



Tenant Information Manual

Building Information

**Building Rules and
Regulations**

Building Services

Emergency Procedures



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This Tenant Information Manual for Topa Financial Center tenants is posted on our web site at <http://www.topafc.com/> found in the Tenant Services page and is listed on the top of Building Forms. We encourage new tenants to review the manual and hope that you will find the information both useful and informative.

Please note the following information may change without notice.

FORMS ATTACHMENT LISTING

The following is a listing of forms for your use. You will need to complete and turn most in to the Building Management Office. These forms may be downloaded from our website at <http://www.topafc.com/> and or obtained from the Building Management Office.

- Tenant Information
- Office Entry Authorization
- Emergency Listing
- Floor Wardens / Emergency Evacuation
- Door Signage Form
- Directory Listing Form
- Website Directory Authorization
- Certificate of Insurance Requirements (for Tenants & Sub-Tenants) – Sample Included
- Certificate of Insurance Requirements (for Vendors)
- Holiday Schedule
- Recycling Program (Memo)
- Armstrong Buildings Maintenance Bulletin
- Propark Parking Rates

- Tenant Floor Warden Guidelines

WELCOME to TOPA FINANCIAL CENTER

This Tenant Information Manual is meant to provide you with the buildings operating information and to facilitate your company's operations. There is a great deal of information contained in this manual. Take the time to familiarize yourself with this manual and it will become a valuable resource in your daily functions. Please note that the Building Management Office is available to help you in any way possible. The following are the Topa Financial Center Contacts:

Property Address

Bishop Street Tower
700 Bishop Street
Honolulu, Hawaii 96813

Fort Street Tower
745 Fort Street
Honolulu, Hawaii 96813

Management Office Information

Topa Management Company
700 Bishop Street, Suite 200
Honolulu, Hawaii 96813
Telephone: (808) 531-0444
Fax: (808) 599-5776

Web Site:
www.topafinacialcenter.com
www.topafc.com

Topa Financial Center Team

Curt Nakamura	General Manager	cnakamura@topa.com
Deborah C. Yacas	Administrative Assistant	dyacas@topa.com
Nicole Aguinaldo	Assistant Leasing Agent and Tenant Services Coordinator	naguinaldo@topa.com
Cynthia Quiaoit	Accountant	cquiaoit@topa.com
Rory Reiley	Chief Engineer	rreiley@topa.com
Nestor Salcedo	Assistant Chief Engineer	nsalcedo@topa.com
Rodelio Tabalba	Maintenance Technician	
Patrick Suenaga	Maintenance Technician	
Shane Aiavao	Maintenance Technician	
Marcelino Lopez	Ground Maintenance	

ABOUT TOPA FINANCIAL CENTER

The Topa Financial Center is a Class-A, high-rise office building consisting of two office towers with 473,000 rentable square feet across the street from Honolulu's waterfront restaurant and entertainment center – Aloha Tower Marketplace.

The Bishop Street Tower was constructed in 1969 and the Fort Street Tower was constructed in 1971. The property rises prominently over the Honolulu Harbor and is one of the most recognized office buildings on the Honolulu skyline providing convenient access to Nimitz Highway, Honolulu's major east-west thoroughfare.

- ❖ Valet parking
- ❖ 24-hour security
- ❖ Internet Connectivity
- ❖ Conference Facilities
- ❖ On-site car detailing/washing
- ❖ Upgraded fire/life safety systems
- ❖ Excellent access to shopping and restaurants
- ❖ Dry Cleaning
- ❖ Convenience Store
- ❖ Fitness Center
- ❖ Florist
- ❖ Eateries
- ❖ Jeweler
- ❖ Hair Salon/Barber Shop
- ❖ Men's Clothier
- ❖ Investment Brokerages
- ❖ Mail Facility

BUILDING INFORMATION

Building Hours / Holidays

Management Office Hours	Monday – Friday (Except Holidays)	8:00 a.m. – 5:00 p.m.
All Services	Monday – Friday	8:00 a.m. – 5:00 p.m.
Air Conditioning	Monday – Friday Saturday Sundays / Holidays	6:00 a.m. – 6:30 p.m. 6:00 a.m. – 2:00 p.m. No services are provided unless requested in advance*

*Forms available at security console.

The Management Office observes the following holidays:

- New Year's Day
- Dr. Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Kamehameha Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Access

Access to the Building: 24/7 – Enter through Nimitz Highway Entrance.

The Bishop Street Tower doors will be locked from 6:30 p.m. to 4:30 a.m. Monday through Saturday and secured all day Sunday until 4:30 a.m.

The Fort Street Tower doors will be locked from 9:30 p.m. to 4:30 a.m. Monday through Friday, 6:30 p.m. to 4:30 a.m. Saturday and secured all day Sunday until 4:30 a.m. Monday.

Access cards are necessary for accessing the elevator to your floor commencing at 6:30 p.m. for Bishop Street Tower and commencing at 9:30 p.m. for the Fort Street Tower. You may obtain a card from the Management Office for any new employees. However, please notify us when employees are terminated so access cards may be cancelled.

Building security is not permitted to admit anyone without an access card into the building or onto the floor without first receiving written authorization from the tenant.

Move-in / Move-out Procedures

Listed below please find the building's standard moving procedures. These procedures must be followed prior to moving any furniture, equipment or files. In order to assure fair and equitable treatment of all tenants, no variations from these procedures will be allowed.

1. All moves must take place:
 - Before/after peak periods Monday through Friday which are:

8:00 A.M.	to	9:30 A.M.
11:30 A.M.	to	1:30 P.M.
3:30 P.M.	to	6:00 P.M.
 - 24- hours on Sunday & Saturday

2. Contact the Management Office at least five (5) days prior to your move in order to:
 - Reserve a time for freight elevator use with Security.
 - Schedule the loading dock for mover(s)
 - Insure the Management Office has received the appropriate Certificate of Insurance.

Important information for your move:

1. Access to loading dock is on Nimitz Highway with a maximum 20 minute active loading / unloading.
2. Freight Elevators are 98" high (open ceiling ~ 11' with opening)
Width: 71 ½"
Length: 51 ½"
Door Jamb: 47"
Maximum Weight: 3,000 lbs.
3. Lay ¼ inch of Masonite from suite to elevator to protect common areas.
4. Security will inspect before and after to ensure there is no damage.

Note: Please note that there may be times when the freight elevator may be shared with other tenants/vendors.

Alterations, Additions or Improvements

Any alterations, additions or improvements to a Tenant's space must be approved, in advance, by the General Manager at which a *Tenant Remodel Application* will be provided. The *Tenant Remodel Request* must be completed by both the Tenant and the Tenant's contractor and returned to the General Manager for final review and approval.

Mailroom / Mail Pick-up

Mail pick-up and drop off is located on the ground floor of each tower, next to the elevators.

If you have questions or concerns regarding the United States postal mailboxes, located here at Topa Financial Center, or you require keys for lost/replacement, you will need to contact the Downtown Post Office at 808-532-1987. The fee is currently \$50.00 per key.

The following are the outgoing pickup schedule located in/around the property.

Bishop Street Tower

Inside Bishop Street Tower (Located on the wall near the elevators): Mon. – Fri. 5:00 p.m.

