



Welcome to [2000 West Loop South](#) and your new office! Our core objective is to provide best-of-class service to you and your team and create a productive partnership for years to come.

We are excited to be of service as you make plans to move into your office. We will work hard to assist you in preparing for a smooth and easy transition.

This tenant Move-In Packet contains forms that Property Management will need prior to your move-in.

**Requested Forms include the following:**

Tenant Contact Information Form  
Access Card Request Form  
Parking Form  
Tenant Signage Form  
Angus Service Request Setup Form  
Fitness Center Waiver  
HVAC Request Form

**Other forms for your information and convenience:**

Telecom Providers List  
Moving Vendor Insurance Requirements  
Building Information  
Additional Information can be found on the building's website.  
<https://www.2000westloop.info/main.cfm?sid=aaserices&pid=forms>

We are here to assist and answer any questions you have. Please feel free to call us for any reason, and we will be glad to help.

**2000 West Loop South Team**

Alyssa Riedel, Senior Property Manager  
Stephanie Swanson, VP Senior Property Manager  
Julisa Villarreal, Property Administrator  
Quentin Schmidt, Chief Engineer  
Ray Flores, Building Engineer  
Sergio Gonzalez, Building Engineer

2000 West Loop South  
Tenant Contact Form

**Company Information:**

Tenant Name

Suite #

Telephone #

Facsimile #

Type of Business

*(If different than above)*

**Address for Lease Notices:**

**Email Address for Rental Statements:**

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Tenant Contact:**

*(Please designate a local contact for day to day management office interaction)*

Name

Title

Telephone

Fax

Email

**Emergency & After Hours Contacts**

*(Please provide mobile number and email address for emergency notifications via text and email)*

Name

Mobile #

Email Address

Name

Mobile #

Email Address

Name

Mobile #

Email Address

Name

Mobile #

Email Address

The management office and its representatives will not allow access to any employee into your suite. Should an employee lose their suite key and want admittance, could any of the above verbally authorize entrance? ☐ Yes ☐ No

PLEASE RETURN THIS FORM TO THE MANAGEMENT OFFICE AS SOON AS POSSIBLE

Telephone: 713.871.8252

Email: [2000wlsmanagementoffice@transwestern.com](mailto:2000wlsmanagementoffice@transwestern.com)



# TRANSWESTERN

2000 West Loop South  
Ste 150  
Houston, Texas 77027  
Phone: 713.871.8252  
transwestern.com

## 2000 WEST LOOP SOUTH ACCESS CARD FORM

Tenants are to identify those employees whom they wish to grant access to the building lobby after-hours and on building holidays.

Prior to the issuance of an access card, tenants must complete the following information for each employee. Please do not return the forms individually, but after each employee has completed this form. Please return the entire package to the management office.

(Please Print or Type)

**CARD/TAG HOLDER NAME:** \_\_\_\_\_

**COMPANY NAME & SUITE:** \_\_\_\_\_

**BUSINESS PHONE:** \_\_\_\_\_

**HOME/CELL PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
Cardholder's Signature

Date \_\_\_\_\_

\_\_\_\_\_  
\*Tenant Representative Signature

Date \_\_\_\_\_

\*Must be signed by an officer of the company with the ability to authorize the issuance of security access cards.

\*\*There is a \$20.00 replacement charge for all lost, stolen, or damaged access cards. All cancelled cards must be returned to the management office. If the card is not returned, there will be a \$20.00 charge per canceled card.

### PROPERTY MANAGEMENT USE ONLY

Date Form Received: \_\_\_\_\_

Card/Tag # Issued: \_\_\_\_\_

Date Card/Tag Activated: \_\_\_\_\_

Date Card/Tag Returned: \_\_\_\_\_

Card/Tag Status: LOST / STOLEN / DAMAGE / REVOKED

Card Fee: \_\_\_\_\_

**PLATINUM PARKING MONTHLY PARKING**

2000 West Loop South  
Houston, TX 77027

[Rolandadelarosa@platinumparking.us](mailto:Rolandadelarosa@platinumparking.us)

