

Tenant AV/IT Equipment & Other Trade Fixture Installation Policy

(2550 N. Loop W.)

Overview

Tenants have the ability to install their own audiovisual (A/V), IT equipment, and necessary cabling within their leased space pursuant to the 2550 NLW Lease and Building Rules. To ensure safety, minimize disruption to other tenants, and maintain building systems, please review the following installation requirements to ensure proper compliance with these standards. This Policy is intended to explain and supplement, and does not modify or waive, Tenant's obligations under the Lease regarding Tenant Trade Fixtures, alterations, and Building Rules.

New Tenant Trade Fixtures Pre-Installation Meeting

While new Tenant Trade Fixture installations may occur during the timeframe stated in the Lease, we strongly request scheduling a meeting with our building engineer as soon as possible prior to beginning any installations. This consultation allows everyone to:

- Discuss installation plans and address any questions
- Identify electrical requirements and availability
- Coordinate building access needs
- Ensure compliance with building policies

Pre-installation meetings may be scheduled Monday through Friday, 7:00 AM to 4:00 PM by contacting 2550's property manager, Kyle Webb.

Electrical Work Installation Requirements

High-Voltage Electrical:

- **Written pre-approval from the Landlord is required** for the following:
 - Addition/relocation of any electrical outlets
 - Adjustments or modifications to existing high-voltage/electrical building components
 - Any work involving the building's electrical infrastructure
- **All high-voltage electrical work must be performed by the building's electrician.** No exceptions will be permitted for safety and liability reasons.

Low-Voltage Wiring:

- Low-voltage cabling (data, AV, IT, and communication lines) may be installed by Tenant's qualified contractor only after coordination with and approval from building management as required by the Lease.

- All installations must comply with applicable building and fire codes, maintain building-system integrity, and be performed by licensed and insured contractors acceptable to Landlord.

Landlord reserves the right to inspect such work and require correction or removal of any non-compliant installations.

Noise and Disruption Requirements

Any installation activities that may create noise or disturbance must be scheduled appropriately:

- Work involving drilling into walls or floors adjacent to other tenant spaces must be completed **after 5:00 PM**
 - Installation of equipment that generates noise or vibration affecting neighboring tenants must be completed **after 5:00 PM**
 - Your cooperation in minimizing disruption to other building occupants is appreciated
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General Guidelines

- Tenants are responsible for ensuring their contractors have appropriate insurance coverage
 - All work must comply with local building codes and regulations
 - Landlord is not responsible for the maintenance, operation, compatibility, or performance of any tenant-installed A/V, IT equipment, or other Tenant Trade Fixtures. Tenant assumes all risk of damage or interruption to such equipment, including from building power fluctuations, HVAC interruptions, or building maintenance activities
 - Any damage to building property resulting from installation work will be the Tenant's responsibility
 - Please coordinate building access in advance, protect all common areas (including floors, elevators, corridors, and doors) from damage during transport of materials and equipment, and promptly remove debris
 - Building management reserves the right to inspect installation work to verify compliance with building standards
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Contact Information

For questions or to schedule a pre-installation meeting, please contact:

Kyle Webb, Property Manager
281-381-3521
kyle@weylandprop.com

Available Monday - Friday, 9:00 AM - 5:00 PM