of general building rules and regulations to be observed by all tenants, their employees and guests.

These rules and regulations have been adopted to ensure order and safety in the Building and to maintain the rights of the Tenants and the Landlord. The Landlord reserves the right to modify, supplement or rescind any of these rules for the safety, care and cleanliness of 2000 West Loop South and for the preservation of good order. Each Tenant shall be liable for injury or damage caused by the infraction of any of these rules by it, its employees, agents or invitees, and the Landlord may repair such damage, charging the cost of the same to that tenant, which amount shall be added to rent due for the ensuing month. Several of these rules and regulations are explained in further detail throughout this handbook. These rules and regulations are in addition to, and shall not be construed in any way to modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of premises in the Building.

They are as follows:

1. The Premises shall not be used for the storage of merchandise held for sale to the general public, for lodging or sleeping. No cooking shall be done or permitted by any Tenant on Premises, except the use by the Tenant of Underwriter's Laboratory approved microwave oven or equipment for brewing coffee, tea, hot chocolate and other similar beverages which shall be permitted, provided that the power required by such equipment shall not exceed heat amount which can be provided by a 30-amp circuit and that such use is in accordance with all applicable federal, state and city laws, codes, ordinances, rules and regulations. Repair and maintenance of garbage disposals, dishwashers, icemakers and other similar equipment shall be at Tenant's expense. If the Premises or any part of the Building become infested with vermin as a result of Tenant's use, Tenant shall reimburse Landlord for the expense of extermination.
2. No sign, placard, picture, name, advertisement or notice visible from the exterior of any Tenant's Premises shall be inscribed, painted, affixed or otherwise displayed by any Tenant on any part of the Building without the prior written consent of Landlord. Landlord shall have the right to remove, at Tenant's expense and without notice or liability, any sign installed or displayed in violation of this rule. All approved signs or lettering on doors, windows and walls shall be printed, painted, affixed or inscribed at the expense of the Tenant by a person or entity selected by Landlord, using materials of Landlord's choice and in a style and format approved by Landlord. Written material visible from outside the Building will not be permitted. Landlord shall place Tenant's name on the directory in the lobby of the Building. Landlord reserves the right to restrict the amount of directory space utilized by Tenant. Tenant shall not have the right to have additional names placed on the directory without Landlord's prior written consent. If such consent is given, the addition of such names shall be at Tenant's expense.
3. No Tenant shall employ any person or persons other than the janitor of Landlord for the purpose of cleaning the Premises, unless otherwise agreed to by Landlord in writing. Except with the written consent of Landlord, no person or persons other than those approved by Landlord shall be permitted to enter the Building for the purpose of cleaning the same. No Tenant shall cause any unnecessary labor by reason of such Tenant's carelessness or indifference in the preservation of good order and cleanliness. Janitorial services will not be furnished to portions of the Tenant's premises which are occupied after 7:00 p.m., unless Landlord and Tenant agree in writing that such service is to be provided at a later hour for specifically designated rooms. Landlord shall not be responsible to Tenant for any loss of or damage to property on its Premises, however occurring.
4. Landlord will furnish each Tenant with two keys to each door lock to its Premises free of charge. Landlord may make a reasonable charge for any additional keys. No Tenant shall have keys made except by Landlord's designated locksmith. No Tenant shall alter any lock or install a new or additional lock or bolts on any door of its Premises without the prior written consent of Landlord. Tenant shall in each case furnish Landlord with a key for any such lock. Each Tenant, upon the termination of its tenancy, shall deliver to Landlord all keys to doors in the Building which shall have been furnished to Tenant. In the event of the loss of any key furnished to Tenant by Landlord, Tenant shall pay to Landlord the cost of replacing the same or of changing the lock or locks opened by such lost key if Landlord shall deem it necessary to make such a charge.
5. The carrying in or out of freight, furniture or bulky material of any description must take place during such hours as Landlord may from time to time reasonably determine, which shall not include peak hours of elevator usage. Landlord shall designate appropriate entrances and a "freight" elevator for deliveries or other transportation of goods to or from the Premises and Tenant shall not use any other

entrances or elevators for such purposes. The installation and moving of such freight, furniture or bulky material shall be made upon previous notice to the Building Manager and the persons employed by the Tenant for such work must be reasonably acceptable to Landlord. Tenant pays the additional costs, if any incurred by Landlord for elevator operators, security guards and other expenses arising by reason of such move by Tenant. If, at least two days prior to such move, Landlord requests the Tenant to deposit with Landlord, as security for Tenant's obligation to pay such additional costs, a sum which Landlord reasonably estimates to be the amount of such additional costs, then Tenant shall deposit such sum with Landlord as security for such costs. Landlord shall have the right to prescribe the weight, size and position of all equipment, materials, furniture or other property brought into the Building and placed in the Premises. Heavy objects, if considered necessary by Landlord, shall stand on wood strips of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such property from any cause and all damage done to the Building by moving or maintaining such property shall be repaired at the expense of Tenant. Business machines and other equipment shall be placed and maintained by Tenant at Tenant's expense in a setting sufficient, in Landlord's reasonable judgment, to absorb and prevent unreasonable vibration and prevent noise and annoyance.

6. No Tenant shall use or keep in the Premises of the Building any kerosene, gasoline or flammable or combustible fluid or material other than limited quantities thereof reasonably necessary for the operation or maintenance of office equipment; or without Landlord's prior written approval, use any method of heating or air conditioning, including, without limitation, portable floor heaters and fans, other than that supplied by Landlord. No Tenant shall use or keep or permit to be used or kept any hazardous or toxic materials or any foul or noxious gas or substance in the Premises or permit or suffer the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors, vibrations, or interfere in any way with other tenants or those having business therein.
7. Landlord shall have the right, exercisable without notice and without liability to any tenant, to change the name and street address of the Building.
8. The Security Officer in charge reserves the right, on behalf of the Landlord, to refuse to admit Tenant or any of Tenant's employees, agents, or associates or any other person to the Building after ordinary business hours without prior notification from the Tenant or other satisfactory identification demonstrating such person's right to access to the Building. Each Tenant shall be responsible for all persons for whom it requests after-hours access and shall be liable to Landlord for all acts of such person. Landlord shall, in no case, be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In the case of invasion, mob, riot, public excitement or other circumstances rendering such action advisable in Landlord's opinion, Landlord reserves the right to prevent access to the Building during the continuance of the same by such action, as Landlord may deem appropriate including closing doors. Landlord also reserves the right to exclude or expel from the Building any person who, in Landlord's judgment, is intoxicated or under the influence of liquor or drugs or who is in violation of any of the Rules and Regulations of the Building.
9. No curtains, draperies, blinds, shutters, shades, screens or other coverings, hangings or decorations shall be attached to, hung, or placed, or used in connection with any window of the Building without the prior written consent of Landlord. No files, cabinets, boxes, containers or similar items shall be placed in, against or adjacent to any window of the Building so as to be visible from the outside of the Building. Tenant shall cooperate fully with Landlord in obtaining maximum effectiveness of the cooling system of the Building by closing draperies and other window coverings when the sun's rays fall upon windows of the Premises. Tenant shall not obstruct, alter or in any way impair the efficient operation of Landlord's heating, ventilating, air conditioning, electrical, fire safety or lighting systems, nor shall Tenant tamper with or change the setting of any thermostat installed for Tenant's use. Tenant shall also cooperate with Landlord to comply with any governmental energy-saving rules, laws or regulations. No bottles, parcels or other articles may be placed in the halls or in any part of the Building, nor shall any article be thrown out of the doors or windows of the Premises.
10. Each Tenant shall see that the doors of its Premises are closed and locked, that all water faucets, water apparatus, equipment, lights and other utilities are shut off before Tenant or Tenant's employees leave the Premises, so as to prevent waste or damage; and for any default or carelessness in this regard, Tenant shall make good all injuries sustained by other Tenants or occupants of the Building or by Landlord. On multiple tenancy floors all Tenants shall keep the doors to the Building corridors closed at all times except for ingress and egress.
11. The lavatory rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed; 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.