Outside blue box, out on Bishop Street: Mon. – Fri. at 5:00 p.m.

Fort Street Tower

Inside Fort Street Tower (Located on the wall near the elevators): Mon. – Fri. 1:15 p.m.

Outside blue box, out on Queen Street: Mon. – Fri. at 4:30 p.m.

FedEx Box – (Drop box located in basement near garage elevators)

Monday through Friday Last pick-up time is at 2:00 p.m.

Please note that the above schedules may change without notice.

Conference Room Facilities

Conference room facilities are available to all Topa Financial Center tenants. The rooms are located on the third floor of the Fort Street Tower (Suite 301 and 302). The conference room facilities consist of two inter-connected rooms with a small service kitchen in between. The following charges apply and will be billed on your monthly rental statement unless prior arrangements are made:

1-8 hours @ \$10.00 p/hour

\$7.50 each additional hour

After Hour Charges: Additional \$15.00 p/hour

Monday – Friday after 6:00pm

Saturdays after 2:00pm

Plus 4.712% tax

Note: Charge is computed on an hourly basis.

Conference room amenities:

- ❖ Telephone
- ❖ Internet Connection
- ❖ Refrigerator with ice maker
- ❖ Coffee Service including condiments
- ❖ Team Board
- ❖ Seating capacity is 18 people per room

To schedule a room, please contact The Management Office at (808) 531-0444.

Conference Room Procedures

- ❖ All tables and chairs wiped clean.
- ❖ All trash placed in trash receptacles.
- ❖ All posters/banners/signs removed.
- ❖ **No thumbtacks, nails or screws into walls, floors, tables, chairs or any woodwork allowed.**
- ❖ No smoking
- ❖ Energy conservation should be observed. All appliances should be turned off.
- ❖ A/C setting is pre-set. Please keep doors closed.
- ❖ Kitchen area will be left neat and orderly.
- ❖ Any spills or excessively dirty area should be cleaned up prior to leaving.
- ❖ Close and lock door upon leaving (unless door lock is on timer).
- ❖ Coffee, cream, sugar, stirrers and paper cups will be provided.
- ❖ Do not leave excess coffee in coffee pot or any food in room and/or the refrigerator. Any food left in the refrigerator will be disposed of.
- ❖ Wash and rinse coffee after use.
- ❖ Do not empty coffee grounds in sink drain.

***Restroom keys are available in the conference rooms and are located in a pocket behind the kitchen door. Please return restroom keys to their original location.**

Please leave the room neat and clean for the next renter to use as you would want them to do for you.

Payment of Rent and Other Charges

Rent is due on the first of each month. A statement will normally be submitted prior to the first; however, it is provided as a courtesy only. Please review your lease to determine on which date your rent would be considered late. As a rule, rent is considered late by the fifth and late fees will be applied. Please allow enough time for your payment to be delivered to the address below by the first of each month. All checks should be made payable to "Duesenberg Investment Company".

All rent and service payments should be mailed to:

Via REGULAR (USPS) MAIL:
Duesenberg Investment Company
P.O. Box 511337
Los Angeles, CA 90051-7892

Via FED EX, UPS or CERTIFIED MAIL:
Wholesale Lockbox # 511337
16420 Valley View Avenue
La Mirada, CA 90638

Additional Space Requirements (Leasing)

Should your organization have the need for additional space, please contact Curt Nakamura at (808) 531-0444. He will be happy to assist you with your expansion needs.

Access for Deliveries

Small deliveries not requiring carts or dollies may access the building via the main entrances in each tower, basement parking garage or the Nimitz Highway loading zone, during normal business hours, 6:00 a.m. to 6:00 p.m., Monday through Friday. Larger deliveries must be made via the loading area, ground level, and require use of the freight elevator. Please note that any damages as a result of large deliveries will be billed to your company.

The Nimitz loading zone is for loading and unloading of deliveries and is reserved for trucks, vans and other delivery vehicles with a limitation of twenty (20) minutes maximum parking time. Vehicles parked more than twenty minutes are subject to a parking violation and/or towing at vehicle owner's expense.

Elevator (Freight)

Topa Financial Center has one freight elevator in each tower. For access to this elevator after-hours, on the weekend and on holidays, please contact the Management Office and/or Security for approval of its use.

The inside dimensions of the freight elevator cab are

Height: 98" (open ceiling ~ 10' with 2' opening)

Width: 71 ½"

Length: 51 ½"

Door Jamb: 48"

Maximum Weight: 3,000 lbs.

It is your responsibility to ensure that the cab is not overloaded resulting in damage to the equipment and/or cab finishes. Be sure that your employees and all vendors providing services to your company are aware of the weight limitation. Employees and deliverers sometimes fail to realize that a power jack to move pallets and a pallet can add up to 1,000 additional pounds to the load being transported. Also, be aware that improperly balanced loads can cause damage to the elevator rails and related equipment. Material must be centered on the floor of the cab.

Arrangements for the use of a elevator after normal business hours must be approved by the Management Office 24 hours in advance.

Elevators (Passenger)

Topa Financial Center has fifteen passenger elevators servicing the building and the garage.

Each elevator, including the freight elevator, is equipped with a telephone system that connects directly to the building security console. During an elevator malfunctioning, if you are unable to exit the elevator, push the button on the telephone and a signal will ring the building security console. The Security Officer on duty will then notify the appropriate personnel to assist you in safely exiting the elevator. While inside the elevator, please remain calm. We will get you out. Under no circumstances are you to attempt to climb out of the cab roof.

The maximum weight capacity of the passenger cabs is 3,000 pounds. Under no circumstances are large deliveries to be made through the use of these cabs, as the finishes (glass and brass) are very expensive to replace.

All elevators contain an emergency telephone directly connected to our security console, which is attended 24 hours a day. For major problems, just press the button on the phone and it will automatically dial the security console. The Security Officer on duty will immediately dial the elevator company to dispatch an elevator technician.

Stairwell Doors

The stairwells are for emergency exit only. Some stairwell doors are locked after hours by full floor tenants. The stairwell doors are locked from inside the stairwells and can be unlocked by the building in case of an emergency. The below listed floors are unlocked in conformance to city code and these doors are identified as being unlocked. If you inadvertently become locked off your floor in the stairwell, proceed down to the nearest unlocked door. The floors that have been designated as “refuge floors” and remain unlocked at all times are:

- Bishop Street Tower Diamond Head side – all floors
- Fort Street Tower Diamond Head side – all floors

Lost & Found

Lost and found for the building is located at the security desk. It will be necessary to present identification and describe the lost item in order to retrieve lost property.

Insurance Requirements (for Tenants / Sub-Tenants)

Please ensure that a copy of your Certificate of Insurance is forwarded to the Management Office upon moving into your suites. The insurance should provide the minimum protection as specified in the Lease. Our current requirements are:

- | | |
|------------------------------------|---|
| • Bodily Injury Liability | \$2 million each occurrence
\$2 million annual aggregate |
| • Personal Injury Liability | \$2 million each occurrence
\$2 million annual aggregate |
| • Property Damage Liability | \$1 million each occurrence
\$1 million annual aggregate |
| • Worker’s Compensation | \$1 million |

**Note: Please provide a copy of the Additional Insured Endorsement to the policy.*

Duesenberg Investment Co. (Property Owner) and Topa Management Co. (Managing Agent) are to be listed as “Additional Insured”. Please list certificate holder as follows:

Topa Management Company
700 Bishop Street, Suite 200
Honolulu, Hawaii 96813

It is the tenant’s responsibility to ensure that a current Certificate of Insurance is on file in the Management Office at all times.

