

Kinder Morgan Building

General Environmental and Safety Requirements



Purpose

This document services as the minimum safety requirements established for the Kinder Morgan building located at 1001 Louisiana Street, Houston, Texas, 77002.

Kinder Morgan representatives may periodically visit the build-out floors during the construction phase to verify the conditions outlined in this document are met.

Definitions

dBa	Decibels A scale
ERP	Emergency Response Plan
Flammable Materials	Any chemical with a flashpoint of 100 ⁰ F or 37.8 ⁰ C
Fuel Gases	Propane, Acetylene, Oxygen etc
HVAC	Heating Ventilation and Air Conditioning
ICSC	International Chemical Safety Card
KM	Kinder Morgan
MSDS	Material Safety Data Sheet
Tenant	Lessee and contractors

Site Access

Tenant contract employees shall enter the Kinder Morgan building through the loading dock. Contract employees will use the freight elevator to reach their final destinations.

Contractor Facilities

Tenant is responsible for providing hygiene facilities and break areas for their contract employees.

Emergency Response Plan

The tenant is responsible to develop and implement their own ERP. See Appendix I for events requiring building evacuation e.g. fire.

Chemicals and Fuel Gases

Kinder Morgan approval is required prior to the introduction of fuel gases and flammable chemicals. KM reserves the right to restrict the volume or quantity of fuel gases or flammable chemicals that may be introduced to the site.

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To obtain approval the tenant representative must complete the attached Chemical Requisition Form, which can be found in Appendix II, and submit a copy of the MSDS or ICSC three days prior to introduction date.

The tenant is responsible to comply with all applicable Federal, State and City regulations regarding the use, storage and disposal of chemicals introduced to the work site. When requested, tenant will provide a written copy of their chemical management program to Kinder Morgan within 48-hours.

Disposal of Construction Debris

Loading dock limitations restricts the size and number of roll-off boxes the facility can accommodate. Therefore, the tenant is requested to coordinate disposal of debris with Kinder Morgan Facilities at 713-420-4026.

Noise and Floor Penetrations

Work activities generating sound levels in excess of 60 dBA or floor penetrations must be scheduled during off-hours. Off-hours are considered Saturday and Sunday all day or after 6 p.m. week days.

All floor penetrations in the KM building require prior verification and approval.

Electrical and Life Safety System

Tenants are responsible to obtain Kinder Morgan approval before performing any kind of work on the following building systems.

Buss Duct

Three week advance notice is required for a buss duct outage. Afterhours shutdowns start at 9:00 p.m. and must be completed by 05:00 a.m. Electrical contractor approval must be obtained from Kinder Morgan prior to contractor mobilization.

Building Electrical Work

Approval and work permits are required from Kinder Morgan prior to working on any electrical system associated with life safety equipment or other electrical systems impact or may impact other tenants.

Local Electrical Work

Local electrical system refers to the part of the electrical system other than the feed that only affects the tenant's floor. The tenant is responsible to follow all applicable Federal, State, and City regulations.

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Fire Suppression System

The fire suppression system includes all fire warning systems such as heat sensors and smoke detectors, as well as sprinkler system and portable fire extinguishers. A permit or work authorization from Kinder Morgan is required before work can begin.

Additionally, a disconnect request must be submitted if the work involves isolation of hazardous energy.

Public Announcement System

All floors are equipped with a Public Announcement (PA) system. This system is used to announce inclement weather alerts and to provide tenants instructions in the event of a building evacuation. This system cannot be disconnected unless approval has been obtained from Kinder Morgan.

Egress

Emergency exit stairwells shall remain free and unobstructed at all times.

Permitted Work Activities

Blank permits can be obtained at the control room on the 31st floor. Work activities requiring a permit are, any spark producing work activity and system disconnect requests.

Permit procedures implemented by Kinder Morgan are as follow:

- a. Tenant obtains a blank permit
- b. Tenant completes permit
- c. Tenant notifies control room engineer that permit has been completed and is ready for review and authorization
- d. A copy of the permit is posted on the permit board and at the work location
- e. Permits are to be returned to the control room at the end of the shift or upon completion of the task
- f. In the event of an emergency permits are void and must be reissued
- g. Permit violation are considered serious violations and may trigger an investigation to determine the cause of non-compliance

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Material Handling

Approval is required from Kinder Morgan for any self-powered material handling equipment prior to bringing the equipment on site. As a general rule, the following information will need to be provided:

- a. Weight of the equipment
- b. Maximum and minimum ground pressure in pounds per square inch (PSI)
- c. Dimension of equipment (height, length and width)

Only electrical powered equipment will be permitted inside the building.

Freight Elevator

The Kinder Morgan building has two freight elevators, which are designated for moving construction material and office furniture as well as contract employees. Due to ongoing the high level of activities we ask that contactors and tenants refrain from taking an elevator out of service for more than 10-minutes. A two day advance notice is required if a tenant or contractor needs to schedule an elevator for exclusive use.

Passenger elevators shall not be used for transport of furniture, construction material/debris and contract employees, unless specifically authorized by Kinder Morgan. A three day advance notice is required if a tenant or contractor needs to schedule a passenger elevator for exclusive use.

Event Reporting & Investigations

Any event that impacts or potentially could impact building operations must be reported to Kinder Morgan as soon as feasible. KM may request a formal event investigation and request to be included in the investigation.

Powder-Actuated Tools

Use of powder-actuated tools to secure ceiling grid and sprinkler hangers is permitted provide the minimum below procedures are followed:

- a. A general work permit is obtained
- b. Fastener locations have been identified and are approved by Kinder Morgan
- c. Company using powder-actuated tools have a written safety program in place

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General Safety

Tenant is responsible to assure that tenant contractor and contact employees comply with all Occupational Safety and Health regulations. Key build-out safety programs identified are:

- Bloodborne Pathogens
- Electrical Safety
- Event Reporting
- First-Aid
- Material Handling
- Hazard Communication
- Hand tools
- Permits
- Fire Safety
- Ladder Safety
- PPE Assessment
- ERP
- LOTO

Additionally, the tenant shall ensure that:

- a. A minimum of 18-inches of ceiling clearance is maintained between stacked materials, shelving or other fixtures
- b. Avoid work activities that generate high level of particulate matter (PM) (dust) unless adequate protection of the building ventilation is in place
- c. Follow sound housekeeping practices
- d. Obtain a hot work permit from Kinder Morgan for all spark producing work activities
- e. Inform Kinder Morgan of any regulatory agency visits whether scheduled or unscheduled