12. Except with the prior written consent of Landlord, no Tenant shall sell, or permit the sale at retail of newspapers, magazines, periodicals, theater tickets, airline tickets or any other goods or merchandise to the general public in or on the Premises nor shall any Tenant carry on or permit or allow any employee or other person to carry on the business of stenography, typewriting, or any similar business in or from the Premises for the service or accommodation of occupants of any other portion of the Building, nor shall the Premises of any Tenant be used for manufacturing of any kind or any business or activity other than that specifically provided for in such Tenant's lease.
13. No Tenant shall install any radio or television antenna, loudspeaker or other device on the roof or the exterior walls of the Building without the prior written consent of Landlord. No awnings, air conditioning units or other projections shall be attached to the outside walls or windowsills of the Building or otherwise project from the Building, without prior written consent of Landlord.
14. There shall not be used in any space or public halls of the Building, either by any Tenant or any others, any hand trucks except those equipped with rubber wheels and side guards or such other material-handling equipment as Landlord may approve. No other vehicles of any kind except wheelchairs or other similar devices shall be brought by any Tenant into the Building or kept in or about the Premises.
15. Each Tenant shall store all its trash and garbage within its Premises. No material shall be placed in the trash boxes or receptacles if such material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the city where the Building is located without being in violation of any law or ordinance governing such disposal. All garbage and refuse disposal shall be made only through entryways and elevators provided for such purposes and at such times as Landlord shall designate.
16. Each Tenant shall participate in the recycling program for the Building. Tenant shall make the receptacles available for use by its employees and shall encourage participation in the recycling program by all employees. All recycling receptacles shall be retained in each Tenant's premises until pick-up by designated personnel at times and in the manner established by Landlord.
17. The sidewalks, halls, passages, exits, vestibules, entrances, public areas, elevators and stairways of the Building shall not be obstructed by any of the Tenants or used by them for any purpose other than ingress to and egress from their respective Premises. Building stairwells are to be used for emergency purposes only. The halls, passages, exits, entrances, elevators and stairways are not for the general public, and Landlord shall, in all cases, retain the right to control and prevent access thereto by all persons whose presence in the judgment of Landlord would be prejudicial to the safety, character, reputation and interest of the Building and its Tenants, provided that nothing therein contained shall be construed to prevent such access to persons with whom any Tenant normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities. No Tenant and no employee or invitee of any Tenant shall go upon the roof of the Building. If the Premises are situated on the ground floor with direct access to the street, then Tenant shall, at Tenant's expense, keep the sidewalks and curbs directly in front of the Premises clean and free from dirt, refuse and other obstructions.
18. Tenant shall not mark, drive nails, screw or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof, except to install normal wall hangings. Tenant shall repair any damage resulting from non-compliance with this rule.
19. Landlord shall direct licensed electricians as to where and how telephone and electrical wires are to be introduced. No cutting or boring for wires shall be allowed without Landlord's consent. The location of telephones, call boxes and office equipment affixed to the Premises shall be subject to Landlord's approval. Neither Tenant, its subtenants, assignees, agents, employees nor contractors shall have access to or make any changes, alterations, additions, improvements, repairs or replacements (collectively, "work") to the telephone closets, telephone lines or any other communications facilities or equipment (collectively, the "telephone lines") within the Building without the prior written authorization of Landlord, which authorization may be withheld in Landlord's sole discretion. All contractors designated by Tenant to perform work on the telephone lines shall be licensed and shall be subject to Landlord's prior written approval, which approval may be withheld by Landlord in its sole discretion. Contractors performing work shall be required to provide evidence of insurance coverage satisfactory to Landlord, including, without limitation, naming Landlord as an additional insured on all liability policies. Any costs, expenses, and liabilities incurred by Landlord as a result of Tenant or Tenant's contractor performing work on the telephone lines shall be included in Tenant's indemnification obligations under the Lease.

20. Tenant shall not lay linoleum, tile, carpet or any other floor covering to the floor premises, except as approved by Landlord.
21. The requirements of the Tenant will be attended to only upon appropriate application by an authorized individual to the office of the Building Manager by telephone, written correspondence or in person. Employees of Landlord shall not perform any work to do anything outside of their regular duties unless under special instructions from Landlord.
22. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
23. Tenant assumes any and all responsibility for protecting its Premises from theft, robbery and pilferage, which includes keeping doors and other means of entry to the Premises closed and locked when the Premises are unattended.
24. There shall be no smoking in the Building, which areas include, without limitation, the Tenant's premises, the lobby and the areas on individual floors in the Building devoted to corridors, fire vestibules, elevators, stairwells, lobbies, electric and telephone closets, restrooms, mechanical and service rooms servicing the Building, janitor's closets and other similar facilities for the benefit of all tenants and invitees. Smoking shall mean carrying or holding of a lighted pipe, cigar or cigarette of any kind, or any other lighted smoking equipment or electronic nicotine delivery system of any kind. Each Tenant shall cooperate to enforce this prohibition, including giving notice of such to its employees.
25. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other tenant or tenants, nor prevent Landlord from thereafter enforcing any such rules and regulations against any of all of the tenants of the Building.
26. These Rules and Regulations are in addition to, and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements, and conditions of any lease of premises in the Building.
27. Tenant understands and acknowledges that the provisions of the Tenant Handbook are subject to change and Landlord expressly reserves the right from time to time to make reasonable additions, modifications, supplements, deletions or interpretations thereto or thereof. Landlord reserves the right to make such other 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 for the preservations of the order therein.
28. Landlord shall not be responsible to Tenant or to any other person to the non-observance or violation of these Rules and Regulations by any other tenant or other person. Tenant shall be deemed to have read these rules and to have agreed to abide by them as a condition to its occupancy of the space leased.
29. Canvassing, peddling, soliciting and distribution of handbills or any other written materials in the Building are prohibited and each Tenant shall cooperate to prevent the same.
30. Tenant and its authorized representatives and invitees shall not make or permit any noise in the Building that is annoying, unpleasant or distasteful, interfering in any way with other Tenants or those having business with them, or bring into or keep within the Building or common areas any animal, (except for seeing eye dogs), bird, bicycle or other vehicle except wheelchairs or other similar devices or such vehicles as are permitted to park in the parking areas, in accordance with the Rules and Regulations