**For Office Use Only:**

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Access Card #: \_\_\_\_\_

Monthly Rate: \$ \_\_\_\_\_

Basement Level \_\_\_\_ Contract Level \_\_\_\_

\_\_\_\_\_ New Parker    \_\_\_\_\_ Existing Parker/Vehicle Update    \_\_\_\_\_ Reserved Space #

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Office/Suite: \_\_\_\_\_

Home/Cell: \_\_\_\_\_

Vehicle Make/Model/Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

(Primary) EZ Tag #: \_\_\_\_\_ (Secondary) EZ Tag #: \_\_\_\_\_

Vehicle Make/Model/Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Access Card # (first 8 digits): \_\_\_\_\_

**PLEASE READ CAREFULLY**

1. This agreement regards the privilege of utilizing 1 parking space(s) in the 2000 West Loop South parking facility. This agreement to become effective on the date listed above between Platinum Parking ("Platinum") and the customer/ tenant listed above.
2. The term of this Agreement to be one month, automatically renewable each month upon the timely receipt by Platinum of the prevailing fee. This Agreement may be terminated by 30 days written notice by either party.
3. Platinum is not responsible for theft or damage to individuals, vehicles in the garage, or their contents. To reduce the chance of theft or damage, please place your personal items out of sight and lock your car doors. **ALL CUSTOMERS PARK AT THEIR OWN RISK AT ALL TIMES.**
4. Access Cards are not transferable to another person or company.
5. Platinum reserves the right to terminate any or all monthly parking privileges immediately without cause or liability.
6. Parking Rates are subject to change at any time by posting of new rates or similar manner. Customers whose account is current are granted the right to park a single vehicle in the specified facility only; vehicle storage is strictly prohibited and subject to tow.
7. Parking privileges, regardless of payment method will be in effect until Platinum receives from Customer a thirty (30) day advanced written notice, prior to the first of the month, If Customer's intent to cancel this agreement. Customer may cancel this agreement by delivering notice to Platinum via facsimile, or e-mail, in which case Customer must receive a cancellation number from Platinum. Customer may also cancel this agreement via certified mail.
8. Customer agrees to adhere to all regulations pertaining to the use of the facility. Customer further acknowledges and agrees that Platinum has the right to make changes to the parking areas within the facility, or lot, which may cause the area Customer is accustomed to parking in to change, at any time and for any reason.

Platinum Parking **reserves the right to change the terms and conditions above by providing written notice or via e-mail. I FULLY UNDERSTAND AND AGREE WITH THE TERMS AND CONDITIONS ABOVE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

Approved Representative Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

*2000 West Loop South*  
**Tenant Service Request System Set Up**

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In order to request service to your suite and view request status and history, please fill in the names of those employees who may request such services.

Company Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Employee	Suite	Email	Phone

Entering service requests this way will enable our staff to respond quickly to your requests as a service request will automatically be generated and put in line for servicing. This service will also allow you to track the progress of a specific request through completion. Additionally, it allows both Tenant and Landlord the ability to review the history of the requests that your Company submits thereby quickly isolating any repeating or chronic problems. The system will also allow our office to post notices to Tenants for holiday closures and other building events.

Please designate two (2) Tenant Coordinators who will be the primary users to enter services requests. Please list their names along with their emails addresses. Each staff member listed will receive an email with a user name and password to sign in. At **www.2000westloop.info**, go to Service Requests under the Quick Links section and log on anytime to submit service requests and review the progress of your previous requests.

**PLEASE RETURN THIS FORM TO THE MANAGEMENT OFFICE AS SOON AS POSSIBLE**  
Telephone: 713.871.8252      Email: 2000wlsmanagementoffice@transwestern.com

2000 West Loop South  
**Tenant Signage**

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**BUILDING DIRECTORY:**

Tenant Name (as it should appear on your directory strip):

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Suite Number:

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**WE DO NOT WISH TO BE LISTED IN THE DIRECTORY AT THIS TIME**

☐

**DOOR PLAQUE:**

Tenant Name (as it should appear on your door plaque):

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Suite Number:

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*Please note that all signage is subject to a charge. Please submit this form to the management office for pricing. A proof and a tenant service request will be forwarded for your approval of your signs layout and pricing.*