Insurance Requirements (for Vendors)

Vendors are required to submit a Certificate of Insurance and Endorsement from their insurance agent evidencing the following requirements **prior** to providing any work or material at the Topa Financial Center. All Construction/Contract Work require different insurance coverage requirements, whereas coverage and limits may differ based on contract. Vendor must follow-up with their insurance carrier to issue a current valid Certificate of Insurance as follows:

COVERAGE REQUIREMENTS & LIMIT OF LIABILITY:

1. **Commercial General Liability:** Not less than \$2,000,000 combined single limit per occurrence for Bodily Injury and Property Damage.
2. **Auto Liability:** Not less than \$1,000,000 combined single limit for bodily injury and property damage. *Required only if vehicle will be parked on the Topa Financial Center property.*
3. **Workers' Compensation**
(Proof of Coverage required) Pursuant to all applicable state and local statutes and regulations (\$1,000,000).
4. **Fidelity Bonds or Crime Insurance Policy:** Fidelity bonds crime insurance policy which includes employee dishonesty coverage, with limits in an amount of not less than \$1,000,000 for each employee of the Vendor. Said policy may have a blanket policy covering all employees of Vendor.

5. ADDITIONAL INSURED (Must be reflected on the Certificate of Insurance):

Topa Management Company (Managing Agent) &
Duesenberg Investment Company (Property Owner)
1800 Avenue of the Stars, Suite 1400
Los Angeles, CA 90067

*ADDITIONAL INSURED ENDORSEMENT form to the policy **is required each time** work is being performed in the building.

6. LIST DESCRIPTION OF OPERATIONS / LOCATIONS.

Additional Remarks Schedule May be Attached.

7. LIST CERTIFICATE HOLDER AS FOLLOWS & MAIL TO:

Topa Management Company
700 Bishop Street, Suite 200
Honolulu, Hawaii 96813

Certificate(s) may be faxed to our office with original to be mailed. Please contact the Management Office at 808/531-0444 should you have any questions.

TOPA FINANCIAL CENTER
RULES AND REGULATIONS
(PER STANDARD LEASE AGREEMENT)

Tenant shall faithfully observe and comply with the following Rules and Regulations. Landlord shall not be responsible to Tenant for the nonperformance of any of said Rules and Regulations by or otherwise with respect to the acts or omissions of any other tenants or occupants of the Project. In the event of any conflict between the Rules and Regulations and the other provisions of this Lease, the latter shall control.

1. Tenant shall not alter any lock or install any new or additional locks or bolts on any doors or windows of the Premises without obtaining Landlord's prior written consent. Tenant shall bear the cost of any lock changes or repairs required by Tenant. Two keys will be furnished by Landlord for the Premises, and any additional keys required by Tenant must be obtained from Landlord at a reasonable cost to be established by Landlord. Upon the termination of Lease, Tenant shall restore to Landlord all keys of stores, offices, and toilet rooms, either furnished to, or otherwise procured by, Tenant and in the event of the loss of keys so furnished, Tenant shall pay to Landlord the cost of replacing same or of changing the lock or locks opened by such lost key if Landlord shall deem it necessary to make such changes.
2. All doors opening to public corridors shall be kept closed at all times except for normal ingress and egress to the Premises.
3. Landlord reserves the right to close and keep locked all entrance and exit doors of the Building during such hours as are customary for comparable buildings in the Honolulu, Hawaii area. Tenant, its employees and agents must be sure that the doors to the Building are securely closed and locked when leaving the Premises if it is after the normal hours of business for the Building. Any tenant, its employees, agents or any other persons entering or leaving the Building at any time when it is so locked, or any time when it is considered to be after normal business hours for the Building, may be required to sign the Building register. Access to the Building may be refused unless the person seeking access has proper identification or has a previously arranged pass for access to the Building. Landlord will furnish passes to persons for whom Tenant requests same in writing. Tenant shall be responsible for all persons for whom Tenant requests passes and shall be liable to Landlord for all acts of such persons. The Landlord and his agents 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 case of invasion, mob, riot, public excitement, or other commotion, Landlord reserves the right to prevent access to the Building or the Project during the continuance thereof by any means it deems appropriate for the safety and protection of life and property.
4. No furniture, freight or equipment of any kind shall be brought into the Building without prior notice to Landlord. All moving activity into or out of the Building shall be scheduled with Landlord and done only at such time and in such manner as Landlord designates. Landlord shall have the right to prescribe the weight, size and position of all safes and other heavy property brought into the Building and also the times and manner of moving the same in and out of the Building. Safes and other heavy objects shall, if considered necessary by Landlord, stand on supports of such thickness as is necessary to properly distribute the weight to no more than 50 pounds per square foot. Landlord will not be responsible for loss of or damage to any such safe or property in any case. Any damage to any part of the Building, its contents, occupants or visitors by moving or maintaining any such safe or other property shall be the sole responsibility and expense of Tenant.
5. No furniture, packages, supplies, equipment, merchandise or other deliveries will be received in the Building except through the service entrance of the Project on Nimitz Highway. No deliveries will be carried up or down in the elevators, except between such hours, in such specific elevator and by such personnel as shall be designated by Landlord. All deliveries requiring exclusive use of an elevator shall be scheduled through the Project management office. Exclusive use will not be permitted without the use of elevator protective padding and will be permitted only between the hours of 9:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 p.m. Monday through Friday.

6. The requirements of Tenant will be attended to only upon application at the management office for the Project or at such office location designated by Landlord. Employees of Landlord shall not perform any work or do anything outside their regular duties unless under special instructions from Landlord.
7. No sign, advertisement, notice or handbill shall be exhibited, distributed, painted or affixed by Tenant on any part of the Premises or the Building without the prior written consent of the Landlord. Tenant shall not disturb, solicit, peddle, or canvass any occupant of the Project and shall cooperate with Landlord and its agents of Landlord to prevent same.
8. The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein. The expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the tenant who, or whose servants, employees, agents, visitors or licensees shall have caused same.
9. Tenant shall not overload the floor of the Premises, nor mark, drive nails or screws, or drill into the partitions, woodwork or drywall or in any way deface the Premises or any part thereof without Landlord's prior written consent.
10. Except for vending machines intended for the sole use of Tenant's employees and invitees, no vending machine or machines other than fractional horsepower office machines shall be installed, maintained or operated upon the Premises without the written consent of Landlord.
11. Tenant shall not use or keep in or on the Premises, the Building, or the Project any kerosene, gasoline, explosive material, corrosive material, material capable of emitting toxic fumes, or other inflammable or combustible fluid chemical, substitute or material. Tenant shall provide material safety data sheets for any hazardous material used or kept on the Premises.
12. Tenant shall not without the prior written consent of Landlord use any method of heating or air conditioning other than that supplied by Landlord.
13. Tenant shall not use, keep or permit to be used or kept, any foul or noxious gas or substance in or on the Premises, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Project by reason of noise, odors, or vibrations, or interfere with other tenants or those having business therein, whether by the use of any musical instrument, radio, phonograph, or in any other way. Tenant shall not throw anything out of doors, windows or skylights or down passageways.
14. Tenant shall not bring into or keep within the Project, the Building or the Premises any animals (other than seeing-eye dogs), birds, aquariums, or, except in areas designated by Landlord in the Parking Facilities, bicycles or other vehicles.
15. No cooking shall be done or permitted on the Premises, nor shall the Premises be used for the storage of merchandise, for lodging or for any improper, objectionable or immoral purposes. Notwithstanding the foregoing, Underwriters' laboratory-approved equipment and microwave ovens may be used in the Premises for heating food and brewing coffee, tea, hot chocolate and similar beverages for employees and visitors, provided that such use is in accordance with all applicable federal, state, county and city laws, codes, ordinances, rules and regulations.
16. The Premises shall not be used for manufacturing or for the storage of merchandise except as such storage may be incidental to the use of the Premises provided for in the Summary. Tenant shall not occupy or permit any portion of the Premises to be occupied as an office for a messenger-type operation or dispatch office, public stenographer or typist, or for the manufacture or sale of liquor, narcotics, or tobacco in any form, or as a medical office, or as a barber or manicure shop, or as an employment bureau without the express prior written consent of