[Back to Top](#)

Building Operations: Internet & Telephone

Internet

The following is a list of providers currently in the building:

LOGIX COMMUNICATIONS
HOUSTON - SALES
2950 N. Loop W., 8th Floor
Houston, TX 77092
Main: (713) 862-2000

AT&T
1 888 944 0447
<https://www.att.com/smallbusiness/shop/index.html>

COMCAST
1 866 682 7927
<http://business.comcast.com/smb/services/Internet>

ALPHEUS
713 336 6314
www.alpheus.net

COGENT COMMUNICATIONS
Liliana Cuevas – Sales Manager of Houston
281 657 4500
licuevas@cogentco.com
www.cogentco.com

Telephone

Feel free to contact the telephone company of your choice for the installation of your system. A current certificate of insurance is required to be on file in the Management Office prior to any work being performed.

[Please click here to view the Vendor Insurance Requirements](#)

Prior to any work being performed, all contractors are required to contact the Management Office in order to make arrangements for proper access to your premises and the building telephone rooms.

Building Operations: Leasing

The leasing company for 2000 West Loop South is Jones Lang LaSalle. Listed below is the contact information for the authorized leasing representative.

Russell Hodges

Managing Director, Agency
Leasing
JLL
713.425.5894
russell.hodges@am.jll.com

Scott Fikes

Senior Vice President
JLL
713.425.5866
Scott.fikes@am.jll.com

Andrew Elliott

Associate, Agency Leasing
JLL
713.425.1851
andrew.elliott@am.jll.com

Please [click here](#) to view available spaces.

Building Operations: Moving Procedures

Move-In / Move-Out Rules & Regulations

1. Arrangements must be made at least one (1) week in advance prior to any large move-in or move-out. All moving vendors must schedule an appointment with the Management Office to insure that all moving guidelines are thoroughly understood and strictly followed.
2. Under no circumstances will a move-in or move-out be performed without a current certificate of insurance from the vendor on file in the Management Office. Certificates must be made out as shown on the certificate of insurance sample document in the Forms section of this handbook. Each vendor must have comprehensive liability, a general umbrella and worker's compensation insurance.
3. All moves must be made on Saturdays and Sundays or after 6:00pm on weekdays.
4. Vendors must park in the building's loading dock for deliveries and pick-up's.
5. All floors along the project route, including the elevator cab floors, should be adequately protected with masonite board of a quarter inch thickness. Care should be taken to protect the doors, door jambs and walls.
6. A freight elevator will be made available for your exclusive use. Arrangements must first be made through the Management Office. All elevators must be adequately protected. It is understood that damages related to the move are the responsibility of the moving vendor.
7. Objects weighing in excess of 3,000 pounds and/or taller than 8'5" or wider than 3'5" will not be permitted on the elevator. Special arrangements must be made through the Management Office for the transportation of these items.
8. In the event a move should take more than one day, we request no trucks be left unattended.
9. All trash should be properly disposed of by the moving company immediately following the completion of the move. We are not responsible for the removal of trash which will generate charges to the tenant.
10. An inspection of the premises will be performed no later than twenty-four (24) hours prior to the move to inspect all steps, lobby travertine, elevators, corridor walls and carpet along the project route. The moving vendor will be held responsible for anything damaged by them or their agents.

Building Operations: New Tenants

New Tenant Information Forms

Please complete all forms located in the [Forms](#) section of this handbook and return to our office prior to your scheduled move-in. This will assist us in making your company's transition as simple as possible.

Building Operations: Rent Payments

Rent is due, in advance, on the first day of each month.

Payments should be sent to:

Shorenstein Real Estate Services, LP
Agent for SRI Nine 2000 WL, LP
P.O. Box 841028
Dallas, TX 75284

or overnight:

Bank of America Lockbox Services
Lockbox 841028
1950 N Stemmons Frwy. Ste. 5010
Dallas, TX 75207

[For Wiring instructions please click here](#)

Building Security: Overview

Crime can occur anywhere and at any time. The building provides a security officer for the public areas 24 hours a day, seven days a week. The security of your leased space is your responsibility. The management staff cannot guarantee your safety or security. It takes a community effort of every tenant, their employees and building management to prevent crime.

Escorts to the parking garage are available by calling the Management Office or the security officer at 832.731.3837. The security officer will walk you to your vehicle and stand by until you have started your vehicle. In order to accommodate a large number of requests, we ask that you leave in groups when possible.

Soliciting and loitering are not permitted in the building. We encourage you to report anyone doing so in the building by calling the Management Office immediately.

The following security personnel are available to assist tenants and guests:

Marcell Epps

Security Supervisor

832.731.3837

7am - 3pm

Quancia Duren

Security Officer

832.731.3837

11pm - 7am

Ralph Commack

Security Officer

832.731.3837

3pm - 11pm

Alexis Smith

Security Officer

832.731.3837

Swing Shift

Building Security: Building Access

Tenant Access

Access Control Cards

Access cards for the 2000 West Loop South building and garage are handled exclusively by Datawatch Systems, Inc. Datawatch Systems provides our tenants with direct access to a web-based platform for employee access administration and new access card orders.

New users may email MyCS@datawatchsystems.com for credentials and training.

Existing users may log in at: [Datawatch Direct Access Portal](#)

A user guide is available online at: [Direct Access User Guide](#)

Please contact Datawatch directly for any access card issues at 1-800-899-9872.

New access card orders may be placed at: [Datawatch Systems Card Shop](#)

HID Cards \$9
Keyfobs \$13
Mobile ID \$10

[Please click here for a how-to guide for ordering access cards](#)

To purchase the Mobile Access app for smartphones, please email mobileID@datawatchsystems.com.

Tenants interested in pricing for access control in their individual suites may contact Melissa Hodge at mghodge@datawatchsystems.com.

Access control cards are for your protection and convenience and are intended to control and restrict access to the building and parking garage. Please note that a building access card is not authorization for building staff to open locked doors - employees must have their own key or contact their appropriate supervisor.

After Hours Procedures

Normal building hours are Monday through Friday, 8:00am to 6:00pm and Saturday, 8:00am to 1:00pm. Any other time is considered after hours. After hours entry is possible for authorized employees with the access control card. Everyone entering the building after hours will be required to sign in and out at the West Lobby Security Desk. Tenants must have their access cards and suite keys, as the security officer is not able to open suite doors. Use your access card and swipe it in front of the card reader located by the west entrance door. When the light turns green the door will unlock long enough for you to enter. You must also use your access card to operate the elevator. Swipe the card reader and when the light turns green push the floor button. The elevator will not take you to a floor you do not have authorization for.

