

Williams Tower

Building Cable Installation Rules and Regulations for

- Tenants, Tenant Reps, Telecom Service Providers and their vendors -

Telecommunications requirements of Buildings and its tenants increase daily. Gone are the days of a single telephone company using a few simple copper wires to connect company telephones. Today's Building planning for tomorrow's Building communications facilities and foreseeable tenant demands include highly technical Building telecommunications site management to allow for more copper cabling, coaxial cabling, fiber optic cabling, RF antennas and their connecting cabling, and yes, even laser communications technology within very limited Building spaces.

To most effectively expedite the growing desires and requirements of the Building tenants, the following Building telecommunications installation rules and regulations are presented in "plain English." It is the intent to answer all such often asked questions up front, so that Building tenants, as well as their chosen telecommunications service providers (TSP), can perform properly, efficiently and expediently the important aspect of choosing, installing, and turning on their communications services.

The Building agents are working within the FCC rules and regulations, and Texas Public Utilities Commission rules and regulations in efforts to include the growing number of major telecommunications service providers (TSP) who meet and perform within those same rules and regulations and who express serious interests to provide the highest quality of communications services to the Building tenants. A copy of all the current TSPs for the Building is available from the Property Management office, Suite 250.

The Building efforts to provide the highest industry standards for its tenants include significant efforts to properly require the TSPs to execute the Building promulgated Telecommunications License Agreement, and thereafter to install their equipment to meet or exceed those standards set by the NEC and the IEEE, and the Building Rules and Regulations in the best interests and safety of all Building tenants and visitors at all times. Currently, the Building is pleased to include as its Licensees many if not most of the major telecommunications service providers offering service in the area.

Once again, in the best interest of the Building, its tenants, Property Management, and other representatives, below are the simply outlined rules for installing cabling to and within the Building, so that all can know and follow these simple rules.

If you have specific telecommunications or other related technical questions, please contact the Hines Property Management at 713-850-8841

Thank You.

Rules for Building specified telecommunications risers for cables of all types:

1. Williams Tower Building Rules and Regulations apply at all times. A copy is available on request from the Hines Property Management Office, Suite 250.
2. **48 Hour advanced notice and prior approval from Williams Tower Property Management** office, Suite 250, is required **prior** to site access or installation.
3. There is NO COMMON AREA Telecommunications space in the Building, nor on the property. No exceptions. All telecommunications space is specifically identified and assigned by Landlord or Property Management Company unless such telecommunications space is located in private tenant Leases Space.
4. No abusive language, actions or radios will be permitted. There shall be no tattoos or piercings (besides ears), visible on any worker. It will be the responsibility of the General Contractor to enforce this regulation on a continual basis.
5. Workers in an occupied lease space must wear a uniform or building approved identification that clearly identifies their employer.
6. In addition to the above, any and all RF applications must meet FCC rules and regulations, including those governing RF Safety Compliance as set forth by the FCC and OSHA.
7. All buildings tenants and/or licensed Telecommunications Service Providers (TSP) must adhere to the insurance requirements per their underlying lease or license agreement. Tenants and/or TSP Licensees are responsible and liable for their contractors or subcontractor working on the property. **TENANTS OR LICENSEES MUST HAVE A PROPER CERTIFICATE OF INSURANCE (COI) ON FILE WITH PROPERTY MANAGEMENT BEFORE ANY WORK SHALL COMMENCE.**
8. TSP DMARC (demarcation) points may vary due to each TSP requirements. At no time will any TSP DMARC extend at its further most point beyond telecom closet on TSP customer tenant's floor.
9. No outside non-licensee and non Building approved Telecom Service Provider (TSP) may be allowed to cross Building MPOE, make connections to, into or by any other means, the Building or tenant cabling or property side of the Building MPOE without the TSP first entering into a current and effective Telecommunications License Agreement (and is not in default) with the Building. No Exceptions. (See above related conditions)
10. Requests for approval to install cabling or equipment must be accompanied by a proposed installation drawing from the Installing Licensee TSP or the Installing tenant, with a separate drawing for each Telecom Service Provider (TSP) per tenant, and with each drawing to include either on the drawing or as side notes:
 - a. Origination of each cable
 - b. Termination of each cable
 - c. Horizontal pathways of cable runs
 - d. Vertical pathways of cable runs
 - e. Type cable(s) including manufacturer name and part number (hyperlink to P/N page preferred to save much time researching)
 - f. Type cabling - and number of strands / wires etc. in each cable – including model number and mfr and **hyperlink** to P/N page preferred to save much time researching so Building can verify on the internet the acceptability of the cable type, diameter, etc.
 - g. IDENTIFY the TSP EACH cable will be connecting to (i.e. SBC, AT&T, MCI, etc...) and where connected.
 - h. Illustrated drawing to include the “cable horizontal pull path” on the tenant floor, from the telecom closet to the tenant telecom room. The cable path is to be in area above the hallway unless the HVAC ducting is a problem over the hallway... in which event the customer tenant “private space pathway” will be approved as long as the private space belongs to the customer tenant.
 - i. ALL horizontally run cable and innerduct will be supported in the ceiling with j-hooks where necessary. DO NOT lay cable / innerducts / conduits on ceiling grids, over lighting units, etc. No Exceptions!

- j. All cabling MUST have identity tags – in English – attached to each cable or to each cable bundle, with ID to include cable ownership, origination and termination floors, and name of connecting TSP (telecom service providers) if any.
 - k. ID tags will be attached to all cables at the beginning and termination of each cable, as well as on each floor of their vertical run, and each 20 feet of any horizontal runs.
 - l. All cables will be identified and labeled with the proper circuit numbers.
 - m. Any and all cabling will be installed to include current NEC and IEEE standards
11. Any and all disconnected and / or abandoned cabling will be abated from the site within 24 hours of its disconnection and / or abandonment, whichever comes first, at the full expense of the tenant or Telecommunications Licensee.
 12. If any project supervision is required by Property Management or a third party, it will be a Building Ownership approved or assigned firm, whose fees will be paid in full by the underlying Telecommunications Licensee / tenant. For example, installing vertical cable runs which must pass through full floor tenants' space will require personnel designed by Property Management to escort, provide access, and supervise cable installers while working on the floors not served by their project.
 13. All vertical or horizontal penetrations shall be caulked, cemented or filled (immediately) with materials which are fire rated and match specifications of the original floor composition.

Building PRIVATE RISERS (Where and When Applicable)

14. The locations of and use of the areas known as the “Building Private Risers” located on floors 4, 5, and 6, as well as floors 27 through 40 are the sole property of the Building, and their use is and will remain specifically by Building sole judgment assignment ONLY, with resulting access and usage on a non-exclusive basis to any Building approved entity or Building Telecommunications Licensee prior approved by Building. No exceptions.
15. There will be a tenant, Telecommunications Licensee, or site user usage fee based on equipment requirements, power requirements, and site usage, fees to be determined by Building Owner and payable monthly to the Landlord, per each 4” (four inch) diameter or lesser diameter cable, cable bundle, or cable conduit or other conduit or other equipment installed in and or through these risers. Monthly fees for equipment installations (if any) vary with the size of the equipment footprint on the floor or wall mounting and / or any power provided.

ACKNOWLEDGMENT & ACCEPTANCE

Acknowledged and Accepted

Date

Print Name

Title

_____/_____
 Type of Work Performed / levels cable being pulled from/to

Print Company Name

Phone Number and/or Email Address

Name of Tenant or TSP Licensee