Landlord. Tenant shall not engage or pay any employees on the Premises except those actually working for such tenant on the Premises nor advertise for laborers giving an address at the Premises.

17. Landlord reserves the right to exclude or expel from the Project any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules and Regulations.
18. Tenant, its employees and agents shall not loiter in or on the entrances, corridors, sidewalks, lobbies, courts, halls, stairways, elevators, vestibules or any Common Areas for the purpose of smoking tobacco products or for any other purpose, nor in any way obstruct such areas, and shall use them only as a means of ingress and egress for the Premises.
19. Tenant shall not waste electricity, water or air conditioning and agrees to cooperate fully with Landlord to ensure the most effective operation of the Building's air conditioning system, and shall refrain from attempting to adjust any controls. Tenant shall participate in recycling programs undertaken by Landlord.
20. Tenant shall store all its trash and garbage within the interior of the 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 Honolulu, Hawaii without violation of any law or ordinance governing such disposal. All trash, garbage and refuse disposal shall be made only through entry-ways and elevators provided for such purposes at such times as Landlord shall designate. If the Premises is or becomes infested with vermin as a result of the use or any misuse or neglect of the Premises by Tenant, its agents, servants, employees, contractors, visitors or licensees, Tenant shall forthwith, at Tenant's expense, cause the Premises to be exterminated from time to time to the satisfaction of Landlord and shall employ such licensed exterminators as shall be approved in writing in advance by Landlord.
21. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
22. Any persons employed by Tenant to do janitorial work shall be subject to the prior written approval of Landlord, and while in the Building and outside of the Premises, shall be subject to and under the control and direction of the Building manager (but not as an agent or servant of such manager or of Landlord), and Tenant shall be responsible for all acts of such persons.
23. No awnings or other projection shall be attached to the outside walls of the Building without the prior written consent of Landlord, and no curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises other than Landlord standard drapes. All electrical ceiling fixtures hung in the Premises or spaces along the perimeter of the Building must be fluorescent and/or of a quality, type, design and a warm white bulb color approved in advance in writing by Landlord. Neither the interior or exterior of any windows shall be coated or otherwise sun screened without the prior written consent of Landlord. Tenant shall be responsible for any damage to the window film on the exterior windows of the Premises and shall promptly repair any such damage at Tenant's sole cost and expense. Tenant shall keep its window coverings closed during any period of the day when the sun is shining directly on the windows of the Premises. Prior to leaving the Premises for the day, Tenant shall draw or lower window coverings and extinguish all lights. Tenant shall abide by Landlord's regulations concerning the opening and closing of window coverings which are attached to the windows in the Premises, if any, which have a view of any interior portion of the Building or Common Areas.
24. The sashes, sash doors, skylights, windows, and doors that reflect or admit light and air into the halls, passageways or other public places in the Building shall not be covered or obstructed by Tenant, nor shall any bottles, parcels or other Articles be placed on the windowsills.

25. Tenant must comply with requests by the Landlord concerning the informing of their employees of items of importance to the Landlord.
26. Tenant hereby acknowledges that Landlord shall have no obligation to provide guard service or other security measures for the benefit of the Premises, the Building or the Project. Tenant hereby assumes all responsibility for the protection of Tenant and its agents, employees, contractors, invitees and guests, and the property thereof, from acts of third parties, including keeping doors locked and other means of entry to the Premises closed, whether or not Landlord, at its option, elects to provide security protection for the Project or any portion thereof. Tenant further assumes the risk that any safety and security devices, services and programs which Landlord elects, in its sole discretion, to provide may not be effective, or may malfunction or be circumvented by an unauthorized third party, and Tenant shall, in addition to its other insurance obligations under this Lease, obtain its own insurance coverage to the extent Tenant desires protection against losses related to such occurrences. Tenant shall cooperate in any reasonable safety or security program developed by Landlord or required by law.
27. All office equipment of any electrical or mechanical nature shall be placed by Tenant in the Premises in settings approved by Landlord, to absorb or prevent any vibration, noise and annoyance.
28. Tenant shall not use in any space or in the public halls of the Building, any hand trucks except those equipped with rubber tires and rubber side guards.
29. No auction, liquidation, fire sale, going-out-of-business or bankruptcy sale shall be conducted in the Premises without the prior written consent of Landlord.
30. No tenant shall use or permit the use of any portion of the Premises for living quarters, sleeping apartments or lodging rooms.
31. Tenant shall not purchase spring water, towels, janitorial or maintenance or other similar services from any company or persons not approved by Landlord. Landlord shall approve a sufficient number of sources of such services to provide Tenant with a reasonable selection, but only in such instances and to such extent as Landlord in its judgment shall consider consistent with the security and proper operation of the Building.
32. Tenant shall install and maintain, at Tenant's sole cost and expense, an adequate, visibly marked and properly operational fire extinguisher next to any duplicating or photocopying machines or similar heat producing equipment, which may or may not contain combustible material, in the Premises.

Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the management, safety, care and cleanliness of the Premises, Building, the Common Areas and the Project, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants therein. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other tenant, nor prevent Landlord from thereafter enforcing any such Rules or Regulations against any or all tenants of the Project. Tenant shall be deemed to have read these Rules and Regulations and to have agreed to abide by them as a condition of its occupancy of the Premises.

BUILDING SERVICES

Building Security

All security systems are controlled and monitored 24 hours a day by the on-site security staff. At all times there is a minimum of two officers per every 8-hour shift. Further, in order to ensure the most reliable security available, we have allocated a Security Supervisor that supervises all of our security staff. The Chief of Security also oversees all training and building security procedures and ensures that all reasonable security measures are taken in consideration for the clientele that call Topa Financial Center home.

If at any time you need assistance to your vehicle, please go to or call the security console and an officer will be happy to meet you and escort you to your vehicle.