Should you experience problems, call buttons located by the west entry door and the loading dock entrance may be used to call security for assistance. Give the operator your exact location. The operator will then page the security officer to come and assist you. Expect to wait three to five minutes after the call has been made. The security officer must have tenant authorization to let you into the building or in the elevator without an access card. Your Tenant Representative should submit to the Management Office names and phone numbers of at least three individuals who can be contacted to permit after hours access to individuals without building access cards. Please use the form located in the [Forms section](#) of this handbook.

[Please click here to view the Tenant Contact Information form](#)

Tenant Vendors

All vendors entering the building to perform services within your leased space, making large deliveries to or picking up large deliveries from the building must have a certificate of insurance on file with the Management Office. Please note that vendors with out a certificate of insurance will not be allowed access to the building.

[Please click here to view the Vendor Insurance Requirements](#)

Should you anticipate a large or lengthy delivery, please schedule it through the Management Office. Arrangements will then be made for delivery after 6:00pm on weekdays and from 8:00am – 1:00pm on

Saturdays via the building's loading dock. Deliveries may not be made in the circular drive via the building's front entrance. Occasionally a large, single item (i.e., desk, file cabinet) may be delivered during the week between the hours of 9:00am and 11:00am or 2:00pm and 4:00pm. These deliveries are allowed at the discretion of the property manager. Dollies are not permitted in the lobby unless they have rubber wheels. Mail carts must use the padded elevators unless the carts are properly padded to prevent damage to the passenger elevators.

The Management Office cannot accept or assume responsibility for supplies or furniture that is delivered to the building, nor can they grant access to your leased space. Please make the appropriate arrangements for the receipt and storage of any materials shipped to the building and the oversight of work being performed within your office.

[Back to Top](#)

Building Security: General Office Security

Although the Building Management at 2000 West Loop South takes many precautions to protect Tenant belongings, some thefts may take place. The following tips can help reduce these thefts, especially if these tips are reproduced and posted in every tenant's office.

- Lock all doors when the office is unattended or when practical control of entrance and exit areas is not possible. In the event of emergency evacuation, be sure to lock entry doors to Premises if time permits. However, if there is a fire on your floor, you should consider leaving your door closed but unlocked so that access to the area of the fire can be facilitated.
- Hang coats and jackets away from the entrance to the office where they can't be easily taken while you are busy.
- Keep valuables out of sight and under lock and key. A minimum amount of cash should be kept in the office. Both petty cash and stamps should be locked in the office safe.
- Keep purses and gift packages out of sight and locked inside a cabinet or desk if possible. Purses should not be left on or under desks.
- Lock desks when not seated at them.
- Be wary of solicitors and peddlers. Challenge any unknown person in your suite or corridor. A simple "May I help you?" may prevent many potential problems. A person may engage you in conversation while secretly making a survey of your office setup for later use. Solicitation is NOT permitted in the Building. If solicitors enter your suite, please call the Building Management Office to report them immediately.
- Do not let persons other than employees and clients into your restrooms.
- If any person comes to your office to do work on behalf of the building office and you have not been notified, check his identity with the Building Management Office and/or Security.
- Keep fire exit stairwell doors closed at all times. In addition to closed stairwells being an integral part of our fire life safety system, they are also a vital part of the Building's security system.
- Do not let anyone else follow you into your suite. Should suspicious or undesirable persons be seen loitering in or around the Building, please report them to Security. A security guard will be dispatched to investigate the situation immediately.
- Do not leave building or suite access cards in the open where they could be stolen and used to gain illicit entry to the building or your office. Access cards should be cancelled through the Management Office immediately upon termination of an employee. Please notify the Management Office without delay regarding access cards that should be deactivated or transferred to a new employee.

Building Security: Solicitation

Soliciting and loitering are not permitted in the building. We encourage you to report anyone doing so in the building by calling the Management Office immediately.

Building Security: Lost and Found

Contact the Building Security at 832.731.3837 for items that may have been turned in to the building.

Emergency Procedures: Active Shooter

Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooters usually will continue to move throughout the building or area until stopped by law enforcement, suicide, or other intervention.

How to Respond: Evacuate, Hide or Take Action

Evacuate:

- Have an escape route and plan in mind
- Leave belongings behind
- Keep hands visible

Hide (Shelter in Place):

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your mobile phone

Take Action:

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the shooter

Call 911 and Security (832-731-3837) when it is safe to do so.

Although the odds of an active shooter situation are low, it is important to be prepared and have a plan in place. Most active shooter situations happen in minutes and the actions you take immediately can save your life and the lives of others. Your employees should know how to respond if they hear gunshots or other signs of a developing situation.

Emergency response authorities recommend preparing and practicing the plan and including your staff and first responders. The resources provided below will help you develop your business specific plans and educate your employees:

- The National Terror Alert Response Center - [DHS Announces Active Shooter Preparedness Site](#)
- The Federal Bureau of Investigation - [Video: Run. Hide. Fight. Surviving an Active Shooter Event](#)
- U.S. Department of Homeland Security - [Active Shooter Pocket Card of How to Respond](#)
- U.S. Department of Homeland Security - [Active Shooter Poster of How To Respond](#)
- U.S. Department of Homeland Security - [Active Shooter Preparedness](#)
- U.S. Department of Homeland Security - [Active Shooter How to Respond](#)

Emergency Procedures: Bomb Threat

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

In the event that a bomb threat is received by telephone:

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.

- Remain calm, listen carefully and do not interrupt the caller. If possible, notify your supervisor by a prearranged signal while the caller is on the line/
- Attempt to identify background noises that may help to determine location where the call is being made, such as traffic, music, laughter, etc.
- Make an educated guess as to the sex, age, race, voice or accent of the caller, or if a disguised voice is used.
- If possible, determine the time the bomb is scheduled to explode, the location of the bomb and the possible reason for the bomb.
- Immediately write down the details while they are fresh in your memory. This information will aid the police in their investigation.
- Immediately notify the Houston Police Department by calling **911**. Give your exact location, company name, your name and your building's street address, floor and suite number.

Notify a company supervisor in accordance with your Company Action Plan. Do not discuss the threat with other employees. Immediately notify the Building Management at 713.871.8252 (24 hours) and relay all information received.

When a threat is reported to the Building Management, the following information will be requested:

- Tenant's name and caller's name
- Specifics of the threat
- Name of the company supervisor who has been notified
- Have the police been called
- Is evacuation being considered
- Have any suspicious objects been discovered
- Have employees been notified of the threat

Building Maintenance personnel will be directed to begin a search of the building's common areas including stairways, elevators, elevator shafts, equipment rooms, cleaning closets, restrooms, mechanical rooms, and any other areas deemed necessary.

Building Management and the Houston Police Department will make a decision whether to order an evacuation.

[Sample Bomb Threat Checklist](#)

Emergency Procedures: Elevator Malfunction

If you are in the elevator and it stops for no apparent reason, remember to remain calm. Pressing the CALL button within the cab will connect you with emergency response personnel at Kings III Emergency Communications directly so that the elevator malfunction can be reported and a technician dispatched. The cab number will be identified, and so too, the specific floor on which it is stuck. Kings III will maintain two-way communication with elevator occupants until help has arrived.