**Authorized Signature:**

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*Name and Title*

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*Date*

PLEASE RETURN THIS FORM TO THE MANAGEMENT OFFICE AS SOON AS POSSIBLE  
Telephone: 713.871.8252 Email: [2000wlsmanagementoffice@transwestern.com](mailto:2000wlsmanagementoffice@transwestern.com)

## 2000 WEST LOOP SOUTH

### FITNESS CENTER LICENSE AGREEMENT

**CCI-2000 West Loop South, LP** ("Owner"), owner of 2000 West Loop South (the "Building"), managed by **Transwestern Property Company SW GP, L.L.C.** d/b/a Transwestern ("Manager"), presently has in the Building a fitness center, associated health and wellness programs, and associated locker room facilities, showers/dressing room facilities and locker facilities, and exercise and fitness equipment and other equipment, fixtures and furnishings located in such center and facilities (collectively, the "Fitness Center"). As used in this Fitness Center License Agreement ("Agreement"), the "Property" refers to the Building, the parking garages associated with the Building, and the parcel(s) of land owned by Owner.

The undersigned has requested permission to use the Fitness Center pursuant to the rules and regulations attached hereto as Exhibit A (such rules and regulations, as they may be amended by Owner or Manager in their discretion from time to time, the "Rules and Regulations").

The consideration I am receiving for this Agreement is a revocable and nonexclusive license to use, without charge to the undersigned, the Fitness Center pursuant and subject to this Agreement and the Rules and Regulations. I hereby agree to observe and abide by the Rules and Regulations in the use of the Fitness Center (provided that as to any amendments of such Rules and Regulations, notice of such amendments is sent to the undersigned or to the tenant or subtenant who or which employs me, or is posted in the Fitness Center). I understand that my license to use the Fitness Center may be revoked at any time at the sole discretion of Owner or Manager, whether with or without cause, by oral or written notice to me or the tenant or subtenant (and in any event, unless sooner terminated, such license shall terminate automatically upon the earlier to occur of the expiration or termination of the lease or sublease of the tenant or subtenant in the Building, or the termination of my employment with the tenant or subtenant at the Building). Upon termination of such license, I shall immediately deliver my Fitness Center access card(s) to Manager and it or they will be cancelled. I further understand and agree that my right to use the Fitness Center is a **NON-TRANSFERRABLE REVOCABLE LICENSE** and that I shall not provide access to the Fitness Center to anyone other than myself, and that all access cards are and will remain property of Owner.

I expressly acknowledge and agree that use of the Fitness Center may involve risk of serious bodily injury or even death and I represent to Owner and Manager that I have had such physical examinations by a physician as are required by the Rules and Regulations and as I have otherwise deemed necessary and that I have determined that I am in such physical condition as to permit my safe use of the Fitness Center. I **ACKNOWLEDGE THAT MY USE OF THE FITNESS CENTER IS COMPLETELY AT MY OWN RISK, AND THAT MY USE OF THE FITNESS CENTER SHALL BE IN THEIR "AS IS, WHERE IS" CONDITION AND "WITH ALL FAULTS", AND WITHOUT ANY REPRESENTATION OR WARRANTY, EXPRESSED OR IMPLIED, ON THE PART OF OWNER OR MANAGER, OR ANY OTHER PERSON OR ENTITY, CONCERNING THE CONDITION OF THE FITNESS CENTER, OR ANY OTHER MATTER WHATSOEVER, WHETHER RELATED OR UNRELATED.** Without limiting the preceding sentence, I also acknowledge and agree that neither Owner nor Manager, nor any other person or entity, shall provide or be

obligated to provide any personnel or equipment to assist, supervise, advise, manage or in any way control or oversee the Fitness Center or the users of the Fitness Center, nor to supervise other areas of the Property, nor to provide security for users of the Fitness Center or any of their property (whether in or about the Fitness Center, or in or about other areas of the Property, and whether during business or non-business hours). In the event any monitoring or supervision shall be provided, I acknowledge and agree that such monitoring or supervision shall be at the sole discretion, and for the sole benefit, of Owner and Manager, and not for my protection or other benefit. Without limiting or being limited to the foregoing, I also acknowledge and agree that in the event Owner or Manager shall elect to install a security camera or "assistance" button, such devices may not be efficacious, and may not be maintained in an operational condition, and may be monitored only occasionally or not at all, in each case in the sole discretion of Owner or Manager, and in no event whatsoever shall Owner or Manager, or any of the "Releasees" (as that term is hereinafter defined), have any responsibility or liability whatsoever for or in respect of such devices or the maintenance, monitoring or response, or absence of maintenance, monitoring or response of or to such devices, or the condition or efficacy of such devices. I also acknowledge and agree that the information, recommendations, and other content provided in connection with the Fitness Center health and wellness programs is not intended to be, and should not be considered or used as a substitute for, medical or dietary advice, diagnosis or treatment, and in no event whatsoever shall Owner, Manager or the Releasees have any responsibility or liability whatsoever for or in respect of such programs, or the monitoring, effects or efficacy of such programs.