For the safety of all tenants, our security officers are instructed not to accept any type of delivery on behalf of a tenant. Please ensure that a representative from your firm is present to accept your deliveries. In addition, we do not allow anyone to leave briefcases, boxes, equipment, etc., at the security console, even if it is for a short period of time. The security officer could be called away from the console momentarily in an emergency situation, leaving your personal articles at the console unprotected and subject to theft. Our cooperation and that of your employees concerning the above is greatly appreciated.

A computerized card access system is provided for after-hours access. All building elevators contain a floor lockout feature, which prevents elevator access to any floor. Two of the high-rise banks of elevators are equipped with after-hours access card readers. These elevators will only go to a specified floor after-hours when a valid access card is used. If you experience a problem with your card, please see a security officer on duty at the security console. Close circuit television cameras are located in key locations to assist the security staff to monitor perimeter access points.

Security Console:
Hours: 24 Hours per day, 7 days per week
Location: Ground level
Phone: 808-531-0444

Keys

Two complimentary keys are issued for every main door lockset installed. If additional keys are required, they may be obtained at an additional cost by contacting the Management Office. Should you require changes in the locks for your suite in the future, the Management Office must be notified in writing and the work must be performed under Landlord's direction. This will insure proper janitorial coverage and provide a uniform master key for emergency situations. This procedure must be followed to assure Fire Department access to all of the building. All changes will be made at the expense of the Tenant.

Control over building keys is an integral part of our overall security system. In the event you are locked out of your suite during normal business hours, you may obtain access by contacting the Security Desk. They will require valid identification before permitting access. In order to obtain access to your suite after business hours, security will be required to contact the Primary Lease Holder or the afterhours contact person of the office in order to allow access into the suite.

Restrooms are to remain locked at all times for safety reasons. Two complimentary keys are provided at the commencement of the lease and additional keys may be obtained at an additional cost by contacting the Management Office. Telephone and electrical room keys are not distributed to tenants. Due to the nature of these rooms, the Management Office will need to be contacted in order to gain access.

Security Access Cards

Tenant security access cards can be obtained from the Management Office by an authorized tenant representative. The information requested in the "Office Entry Authorization Form" must be provided so that a record can be maintained of all passes issued.

If, for any reason, the employment of an individual is terminated, the security card must be obtained from the employee and the Management Office notified as soon as possible. The card and information pertaining to the ex-employee will be deactivated in our computer system upon written notice. The security card must be returned to the Management Office.

It is imperative, for the protection of tenants in the building, that the ex-employee's security card be recovered. If a terminated employee is permitted to retain their security card and you forget to notify the Management Office of the termination, this person will still have access to the building after-hours and possibly have access to your suite. The Management Office should be informed immediately if a card is lost, stolen or not received from an ex-employee. Tenants will be charged a fee for all security cards lost or not recovered from ex-employees.

Tenant & Employee After-Hours Access

Tenants or employees desiring access to their suite after normal business hours (6:30 p.m. - 6:00 a.m.), Monday through Friday, on weekends, and on holidays, will be required to possess a valid security access card and sign the sign-in log. Prior to entering or exiting the building, each employee must present his or her security access card to the security officer on duty at the security console and then proceed to the passenger elevator or exit the lobby into the parking garage.

If the security officer is either unable to contact the authorized tenant by telephone, or the person contacted declines to accept responsibility for signing the person in, the security officer will then refuse the individual's admittance.

The security officer is also instructed to confiscate any security access cards that are invalid or used for a purpose that it is not intended. Invalid security access cards are cards that have not been entered into the computer system, cards that have been deleted from the system, or cards that are not programmed to operate designated card readers.

After signing in at the security desk, you should then proceed to the passenger elevator and swipe the card across the card reader on the right hand side (facing the control panel) of the elevator cab and then press your floor number. The elevator will only take you to the floor that you are authorized to access. Note the following procedures for using the elevator key access card:

- You will know the card reader is activated by a green light above the card opening.
- Swipe your card.
- When the green light is lit, push the button for your floor. If you have done it correctly, it will stay lit and will take you to the floor.

Leaving the Building After-Hours

To exit the building after-hours, on the weekends and on holidays, all tenants and visitors must go to the security console and sign out. There is no need to swipe your card in the elevator card reader to go to the Lobby from your floor. You can then take the parking elevator down to the parking garage.

Visitors in the Building

A visitor may access the building after-hours unaccompanied if he or she is listed in a letter with prior Management Office's approval. The typed letter must be on the tenant's company stationary, noting the date and time of visitor access and be submitted to the Management Office by 4:00 p.m. if it is to be effective that evening. Security cannot accept letters from tenants directly without Management Office approval.

- ❖ A Sign-In/Sign-Out register is provided at the security console. The register must be signed by visitors and guests to include name, company, time-in, and time-out.

If a visitor requests access to the building and the security officer does not have a letter of authorization or cannot contact the tenant in question by telephone, the visitor will be denied entry into the building.

Solicitors

Our security staff attempts to prevent undesirable persons, including solicitors, from entering the building. We are successful in the majority of cases, but due to the volume of persons entering and exiting the building, these people may manage to elude our security.

For your protection, the following procedures are suggested:

- In the event a solicitor gains entrance to your suite, ask him/her to have a seat while you contact your office manager. Your office manager should call the Management Office at (808) 531-0444 immediately. Request a security officer to be dispatched to your suite so that the solicitor may be escorted off the premises. The solicitor should never be left alone or unobserved while in your suites.
- If the solicitor leaves your suite prior to the arrival of the security officer, please make a note of his or her general description, approximate age and color of clothes, as this information will assist the security officer in identifying the solicitor.

Engineering – Work Requests

Please notify the Management Office when building or building equipment repairs are necessary. A building engineer will assist you with any routine maintenance such as air conditioning problems, lights, plumbing problems, etc.

To ensure an accurate response, please supply the following information:

- Your Name
- Company Name
- Suite Number/Tower
- Message

We have a full staff of qualified engineering professionals to ensure efficient operation of the building. Please direct your request for repair and maintenance to the Management Office. Work orders are generated by the Management Office to the Building Engineering Staff. All engineering related requests are to be initiated through the Management Office.

Additional services that the Building Management and Engineering Team provide include:

Air Conditioning

The standard hours of air conditioning are as follows:

Monday through Friday	6:00 a.m. to 6:30 p.m.
Saturday	6:00 a.m. to 2:00 p.m.
Sunday	Upon request. <i>Form available at Security Desk.</i>

The form for after-hours air conditioning may be obtained from the Security Desk. The requests will be billed on your monthly statement. Rates are subject to change without prior written notice.

Air Conditioning After-Hours Rates

Less than 5,000 square feet	\$15.00 p/hour
Over 5,000 square feet	\$20.00 p/hour

Air conditioning thermostats are to be adjusted by the Building Engineering Staff only. Please contact the Management Office if you feel uncomfortable with the existing temperature in your office.

The window coverings installed at each perimeter window are an important part of maintaining comfortable temperatures. In the evening, the window covering should be closed to help maintain existing temperatures. During periods of high sun intensity and hot temperatures, the window coverings should be closed to assist in limiting increased suite temperature.

Engineering maintenance requested in excess of building standard services will be billed to the tenant requesting such service at the current hourly rate as determined by the Management Office. Billing rates are subject to change without prior written notice.