IN THE EVENT OF A FIRE, ELEVATORS MUST NOT BE USED FOR EVACUATION; PLEASE USE THE STAIRS.

Emergency Procedures: Emergency Communications

Tenant Emergency Preparedness Site

PreparedShorenstein.info contains information and resources to help your business prepare for and respond to emergency events.

Shorenstein National Tenant Emergency Number (1-800-589-2554)

Shorenstein has a 1-800 number which Property Management may use to provide updates in an emergency. As this number serves all Shorenstein properties nationwide, it is possible that you may either need to listen to a very long outgoing update message, especially if the emergency situation has hit several geographic areas in which Shorenstein owns properties, or that the outgoing announcement for this property may get recorded over (i.e. if the emergency has affected several geographical regions).

Building Management	713-871-8252
Building Security	832-731-3837
Emergency - Police, Fire and Ambulance	911
Houston Police Department Non-Emergency	713-884-3131
Houston Fire Department Non-Emergency	832-394-6700
Ambulance	911
Poison Control Center	1-800-222-1222
National Weather Service	281-337-5074

Emergency Procedures: Evacuation

Upon hearing an alarm, public address announcement, or seeing flashing strobe lights, stay calm and move quickly to the nearest safe stairwell or exit. Stay outside the stairwell and await further instructions via the p.a. system.

1. Remain calm.
2. Proceed to the stairwell exits and wait for further instructions from the public address system. This is necessary for an orderly, accident free evacuation.
3. When your floor is authorized to vacate the building, please hold onto the stair railing as you proceed cautiously down the stairwell to the lowest possible floor.
4. The Basement, Lobby, 5th, 10th, 15th and 20th floors are re-entry floors from the stairwell. All other floors may not be re-entered.
5. Persons unable to physically move down the stairs should wait on the stairwell landing for emergency personnel to assist them.
6. Persons on floors 13-22 should exit the building through the front, North Lobby exit. Persons on floors B-12 should exit the building through the West Lobby exit.
7. Your company may wish to designate a meeting spot. If so, go to the designated area as soon as possible.

Evacuation of Mobility-Impaired People:

If evacuation is necessary, mobility-impaired people should ask their assigned mobility-impaired assistants or a coworker to take them to the nearest safe stairwell. Mobility-impaired people and their assistants are to wait near the stairwell door without blocking traffic. They are to remain in this position until occupants on their floor have moved into the stairwell and are proceeding to their safe refuge area. When traffic has passed, they are to enter the stairwell landing, close the stairwell door, and wait inside the stairwell without blocking doors or traffic. Fire Wardens and co-workers should report their location to emergency personnel.

In accordance with requirements of the Houston Fire Department, tenants must inform the building Management Office in a timely manner about mobility-impaired people on their floors. The name, location, and condition of mobility-impaired people are kept in a confidential list and provided to responding personnel during an emergency.

Emergency Procedures: Fire

IF A FIRE IS REPORTED TO YOU, or if you see smoke or fire, smell something burning, or hear a fire alarm:

If you can do so safely:

- **Isolate the fire**
- **Call the Fire Department:** Dial 9-1-1
- **Call the Fire Safety Director:** 713.871.8252
- **Activate the Fire Alarm Pull Station** if it has not been activated
- **Evacuate** using stairs to a safe area at least three or more levels below the fire floor
(Floors of re-entry at 2000 WLS are LL, Lobby, 5th floor, 10th floor, 15th floor, 20th floor, 21st floor)
- **Fire Extinguishment:** Only if the fire is in the incipient (small) stage

FOR CO-WORKERS WHO NEED ASSISTANCE WITH THE STAIRS:

- Mobility impaired persons should wait **by (not in)** the stairwell and fire wardens or co-workers should report their location to HFD personnel

IN THE EVENT OF AN ALARM:

- Wait by the stairwell for further instructions
- Do not go into the stairwell
- Do not use the elevator
- If an evacuation is necessary an announcement will be made over the p.a. system.
- Only affected floors should prepare to evacuate - you will hear sirens and see strobes on your floor.

[Fire Safety Plan](#)

Our building is fully sprinklered. Fire extinguishers are located on every floor near the stairwells. The City of Houston Fire Marshall's Office conducts fire safety seminars monthly to familiarize tenants with fire safety procedures. Please contact the Management Office for more information. Building fire drills are conducted twice a year for your benefit. Your cooperation and participation is essential for the safety of each person within the building.

The current Houston Fire Code mandates the following:

- Each tenant must provide one (1) Fire Warden per 7500 sq. ft. of floor area per floor occupied and a minimum of two (2) Fire Wardens per floor regardless of the floor area square feet. For Fire Warden certification, please contact the Management Office. Fire Wardens will be required to attend the High Rise Certification Seminar presented by the Houston Fire Department.
- A regularly updated Mobility Impaired list must be kept in the building's fire depository box. Please notify the Management Office of any employees that will require assistance evacuating the building during an emergency due to physical impairment.

It is the tenant's responsibility for keeping the above information up to date with the [Management Office](#).

[Top of Page](#)

Emergency Procedures: Flood

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Building Management personnel, 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 be commenced. Tenants will need to contact their insurance carrier for any damage to their property.

Occasionally the lower level of our parking garage floods whenever the city's storm drain system is overwhelmed. Please do not park on this level during heavy rainstorms. When possible, Building Management will send a tenant notice to advise that vehicles parked on the lower level should be relocated. A quick response is prudent as the water rises rapidly.

Emergency Procedures: Hurricane

Houston's location periodically makes it susceptible to hurricanes. In the event a hurricane warning is issued to our area, please take the following precautions:

1. All doors should be closed and locked.
2. All blinds should be lowered and closed.
3. All personal belongings should be taken home.
4. Disconnect all computers or other machines and remove any units located in window wall offices.
5. Computers and equipment can be covered with plastic or moved toward the interior of the building.
6. Clear all desks, credenzas and filing cabinets of loose articles and store in cabinets.
7. Once the tenants leave the building, they should not return for any reason until the storm is over.

[Click here for the *Emergency Preparedness Manual*](#)

In the event of emergencies which may cause the building to be closed, check back at this site for alert banners that will provide building status updates.

Emergency Procedures: Power Failure

The building has emergency generators in the event of an electrical blackout which will provide minimal emergency electricity to emergency lights and emergency building equipment for approximately three hours.

If an evacuation is deemed necessary:

1. Turn off every electrical device possible.
2. Close and secure the office suite.
3. Proceed to the stairwell and wait for evacuation instructions.
4. The public address system will announce when your floor should proceed to evacuate the building.
5. Remain calm and walk cautiously down the stairwell to the street level exits.

Please **DO NOT CALL** the Management Office or security, unless there is an emergency or to notify us of the location of a mobility impaired employee.

Emergency Procedures: Tornado

A tornado is defined as mobile, destructive vortex of violently rotating winds having the appearance of a funnel-shaped cloud and advancing beneath a large storm system.

Two defined conditions are recognized by the National Weather Service:

Tornado Watch: The weather conditions in the area are such that a tornado could develop. This information is put out by the National Weather Service as a weather bulletin on local news media.