**I HEREBY FOREVER RELEASE, WAIVE AND DISCHARGE** Owner and Manager, and their respective partners, members, managers, and affiliates and the officers, directors, employees, agents, representatives, shareholders, and contractors of any of the foregoing (individually and collectively "Releasees"), of and from any and all losses or damages, and an and all claims, demands, actions, suits or liabilities on account of or relating in any way, whether directly or indirectly, to any injury or illness or death sustained by me or any loss of or damage to my property, occurring while I am in any way using the Fitness Center or in the Fitness Center for any purpose or which otherwise arises from or relates in any way, directly or indirectly, to the Fitness Center or my use of or activities in the Fitness Center (including, but not limited to, personal injuries or death suffered by me arising from my use of the fitness or exercise equipment, saunas, showers or dressing areas, and damage, theft or loss of my property located or stored in the lockers or other portions of the Fitness Center) ,or my violation of this Agreement, in each case **WHETHER OR NOT ARISING FROM THE NEGLIGENCE (WHETHER GROSS OR SIMPLE) OR STRICT LIABILITY OF ANY OF THE RELEASEES, IT BEING MY INTENTION THAT THE FOREGOING RELEASE APPLY EVEN TO THE NEGLIGENCE (WHETHER SIMPLE OR GROSS) AND STRICT LIABILITY OF THE RELEASEES.**

I also hereby agree to **INDEMNIFY, DEFEND AND HOLD HARMLESS** the Releasees from and against any and all claims, demands, actions, suits, liabilities, losses, damages, judgements, and costs or expenses including attorney fees and other litigation costs, and other costs of any kind or nature whatsoever (including without limitation claims against the Releasees for any personal injury, death or property loss, damage or theft incurred by any person, and losses suffered by the Releasees due to damage to the Fitness Center by the undersigned) asserted against, or suffered or incurred by, the Releasees and arising from or relating to, whether directly or indirectly, my use of the Fitness Center or activities in the Fitness Center, or



any property I may bring into the Fitness Center, or my violation of this Agreement, in each case **WHETHER OR NOT ARISING FROM THE NEGLIGENCE (WHETHER GROSS OR SIMPLE) OR STRICT LIABILITY OF ANY OF THE RELEASEES, IT BEING MY INTENTION THAT THE FOREGOING INDEMNITY APPLY EVEN TO THE NEGLIGENCE (WHETHER SIMPLE OR GROSS) AND STRICT LIABILITY OF THE RELEASEES.**

**WITHOUT LIMITING THE FOREGOING, THE FOREGOING WAIVER AND RELEASE AND INDEMNITY INCLUDES, WITHOUT LIMITATION, ANY AND ALL CLAIMS FOR ANY AND ALL INJURY, LOSS, ILLNESS, HARM, COST, EXPENSE, CLAIM, SUIT, OR DAMAGE RESULTING FROM OR RELATED TO THE PRESENCE OF ANY BACTERIA, VIRUS OR HARMFUL CONTAMINANTS IN THE FITNESS CENTER, AND THE CONTRACTION OF ANY DISEASE, ILLNESS OR OTHER HEALTH CONDITION IN CONNECTION THEREWITH, INCLUDING WITHOUT LIMITATION, THE NOVEL CORONAVIRUS DISEASE COMMONLY KNOWN AS COVID-19.**

I further acknowledge that this Agreement binds me and my heirs, personal representatives, assigns and next of kin and inures to the benefit of said Releasees and their personal representatives, heirs, successors and assigns.