Janitorial Maintenance

Cleaning services are provided on a contract basis by a professional janitorial company. The cleaning staff will start their duties at approximately 6:00 p.m. - Monday through Friday. Day porter services for the maintenance of the common areas are provided daily, Monday through Friday, 7:00 a.m. to 4:00 p.m.

Our janitorial personnel have been instructed upon completion of their nightly duties to ensure that all corridor doors are locked and to leave interior doors as they find them i.e., locked or unlocked, open or closed. The janitors are also instructed to turn lights off when they leave unoccupied offices.

Please note that cleaning services may be established per lease. Please review your lease, should there be any limits and/or special conditions. Below is a list of the general basic services that may be provided in your suite and the appropriate frequency of services.

Janitorial Services Provided

Nightly

- Empty all trash containers
- Sweep and vacuum all floors
- Damp mop all marble, linoleum or other hard flooring
- Dust all office furniture and fixtures and all other horizontal surfaces within reach
- Spot clean doors, frames and counters
- Clean floors in kitchen areas, wipe counters and sinks

Weekly

- Dust all ledges and windows sills
- Wipe base boards
- Clean telephones
- Perform low dusting of all low-reach areas

Monthly

- Dust picture frames
- Spot clean all interior windows
- Wipe clean or wash partition glass
- Vacuum dust all building standard curtains (Mini-blinds are Tenant's responsibility)
- Perform high dusting of all high-reach areas
- Dust all planters
- Buff all vinyl tile flooring. Strip and refinish as needed

The responsibility of the cleaning staff is to maintain each suite in a first class office building condition. If you require additional services that are not currently provided, please contact the Management Office and special arrangements will be made with Armstrong Building Maintenance at your convenience. These services will be billed by ABM.

Recycling Program

City ordinance No. 95-64 requires all office buildings with 20,000 square feet or more of office space to provide for separate collection and recycling of office paper, newspaper and corrugated cardboard.

We ask your assistance in continuing the building's recycling efforts. With this in mind, please designate a collection container in your office as a "recycle bin". For your convenience, you may request "recycle labels" to affix to the designated container from the Building Management Office.

Your recycle bin will be emptied whenever it is ¾ full by the evening janitorial staff. If your recycle bin needs to be emptied during the day, please call the Management Office.

You Can Recycle:

White paper including:

- Typing paper
- Copier paper
- Letterhead
- Memos

Computer paper including:

- All white
- Green-and-white bar
- Multi-stripe

Colored paper including:

- Yellow legal paper
- Multi-copy forms (carbonless)
- Manila and colored folders

Newspapers, telephone books, magazines, corrugated cardboard.

**Staples need not be removed.*

Signage and Directories

Except as otherwise provided in your Lease, no sign, placard, picture, advertisement name or notice shall be inscribed, displayed, printed or affixed on or to any part of the outside or inside of the building or premises. The Management Office reserves the right to remove any such sign without notice at the tenant's expense.

Only those signs that are approved in writing by the Management Office may be displayed for public view.

Parking

The parking garage at the Topa Financial Center property is managed by an on-site parking company, which has an office in the parking garage (basement). The Parking Manager can assist you in purchasing validation stamp books for your visitors. Each tenant is billed on monthly basis through the parking office. Additional parking stamps may be purchased subject to availability. Please contact the Parking Manager for any parking needs.

The parking entrance for Topa Financial Center is located on Nimitz Highway. Clearance height is 6'2. All visitors' parking for the building is located in the basement where we provide valet parking service. All monthly contract parkers should proceed up the ramp to the parking levels including those that have a reserved stall on a reserved level. You may park in any unreserved spot or leave your car key with the valet attendant. For those who leave their car keys with the attendants, you may pick up your keys at the security desk if you leave after 10:00 p.m.

The parking facilities at Topa Financial Center are available for monthly parking 24 hours per day, 7 days per week. However, we do not permit long-term, overnight storage of cars in the garage unless by prior arrangement. A form for overnight parking is available at the parking garage and at the Security Desk. Vehicles parked overnight without the consent of the Management Office will be subject to a citation and/or towing at the vehicle owner's expense.

BUILDING PRICING

(as of 1/21/2010)

Maintenance	Labor	Materials	Cost
	Engineers (straight time)	Additional Cost	\$45.00
	Engineers (overtime)	Additional Cost	\$65.00
	Engineers (overtime – offsite)	Additional Cost	\$90.00 p/hr. *
			* = 4 hr. minimum
Janitorial	Labor	Materials	Cost
	Janitorial (straight time)	Additional Cost	\$25.00
	Janitorial (overtime)	Additional Cost	\$37.50 *
			* = 4 hr. minimum
Air Conditioning	Labor	Materials	Cost
After Hours	N/A	N/A	\$15.00 p/hr. under 5,000 sq. ft. \$20.00 p/hr. over 5,000 sq. ft. or however it is negotiated in the Lease.

Note: Request for after hours A/C can be picked up at security console.

Locks / Keys	Category	Materials	Cost
	Re-keying	Included	\$30.50 **
	Mortise lock – Brand: Schlage (New lock)	Included	\$125.00 **
	Passage lockset (New keyless entry)	Included	\$150.00 **
	Double cylinder lock (New lock)	Included	\$350.00 **
	Salto lock – (New cardkey entry lock)	Included	\$350.00
			** = Additional \$40.00 service charge for locksmith

Note: 2 Free Keys Included Per. New Installed Lock.

Access Cardkeys	Labor	Materials	Cost
	N/A	Included	\$25.00
			<i>For each request of additional, new, lost, or misplaced cardkey</i>

Parking	Category	Materials	Monthly Cost
	Unreserved	N/A	\$210.00 plus tax
	Reserved	N/A	\$320.00 plus tax
	Reserved 1A / 1B / 2A / 2B	N/A	\$252.00 plus tax

Validation Books: ½ hour stickers Are available in the Management Office.

FIRE SAFETY DIRECTOR

Topa Management has a comprehensive Fire / Life Safety Emergency Preparedness Plan that includes fire, explosion, bomb threats, medical emergencies and earthquake preparedness. The Management Office will schedule training sessions for you and your floor wardens to familiarize you with the plan.

The Topa Financial Center property was designed to minimize the chance of a life-threatening emergency, and to reduce damage in the event one does occur. Safety systems are monitored 24 hours a day, 7 days a week.

The Fire Safety Director can operate all building mechanical and communication systems from the security desk, which is located in the main lobby.

Manual pull stations are located on each floor next to the stairwell exits and in the elevator lobbies to alert the fire floor. The signal initiates the Emergency Response Team and the Honolulu Fire Department. Heat / smoke detectors and overhead sprinklers which are located in strategic locations also set off an alarm. Air handling equipment in the area automatically shuts down to prevent the spread of smoke. At the same time, elevators are returned to the lobby to await the arrival of fire fighters.

The Honolulu Fire Department is familiar with our system and will be on-site within minutes. If an emergency does occur, it is critical that every building occupant knows how to respond. Stay calm and follow the instructions given by the Floor Warden on your floor.

The following elements represent the major aspects of the Topa Financial Center Emergency Preparedness Plan:

- Instruct all high rise-building occupants on the procedures to be followed in the event of fire, earthquake, or other emergencies, including evacuation procedures. Documentation of occupant instructions shall be maintained.
- Appoint Floor Wardens on each floor, with alternates, who will assist in emergency evacuation procedures.
- Conduct fire/evacuation drills on a semi-annual basis.
- Maintain a listing of disabled persons located within the building whom would require assistance during emergency evacuation.