Tornado Warning: A tornado has actually been spotted in the Harris County and surrounding areas, and there may be danger of life and property if protection measures are not taken by people in its path. Public warning will cover over the radio or T.V.

In the event of a tornado warning:

- The bathrooms and stairways of the building will provide the best protection during a tornado. In the event a tornado warning is issued for our area, an announcement will be made to tenants by email, telephone or the building's public address system to advise tenants to move to a safe location in the building. Take the following actions immediately:
 1. Get away from perimeter of the building and exterior glass. If time permits, close drapes, blinds, etc.
 2. Leave your office doors closed.
 3. Go to the center of the building - bathrooms or stair enclosures.
 4. Sit down and protect yourself by putting your head as close to your lap as possible, or you may kneel while protecting your head.
 5. Do not use the elevators and do not go to the first floor lobby or outside the building.
 6. Use a mobile device or emergency radio to stay tuned to a local station for information.

The following websites provide information for employee and property safety:

- <http://www.weather.gov>
- <http://www.spc.noaa.gov>
- <http://www.redcross.org/get-help/prepare-for-emergencies/types-of-emergencies>
- <https://usatoday30.usatoday.com/weather/hurricane/whscale.htm>

Green: Introduction

GOING GREEN

Shorenstein is committed to creating and protecting green real estate environments. To research responsibly and thoughtfully, Shorenstein has formed a sustainability committee, known internally as the **G.R.E.E.N. Committee - Green Real Estate Environments Now!** The Mission Statement for the Committee is "Promote environmental stewardship through the implementation of sustainable ecological initiatives that benefit our assets, investors, customers, employees & planet".

Why?

- According to the United States Green Building Council (USGBC), the commercial office buildings generate 18% of greenhouse gas emissions in the United States.
- Electricity is one of the largest expenses tenants incur.
- It is estimated that 50-55,000 species of life are going extinct every year due to a lack of resources left available to them resulting from humans' use of resources.
- **Every** living system on the planet is in decline - none are stable.
- The reduction of emissions is not only crucial for the health of the planet but also for a company's bottom line.

What are We Doing?

- Shorenstein signed up in 2008 to take the Building Owners and Managers Association (BOMA) 7 Point Challenge, which primarily involves a reduction in greenhouse gas emissions of 30% by the year 2012. See the following link for more information on the [BOMA 7 Point Challenge](#).
- Shorenstein has signed on to be an Energy Star Partner. See what's involved. [Click here for more information on Energy Star](#).
- Shorenstein has mandated that every building in its portfolio put energy consumption data in the Energy Star website and work to achieve an Energy Star certificate as soon as practically feasible. [Click here to see the Energy Star score link](#) for the most recent Energy Star score for your building. Please note that buildings must achieve a minimum rating of 75 to receive an Energy Star certification.
- Shorenstein implemented green cleaning and supply purchase across its portfolio in 2007 and 2008.
- Shorenstein continues to roll out initiatives to further promote "Green Real Estate Environments Now". [Click on the link here to see a full list of Green Building Initiatives implemented at this building](#).

How Can You Help?

Shorenstein will send you a Green Tip of the Month each month to all of its tenants. A cumulative list of Green Tips will be housed on this site. To access, click on [Green Tip of the Month](#). We will also post other best practices and links to resource sites under [Green Suggestions & Resources for Tenants](#).

We hope you find this site a useful resource and that you will join us in our green practices so that together we can make a measurable difference in the world!

Green: Green Tip of the Month

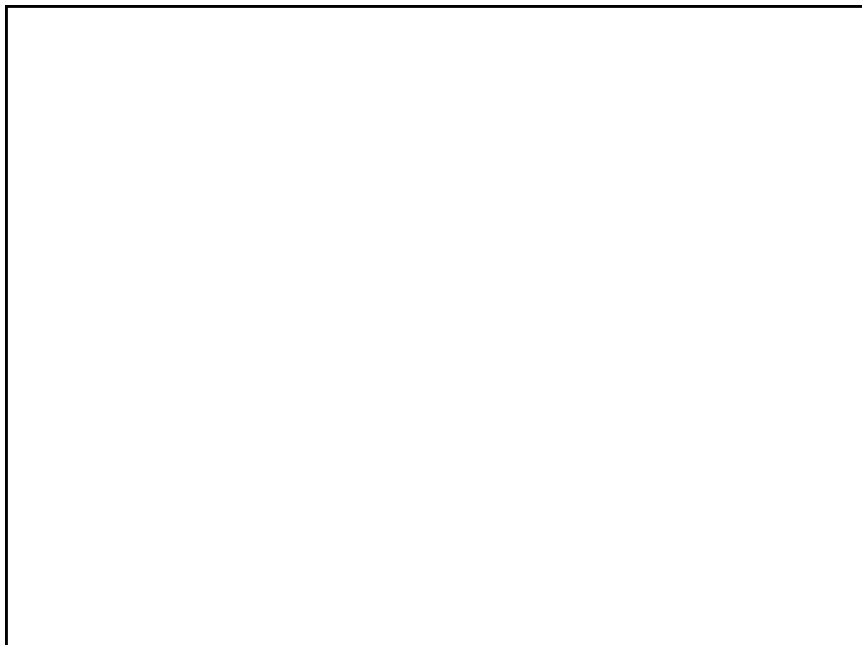
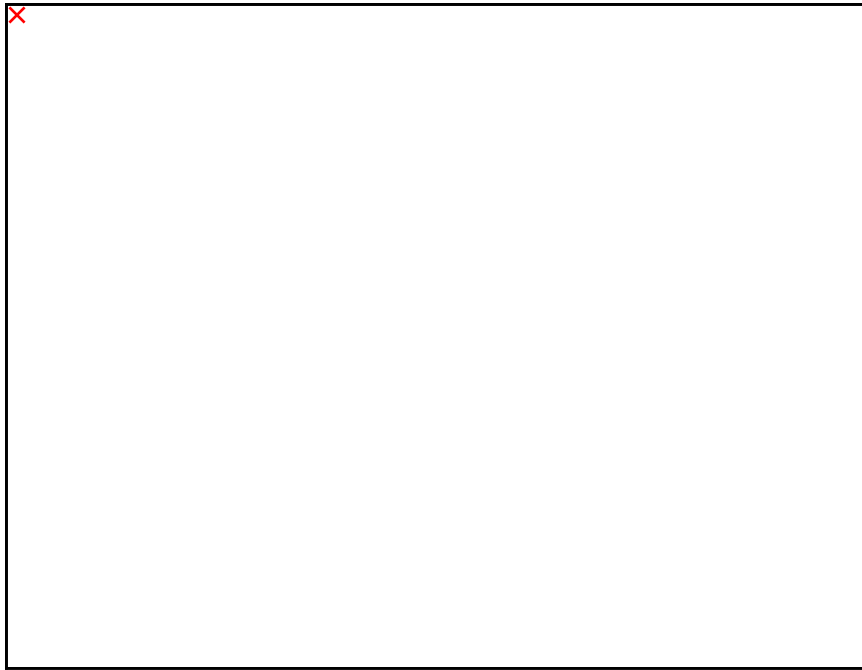
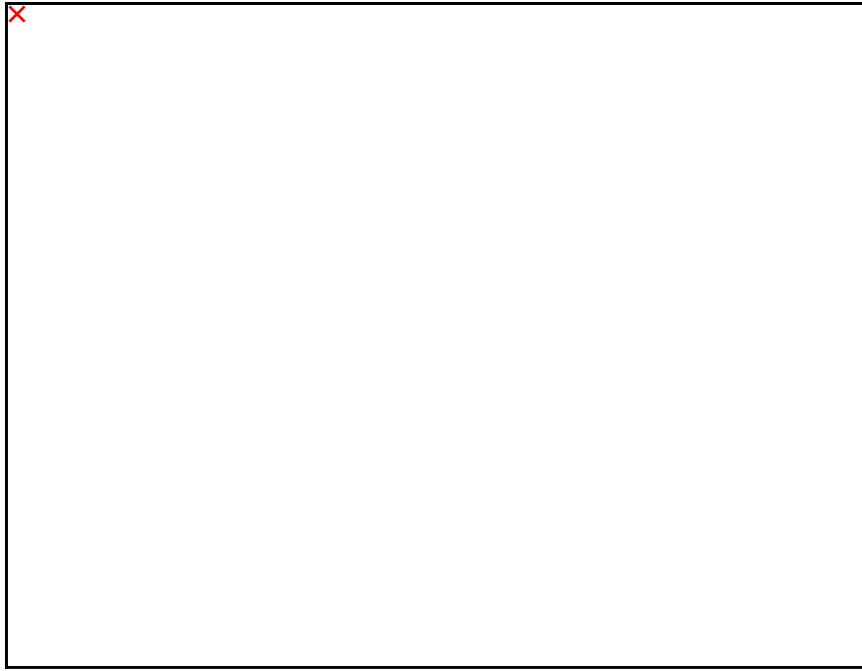
Green Tip of the Month