I agree that Owner or Manager may specify the hours and days of use and operation of the Fitness Center from time to time, and may modify, alter, improve or close, either temporarily or permanently, the Fitness Center from time to time, in each case in its sole discretion.

This Agreement contains the entire agreement of the undersigned regarding the Fitness Center, And it supersedes any prior or contemporaneous oral or written agreements of the undersigned regarding such matter. The protections, immunities, rights and benefits afforded to Owner or Manager or any other Releasees are cumulative of and are in addition to, and not exclusive of, those provided to Owner or such other parties under the tenant's or subtenant's lease of space in the Building. This Agreement may not be amended or waived except in a writing signed by Owner. This agreement shall be enforceable to the maximum extent permitted by applicable law. If any provision of this Agreement shall be invalid, illegal or unenforceable in any respect under applicable law, the validity, legality and unenforceable of the remaining provisions shall not be affected or impaired hereby. This Agreement shall be governed by the laws of the State of Texas.

I have read and voluntarily signed this Agreement without reliance upon any representation or statement by the Releasees. I further understand that by signing this Agreement, I voluntarily surrender certain legal rights.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Male \_\_\_\_\_ Female \_\_\_\_\_

\_\_\_\_\_  
Tenant/Subtenant Name

\_\_\_\_\_  
Datawatch Access Card Number

\_\_\_\_\_  
Suite Number

\_\_\_\_\_  
Tenant Contact Signature of Witness/Approval of Employee Signature

## **EXHIBIT A**

### **FITNESS CENTER RULES & REGULATIONS**

- A Fitness Center License Agreement ("Agreement"), incorporating these rules and regulations by reference, must be signed by each user, authorized by the designated office manager, and returned to the Building management office prior to using the Fitness Center. Management reserves the right to update the language of the Agreement at any time and the most recent copy of the Agreement must be completed in order to gain access to the Fitness Center.
- The Fitness Center operational hours are Monday through Friday, 5:00 am to 9:00 pm, with the exception of holidays and other instances when the building is closed.
- The Fitness Center may be used only by employees of Tenants and Subtenants of 2000 West Loop South (the "Building"). Visitors may not use or enter the Fitness Center, and no persons under the age of 18 may use or enter the Fitness Center.
- Obtain approval from your physician prior to commencing or modifying an exercise program.
- No user may enter any portion for the Fitness Center designated for use by members of the opposite sex.
- Each user must keep noise levels to a minimum level acceptable for an office building environment. No audible radio or other electronic devices are permitted.
- Lockers are provided for the use of Fitness Center users while they are working out. All belongings must be removed by each Fitness Center user upon completion of his or her use of the Fitness Center in order to make the locker available for the next user. Articles left in unattended lockers will be discarded. The lockers are not intended to protect your valuables. Do not bring valuables to the Fitness Center. Building management and owner cannot be responsible for any lost or stolen articles.
- If a locker is unable to be opened either due to user error or mechanical failure with a user's items inside, the user must ask the on-duty trainer or management office for assistance if during building hours or if after hours, a user must call the after-hours number at 713-871-8252. A user may make no attempt to obtain their items from within the locker by forcing the lock, door, or any other part of the locker. The user will be responsible for the replacement cost of the locker if the user damages the locker in any way.
- During peak hours, or while others are waiting, each user's time on the Fitness Center equipment must be limited to a total of no more than 30 minutes in the aggregate.
- The equipment and facilities must be used only for their intended purposes.
- No equipment or facility shall be used unless the user is already familiar with its proper use.