CONTRACTOR RULES AND REGULATIONS

General Requirements

1. Prior to the commencement of any Work in the Building, an *orientation meeting* is required between the General Contractor, Building Manager, Building Engineer, and / or the Tenant if applicable, in order to outline and identify the general parameters and requirements for the work involved.
2. Two (2) full sets of working drawings must be submitted and approved before any Work may proceed. These drawings must include mechanical, electrical and architectural drawings (architectural should identify partition walls to be demolished as well as new adds). Participants in the review and approval process include the Building Architect, Building Manager, Building Engineer, and mechanical / electrical engineer review. Review and approval of Tenant's working drawing is limited to the items set forth in the Work Letter of Tenant's lease and will be performed at the Tenant's expense.

Tenant shall submit its application for a building permit with the City and County of Honolulu immediately upon approval from Building Manager of its working drawings for the Premises and shall provide Building Manager with a copy of its application. Upon receipt of the necessary approvals permits, Tenant's contractor may begin construction.

3. Two (2) copies of Tenant's contract with its contractor must be submitted and approved before any work may proceed. Tenant's contract with its contractor shall provide for (i) progress payments based upon the percentage of work complete (ii) payment and performance bonds; and (iii) customary commercial general liability insurance and other insurance as required by law.
 - a. Review of Additional Contracts. In the event that all Tenant improvements for the entire Premises are not constructed pursuant to the initial construction contract, the Tenant shall submit any additional proposed contracts for construction of Tenant improvements for review and approval as provided in Item 3 above.
 - b. Change Orders and Extra Work. In the event Tenant requests the issuance of any change orders or the performance of any extra work by its Contractor, such change orders or extra work shall be submitted to the Building Manager for prior approval. The Building Manager shall approve or reject, in its reasonable discretion, such requested change orders or extra work within five (5) business days after the receipt thereof. Manager, in its sole discretion, may withhold its approval of any change
4. Only approved contractors will be allowed to perform work in the Building.
5. Contractor and all its Subcontractors and vendors shall hold valid state and local licenses for the type of work to be done. Evidence of such shall be provided to Owner upon request.
6. Contractor must provide Building Management in writing a complete schedule for the Work, including start date, demolition time frames and standard working hours. Once approved by the Building Manager, copies will be forwarded to the appropriate Building personnel. This communication and understanding will help to insure the quickest possible access to construction areas.
7. Contractors and all its Subcontractors shall submit insurance certificates, in compliance with the insurance requirements section, and must be in possession of the Building Manager prior to the commencement of the Work.
8. All mechanical and electrical contractors must review their general intentions with the Building Engineer and Manager in order to head off any major conflicts of use or availability early on in the process.
9. Contractor is required to submit both wireless and office numbers to Building Management prior to

construction for at least two (2) employees in the event that Contractor must be contacted during off hours or weekends.

10. Building Management shall have access to the job at all times during normal construction working hours and will make periodic inspections to insure that all Rules and Regulations are being adhered to and that the construction is consistent with all tenant improvement work.
11. Contractor should plan and coordinate a weekly status meeting with those individuals involved in the tenant finish process and will include Building Engineer. The purpose of this meeting is to keep all interested parties advised of upcoming plans, problems and / or anticipation of changes in Work scheduling.
12. Contractor should expect and anticipate that at a minimum, once each day (Daily walk-through), a representative from the Building's Management shall walk the Premises in order to assess construction progress, assure compliance with the Rules and Regulations / or inform the general contractor of any special circumstances that may impact the construction in progress.
13. Prior to the commencement of the Work or delivery of any materials to the Premises, the Contractor, Building Engineer and Tenant will perform a walk-through inspection, including the space proposed for construction, the loading dock entrance and each and every passage of travel between the two points (including cores, etc.). The purpose of the inspection is to identify any and all existing damage in place prior to the start of construction. Immediately after the completion of construction, Contractor, Tenant and Building Engineer will perform a post construction walk-through and identify all areas of damage. Costs to repair any such damage will be paid for by the Tenant.
14. Before construction is completed, Contractor is to schedule a final walk-through inspection with the Tenant and Building Engineer. A punch list shall be generated, submitted, signed off and completed to the satisfaction of Tenant and Building Manager before Tenant makes final payment to Contractor.
15. General Contractor will be responsible for its subcontractors and/or vendors actions and will reimburse Owner for any damage caused by Contractor's subcontractors and/or vendors.

It is understood that all subcontractors performing services at the Building are experienced and professional in their particular field of expertise and are under the direction of the General Contractor. General Contractor shall submit a complete list of all Subs to the Management Office prior to construction. It is also the responsibility of the General Contractor to be certain that these Rules and Regulations are distributed to, understood and complied with by every individual under the direction of the General Contractor. Contractor must guarantee all material and equipment to be new (unless specified otherwise), to be of good workmanship and quality, free of faults and defects for one year from the date of substantial completion.

Construction Parameters

1. After-Hour's access: All access required outside of normal business hours, (6:00 a.m. to 6:30 p.m. Mon. - Fri. and 6:00 a.m. to 2 p.m. on Sat.) will require prior authorization by both the Tenant and the Building Manager.
2. Sign-in and our procedures: All contractors and vendors with large deliveries are required to schedule the use of the freight elevator with the Building Engineer indicating the individual company and the floor where Work is being performed. When performing Work, all contractors and vendors must sign in and out at the lobby console. Building Management is to be kept advised in advance of all after hour schedules.
3. Loading Zone: Rules and regulations relating to the use of the loading areas are as follows:
 - a. Loading and unloading of materials is only permitted in this area. Contractors are not permitted to park in the loading zone under any circumstances.

- b. The loading zone is available on a first come, first serve basis. A sign-in log is available at the Building Security office. The Building Management staff is responsible for coordinating deliveries during this time frame.
 - c. A maximum of twenty (20) minutes is permitted for any vehicles loading and unloading through this area. Adequate manpower must be available to meet these criteria. Vehicles left unattended in the dock are done at the owner's risk.
 - d. All deliveries should be scheduled for arrival outside of normal working hours of the Building. Prior arrangements can be coordinated through the Building Engineer. All deliveries must be delivered through the loading area. Plywood boards, planks and like protection, must be utilized wherever materials are to be rolled across carpeted, tiled or granite floors.
4. Passenger Elevators: Passenger elevators are intended solely for the use of the Building's tenants, guest and invitees.
5. Freight Elevator: The following rules and regulations apply to the freight elevator:
 - a. Contractors are to use freight elevators. Arrangements must be made with the Building Engineer.
 - b. Freight elevator must be shared with all Building vendors during normal business hours. Reserved use is available when coordinated by the Building Engineer.
 - c. Elevator pads must be used and are available through the Building Engineer. Freight elevator doorways are not to be blocked open for any reason.
6. Demolition: The following rules and regulations apply:
 - a. Contractors are responsible for removal of all construction debris from the property. Prior approval of vendor and placement is necessary for the placement of Contractor's dumpster.
 - b. In the event any A / C supply ducts are opened up or removed anywhere on the floor, they must be immediately capped so the system can maintain static air pressure.
 - c. Thermostats in construction areas are usually servicing zones in occupied suites and corridors. Therefore, they must not be turned off, removed, capped or remounted in a different location than the drawing identifies.
 - d. All pneumatic lines are to be capped immediately should changes be required. Replacements or additions should be done while lines are tied into the thermostat. All doors, frames, lights, side lights, carpet pieces or any other material permanently fixed to the Premises are the property of the Building. Arrangements must be made to transport these items to the Building's designated storage area.
 - e. All construction debris must be transported during prescheduled time frames in a Rubbermaid type container so as to not damage walls, floors, etc. Absolutely no construction debris will be permitted to be staged outside of the immediate construction area.
7. Fire and Life Safety Systems: Contractor and all associated subcontractors must ensure with Building Manager and Engineer that the fire system is taken off-line before commencement of Work. All false alarms will be charged back to the Tenant. Repeat offenders will be removed from the approved contractor list and no longer permitted access to the premises. Fire equipment should be considered and reviewed with the Building Engineer before starting the Work (including smoke detectors, flow switches and sprinkler lines, pull stations, fire dampers, return air duct detector, etc.). This system should assure that all associated protection equipment is off-line prior to the commencement of Work.