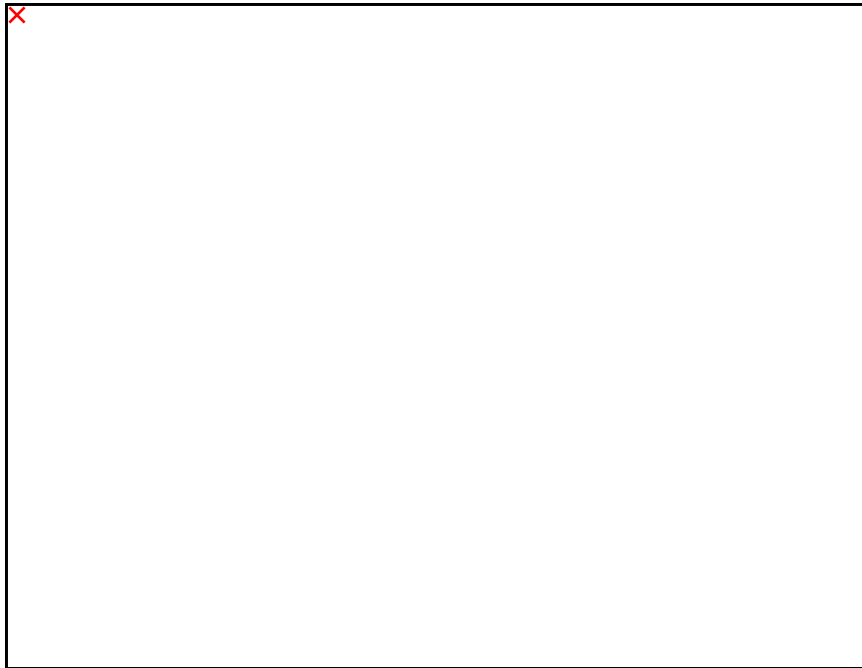
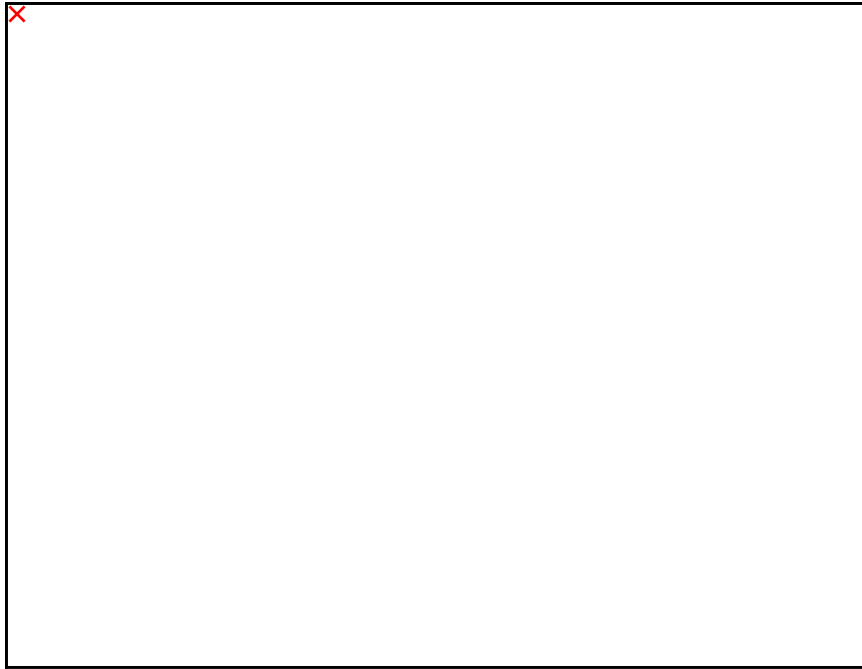
We invite you to read Shorenstein's [2019 Sustainability Report](#). We embrace environmental, social, and governance best practices as an opportunity to improve our business and our buildings. Develop or expand your organization's sustainability strategy by engaging your employees. Find out how [here](#)!

Green: Energy Star Score

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Green: Green Suggestions & Resources For Tenants

- [Shorenstein Sustainability Site for Tenants](#)
- [Recycling @ Shorenstein: Online Education](#)
- [Facts – Energy Star Qualified CFL's](#)
- [Energy Star](#)
- [Houston's Green Office Challenge](#) - (If you sign up, be sure to connect your office space to 2000 West Loop South, Houston, Texas)

Green: Green Building Initiatives

2000 West Loop South, owned by Shorenstein Realty Services and managed by Jones Lang LaSalle, has been awarded the prestigious LEED® Gold certification and the U.S. Environmental Protection Agency's (EPA's) ENERGY STAR certification!

ENERGY STAR certification signifies that the building performs in the top 25 percent of similar facilities nationwide for energy efficiency and meets strict energy efficiency performance levels set by the EPA.