- Each user is requested to pick up such user's towels, water bottles, newspapers, magazines or any other personal items immediately after use.
- Each user is required to wipe down each piece of equipment before and after use. Antibacterial wipes are provided for use within the Fitness Center.
- Each user must turn off electronic equipment when finished.
- Each user must promptly report each observed malfunction and need for repairs to the equipment and facilities to the Fitness Center attendant or building manager.
- Personal user hygiene must be practiced. Only clean, proper attire, including shirts, shorts and athletic shoes must be worn in the Fitness Center at all times. It is up to the discretion of the fitness center staff to decide if any clothing is inappropriate or disruptive to other users of the fitness center and the fitness center staff has the right to reasonably request the user correct the inappropriate attire.
- No food or beverages (except water) are allowed in the Fitness Center. No glass containers may be brought into the Fitness Center. **ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED.**
- No smoking or tobacco use is allowed in the Fitness Center.
- Each user must observe all requirements and warnings of posted signs.
- Each user is responsible for any damage to the Fitness Center caused by such user including negligent, reckless, or willful actions.
- Building Manager or owner may deny or terminate access to the Fitness Center on the part of any individual at any time, whether with or without cause.
- Building Manager or owner expressly reserves the right from time to time and in its sole discretion to initiate, permit, change, cancel or discontinue classes or group activities.
- Each user must also comply with all general Building rules and regulations.
- Personal trainers not contracted by Owner may not train with clients within the Fitness Center.
- No cameras of any kind are allowed in any locker room at the Fitness Center.
- Fitness instructors not contracted by Owner may not provide fitness classes within the Fitness Center.
- To the extent of any conflict between the provisions of these Rules and Regulations, the provisions of the general Building Rules and Regulations, and the provisions or any posted signs, the provision which is the most restrictive against the user will prevail.
- No outside fitness equipment of any kind is allowed in the Fitness Center.

- Each user must obey signs and ordinances as posted and comply with social distancing.
- Users will NOT enter the Fitness Center if they have or have had a fever recently, sore throat, cough, sneezing, or displays other symptoms, or if they knowingly have been exposed to someone with COVID-19.
- Each user should sanitize their hands before entering the Fitness Center and upon exiting.
- The Fitness Center is card access for authorized tenant employees only.
- The Fitness Center does not provide supervision, instruction, or assistance for the use of the facilities and equipment.
- Each user agrees to observe and obey all posted rules and warnings, and further agrees to follow any oral instructions or directions given by building management representatives. Each user agrees to use the facilities in a safe and considerate manner. Building management may terminate any user of the Fitness Center in its sole discretion for any violation of rules and regulations.

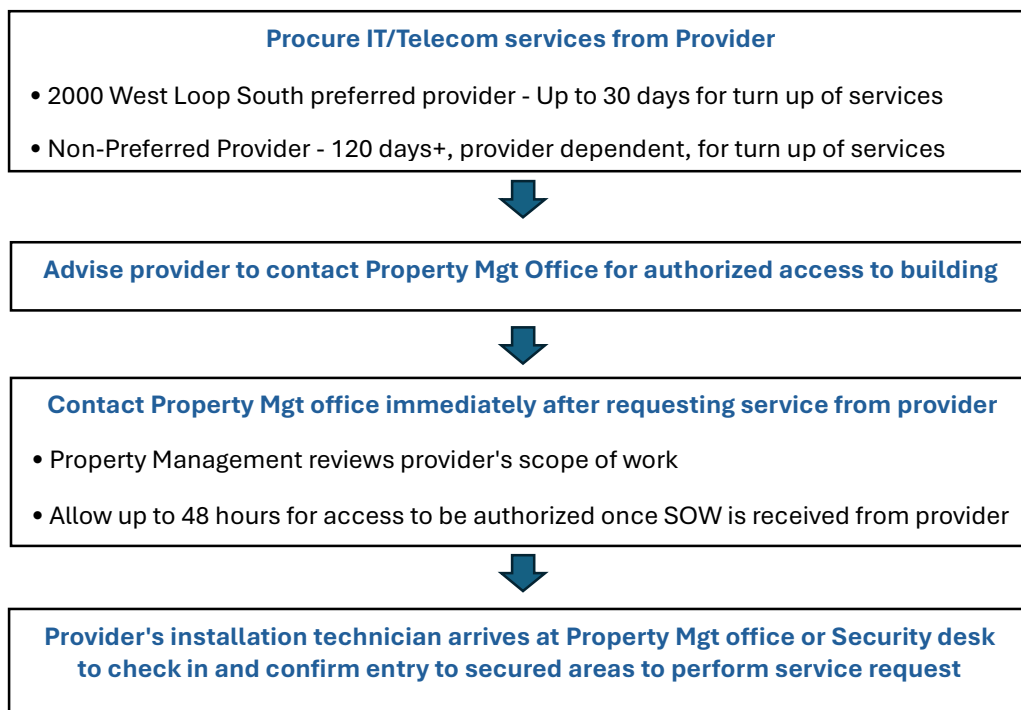
Forward signed Agreement to: [2000WLSManagementOffice@transwestern.com](mailto:2000WLSManagementOffice@transwestern.com)

# 2000 West Loop South

## Information Technology/Telecommunications Service Request Process

We understand that today's businesses rely heavily on secure, quick and constant access to information and technology. Therefore, we've outlined the process for you to quickly obtain information/telecommunications service for your new office.

*New IT/telecom services to your office can take up to 120 days+ to complete, provider dependent. We highly advise procuring these services from our list of Preferred Providers who are already active in your building (see list attached or link below) so that your services can be connected quickly. Non-preferred providers can take 120 days+ to provide service, provider dependent.*



### **Levels 12 and 13:**

Due to the open ceiling on Levels 12 and 13, any and all cabling that has to run through the common areas of these two floors must be encased in a metal conduit and painted the following color: Sherwin Williams SW7070 Site White (finish: eggshell walls / flat ceilings). Please ensure this is noted in the plans submitted to the management office for approval to expedite the approval process.



2000 West Loop South  
Suite 150  
Houston, Texas 77027  
Phone: 713.871.8252  
Transwestern.com

## 2000 West Loop South TELECOM/INTERNET PROVIDERS

**Below is a list of Telecom providers currently within the building. It is the tenant's responsibility to coordinate directly with their chosen provider. Should a provider of choice not be on this list, please contact the Property Management Office.**

Provider	Contact Information
Logix Communications Telecom Services	Sharon Obrien – Site Contact 832-362-5631 sharon.obrien@logixcom.com
Cogent Communications	Robert Yearwood 281-657-0032 ryearwood@cogentco.com www.cogentco.com
AT&T	Niandra B. - Small Business Sales Representative Customer Service: 888-944-0447 NB0315@att.com <a href="https://www.att.com/smallbusiness/shop/index.html">https://www.att.com/smallbusiness/shop/index.html</a>
Comcast	Chris Boutris - Enterprise Account Executive 832-791-6375

## TIER 3 INSURANCE REQUIREMENTS

The following Minimum Contractor/Subcontractor Insurance Requirements are based on risk exposure and scope of work.

### RISK LEVEL: TIER 3

- |                       |                                      |                           |
|-----------------------|--------------------------------------|---------------------------|
| ▪ HVAC Maintenance    | ▪ Electrical                         | ▪ Fire/Life Safety System |
| ▪ Trash Haulers       | ▪ Alarm Systems                      | ▪ Snow Removal            |
| ▪ Plumbing            | ▪ Concrete                           | ▪ Movers                  |
| ▪ Interior Sprinklers | ▪ Demolition Interior/Non-Structural | ▪ Framing Drywall         |
| ▪ Asphalt             | ▪ Carpentry                          | ▪ Locksmiths              |
| ▪ Commercial Cleaning |                                      |                           |

**Minimum General Liability:** \$1,000,000 Per Occurrence/\$2,000,000 Aggregate.

**Minimum Umbrella Liability:** \$2,000,000 Per Occurrence/\$2,000,000 Aggregate.

**Minimum Automobile Liability:** \$1,000,000 Combined Single Limit Each Occurrence covering owned, hired, and non-owned vehicles.

**Minimum Workers' Compensation and Employers' Liability Insurance:** Statutory/\$1,000,000.

**Notice of Cancellation:** Each of the above policies must contain provisions giving all additionally insureds at least thirty (30) days written notice of any alterations or cancellation of coverage.

### Minimum A.M. Best Rating: A8

**The insurance policies mentioned above must include a waiver of subrogation in favor of all additionally insureds, including officers, directors, shareholders, members, managers, partners, agents, affiliates, employees, and independent contractors.**

### Location

2000 West Loop South, Houston, TX 77027

**The following names to be listed as ADDITIONALLY INSURED on the General Liability, Auto Liability, and Umbrella Liability policies:**

CCI-2000 West Loop South, LP  
Transwestern Property Company, SW GP, L.L.C. d/b/a Transwestern (Manager)

**The policies must be primary and shall not contribute to any coverage held by an additional insured.**

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### Certificate Holder Information:

CCI-2000 West Loop South, LP  
c/o Transwestern Property Company SW GP, L.L.C. dba Transwestern  
2000 West Loop South, Suite 150  
Houston, TX 77027  
Attn: Property Manager

### Contact Information

2000WLSmanagementoffice@transwestern.com  
Phone: 713-871-8252

*2000 West Loop South*  
**Move-In / Move-Out Rules & Regulations**

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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.