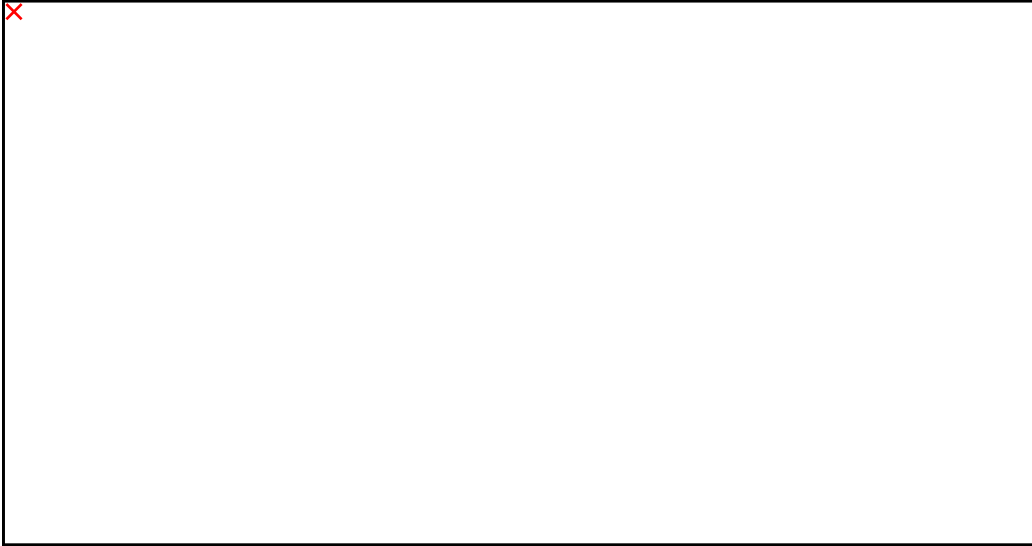
LEED certification is established by the U.S. Green Building Council and verified by the Green Building Certification Institute (GBCI). LEED is the nation's preeminent program for the design, construction and operation of high performance green buildings. 2000 West Loop South achieved LEED Gold as a result of implementing practical and measurable strategies and solutions aimed at achieving high performance in sustainable site development, water savings and energy efficiency. The strategies included:

- Optimizing lighting systems throughout the building and garage for increased energy efficiency
- Installation of high efficiency water fixtures and implementation of a new satellite based irrigation system to reduce water consumption
- Implementation of a pest control management plan which greatly reduced or eliminated the use of chemicals or non-biodegradable products
- A comprehensive green cleaning program, featuring sustainable cleaning chemicals, recycled products and green cleaning equipment to reduce particulates and promote comfort
- The diversion of construction waste from landfills to recycling facilities
- Automated control of heating, ventilation and air conditioning and the optimization of outside air intake

The building management staff and engineers are to be congratulated on their team effort in getting 2000 West Loop South approved for LEED Gold Designation and it could not have been achieved without the commitment from our owners. In this instance, we had the full cooperation and support of Shorenstein Realty Services.

Green: Single Stream Recycling

2000 West Loop South has a single stream recycling program for our tenants. Please be sure your office is using the blue container for recycling paper, junk mail, cardboard, plastic and aluminum. If you would like additional containers for your office, or if you are interested in a desk side recycling program, please contact the Management Office for pricing.



[Please click here for the single stream recycling flyer.](#)

[Recycling @ Shorestein: Online Education](#)

Introduction: Welcome

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of 2000 West Loop South and facilitate your company's operations. There is a great deal of information contained in this handbook. Take the time to familiarize yourself with this handbook and it will become a valuable resource. Please note that the Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Management Office, and we will assist you from there.

The contact information for the Management Office is:

Phone: 713.871.8252

Fax: 713.961.5447

Courtney.Azizeh@am.jll.com

Address:

2000 West Loop South

Suite 430

Houston, Texas 77027

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Management Office will promptly notify you of any such changes. Please feel free to contact the Management Office with any questions you may have. We are here to serve you.

Welcome to 2000 West Loop South!

Introduction: About Shorenstein

National Real Estate Investor

Shorenstein is one of the country's oldest and most respected real estate organizations active nationally in the ownership and operation of high-quality office properties. Due to its success over many years and multiple real estate cycles, Shorenstein has established its reputation as a creative and knowledgeable investor. The company is privately owned and is headquartered in San Francisco.

Providing Real Property Services

Shorenstein provides asset management, leasing, property management and construction services to the properties in its portfolio through its wholly-owned property services affiliate, Shorenstein Realty Services.

Seamless Integration of Capabilities

The close coordination between the investment, asset management and operating professionals within Shorenstein is the key to Shorenstein's ability to deliver exceptional services to its tenants and exceptional value to its clients and partners. With extensive internal resources and a commitment to excellence, Shorenstein has an unsurpassed ability to address operating issues and to capitalize on investment opportunities.

More than Leasing - Value-Added Services

Shorenstein operates on the principle that its tenants are not only leasing space in Shorenstein buildings, but are also seeking a broad range of occupancy services to support and enhance their core business operations. Delivery of a physical product that is maintained and operated to the highest industry standard is only the beginning. Shorenstein strives to remain abreast of its tenants' businesses in order to meet their current needs, anticipate their future requirements and be in a position to work cooperatively with them to respond to unanticipated developments.

Best Environments, Highest Quality Service

The experienced asset management, leasing, property management and construction professionals who work for Shorenstein think and act as first-tier service providers. All of Shorenstein's employees understand that it is their job to ensure that all Shorenstein properties offer the highest quality business environments and occupancy services in their respective marketplaces.

Proven Success

Shorenstein believes that the consistently high occupancy levels in the Shorenstein portfolio is the strongest testament to the validity of the Shorenstein operating philosophy and the best evidence of the successful implementation of that philosophy.

Introduction: About 2000 West Loop South

2000 West Loop South offers 357,000 square feet of premier Class A office space. A five-level parking garage adjoins the 22-story, multi-tenant office tower, providing 1300 parking spaces and direct building access. The building's exceptional location in the Galleria/ Uptown/ West Loop district includes convenient ingress and egress via Loop 610 and private service roads that adjoin the property to San Felipe and Post Oak Boulevard, two major commercial arteries.

Building Features

- Surrounded by hotels, restaurants and shopping
- On-site deli (Skyline Deli)
- On-site banking & ATM (Post Oak Bank, N.A.)
- Fitness Center
- 24/7 On-site security
- Card key controlled access
- Managed on-site by JLL
- LEED Gold certified
- ENERGY STAR certified

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional internet site. After clicking anywhere on the main page, there is a Table of Contents that provides links to various Chapters. Upon entering a Chapter, links to specific information are provided in Sub-Sections. You may return to the Table of Contents or Chapter Overview by clicking the appropriate link on every page.

Special Features

This Electronic Tenant® Handbook has special features, such as an Interactive Site Map and a [Tenant Services](#) section that contains a number of downloadable and printable administrative forms. In order to be able use these features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use. To obtain the software for free, [click here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis. Please be sure to continuously check back for updates and new information.

If you have trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the property Management Office.

The Neighborhood: Building Site Plan

[Please click here to access a building site plan.](#)