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## FIRE WARDEN INFORMATION

*“Fire Wardens play an essential role in assisting building occupants during an emergency. Their emergency preparedness, level head, and quick thinking allow them to provide practical instructions to calm occupants who may be in panic mode during an actual emergency.” – City of Houston*

### Tenant Fire Emergency Responsibilities

- Appointing a Fire Warden(s).
- The Fire Warden should appoint one or more assistants to act as back-up in case of absence and to assist them during an emergency. (**Note: all chosen should be individuals who are familiar with the names and faces of all employees in your office.**)
- The names of assigned Fire Wardens along with their Fire Warden Certificate, must be given to the Property Management Office and kept up to date.
- One Fire Warden is required per 7,500 sq ft.

### Fire Warden Certificate

- Tenants can now take **the required High-Rise Certification Class Online.**
- At this time the City of Houston is offering the class free of charge, visit the website at **<https://www.houstonhighriseflstd.org/courses/high-rise-fire-warden-certification/>**.
- Once completed, please send a copy of the certificate awarded to **[2000WLSmanagementoffice@transwestern.com](mailto:2000WLSmanagementoffice@transwestern.com)**.

***“Failure to comply with the Fire Code may subject you to the penalties prescribed by the Fire Code. Houston Fire Department Standard 07 specifies that all tenants shall make available employees for Fire Warden Certification training. Failure to do so is violation of the Houston Fire Code, Section 404.2, and is punishable by a fine of not less than \$500, nor more than \$2,000. Per day.” – City of Houston***

**Please contact the management office at 713-871-8252 or [2000WLSmanagementoffice@transwestern.com](mailto:2000WLSmanagementoffice@transwestern.com) with any questions or concerns.**



2000 West Loop South  
Suite 150  
Houston, Texas 77027  
Phone: 713.871.8252  
Transwestern.com

## 2000 West Loop South AFTER HOURS AIR CONDITIONING REQUEST

Air conditioning is supplied to all 2000 West Loop South tenants at no cost from Monday through Friday, from 7:00am through 6:00pm, except for Building Holidays. It is also offered at no cost on Saturdays from 8:00am through 1:00pm but must be requested in advance.

Air conditioning that is needed outside of these hours is considered overtime air conditioning, and the tenant will be charged \$45 per hour (subject to change). Any tenant requesting overtime air conditioning, must have this form signed by an authorized tenant representative.

Please submit this completed form to the Property Management office, Suite 150, before 2:00pm on weekdays. If the form is submitted after 2:00pm on a weekday or at any time over a weekend or Holiday, there will be an additional charge of \$70, which includes 2 hours minimum time for the On Call Engineer to program the requested overtime air conditioning.

TENANT: \_\_\_\_\_ SUITE: \_\_\_\_\_

DATE AIR CONDITIONING IS NEEDED: \_\_\_\_\_ Su M T W Th F Sa

TIME AIR CONDITIONING IS NEEDED

START TIME \_\_\_\_\_ AM PM      END TIME \_\_\_\_\_ AM PM

By signing this form, I acknowledge the \$45.00 per hour rate. I also acknowledge that if this form is submitted after 2:00PM on a weekday or at any time over a weekend or Holiday, it will incur an additional charge of \$70.

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

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Property Management Use Only

Form Received By: \_\_\_\_\_ In Hand   Email   Fax

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

Total # of HVAC Hours: \_\_\_\_\_ HVAC Cost: \_\_\_\_\_ Admin Fee: \_\_\_\_\_

**PLEASE DROP OFF OR EMAIL THIS FORM TO THE PROPERTY MANAGEMENT OFFICE  
SUITE 150 OR 2000WLSManagementOffice@TRANSWESTERN.COM**