8. Alarm System Modification: Any change to the existing Building fire alarm system, including but not limited to relocation of horns, speakers, magnetic hold opens, card access system interface, etc., shall be planned and coordinated with the approval of the Building Engineer. Any and all Work on these systems must be performed by the Building's approved contractor, InControl Company. All cost associated with modifications are to be made a part of General Contractor's overall budget and InControl Company shall become an additional subcontractor to the General Contractor.
9. Disturbance to the Normal Course of Business: Any project or operation causing a potential disturbance to other tenants, such as but not limited to demolition, core drilling, ramset guns, etc. will only be permitted during non-business hours and must be scheduled in advance with the Building Engineer.
10. Use of Hazardous Substances: A control form (List) is to be turned in and approved by the Building Chief Engineer *prior* to the utilization of any hazardous substances in conjunction with any Work performed in the Building. Contractor will provide the Building Engineer with the manufacturer's Material Safety Data sheet before the substance is used.

MISCELLANEOUS RULES AND PROVISIONS

1. Contractor's employees shall limit their activities to the construction site. Trespassing in other areas of the building is strictly prohibited.
2. The Contractor is responsible for the security of the job site and must insure that no unauthorized persons are in the area. Locking up and opening of the job site is solely the Contractors responsibility. Use of the fire stairs or vestibules for passage or construction work is prohibited.
3. Where access to other Tenant spaces is required, it is the responsibility of the Contractor to contact the Building Management who will assist the Contractor in gaining the required permission. If a security guard is required, the Contractor will be billed for the cost. Any damages to the office accessed will be repaired by the Contractor.
4. Use of radios, cigarettes, chewing tobacco, shelled seeds, drug use and/or profanity is strictly prohibited at all times.
5. All construction personnel will be dressed in appropriate clothing. The following is not allowed: Dirty and or stained clothing, clothing that advertises profound sayings and or pictures, shorts, tank tops, sandals, etc. are prohibited.
6. All Work areas, common area corridors, lobbies and restrooms, including areas associated with material moving (loading dock, elevators, corridors, etc.) shall be kept clean at all times. Any construction-related dirt, drywall, dust, paint, spackle, spills, or damage shall be cleaned up immediately. Should the Contractor, after notification, not correct the situation, it shall be corrected by Building Management at the Contractor's sole expense. Contractor is to supply his own cleaning equipment and supplies for construction clean up and are specially prohibited from utilizing Building janitorial equipment.
7. During the initial move-in or move-out of equipment and materials, and during those times when substantial amounts of materials are received, all common area carpet and corridors between the freight elevator and the build-out areas must be protected with plastic sheeting or like materials approved by Building Management. Protection to corridor areas must include corner boards, elevator threshold covers and doorway protection, in some manner.
8. Contractor and their subcontractors are responsible for the safekeeping of their own equipment, supplies and tools. Neither the Owner, nor Building Management will be responsible for any missing items. Under no circumstances will any gasoline / diesel powered apparatus be allowed within the

Building.

9. No materials shall be stored in or around the premises without advance approval from the Building Manager or the Building Engineer. Unused paint shall be removed from the building. Electrical and telephone rooms shall not be used for storage of materials or for discarding of any debris. All electrical and telephone rooms are locked at all times. Construction areas shall be maintained in safe working order.
10. No supplies, tools, etc., are to be placed outside the construction area. Doors into common area corridors are to remain closed at all times. If an entry door has yet to be installed, a plastic curtain must be hung to stop dust from entering public areas.
11. Trash shall be gathered daily and removed from the premises. Use of the Building's or other contractor's trash containers are not allowed without prior permission of the Building Management. The location of trash containers provided by Contractor shall require prior approval by the Building Management.
12. All core drilling must be reviewed with Building Management; and once approved, may only take place outside of normal business hours. All penetrations will be properly fire and smoke sealed according to current code.
13. No chipping, cutting, or shot-in work will be allowed on the stems of the prestressed members of the slabs. All anchors into the existing floor system shall be by means of drilled anchors. In Tritee construction, anchors shall be in the flange areas. In all cases, anchors shall be kept four (4) inches away from any prestressing strand.
14. No painting, spraying or other Work which involves noxious fumes is permitted prior to or during the work hours of the Building. If other than a latex base paint is used, special arrangements must be made with the Building Engineer for ventilation.
15. When spraying paint, sanding or performing any other Work that may involve and appreciable amount of dust, the Building's Management office must be notified so that the fire alarm/ smoke detection system may be taken off-line and subsequently cleaned. No lamination of counter tops or cabinets will be allowed during normal building hours. Air conditioning will be secured and special arrangement will be made with the Building Engineer for ventilation during the time the work is being performed. If carpet is to be glued down, the type of glue will be latex based. If tacked striped all tacking will be done after building hours.
16. Any connection into the building systems, (i.e.: water, main electrical distribution, or air conditioning) will be done only after the Building Engineer has been notified and given approval.
17. Work involving fire sprinklers, fire alarm systems, electrical panel construction, plumbing connections, admittance to telephone rooms and electrical rooms or entrance to tenant suite shall be coordinated through Building Management.
18. Electrical, plumbing or other services which require access to the ceiling in the corridor must be performed professionally, neatly and as quickly as possible. Fingerprints, dirt, construction debris, etc., are expected to be removed immediately. No wires, pipes or other materials shall be installed through fire dampers.
19. All electrical work will be done in accordance with current codes. All pull box covers and distribution box covers will be securely replaced. All distribution boxes will be properly labeled as to what each breaker serves. During the construction period, adequate protection will be provided to prevent the accidental activation of any circuit. In addition, the electrical panel shall be left in such a manner that no individual could receive and electrical shock.

20. Exposed non fire-rated telephone or computer cables shall not be permitted in return air plenums. Such cabling shall be enclosed only in steel conduit with steel connectors as approved by the Fire Marshall. Any cable, wire or similar item is to be suspended and not allowed to rest on ceiling grid, ducts or light fixtures.
21. Contractor shall be responsible for replacing ceiling tile removed to facilitate Contractor's construction of the Work, to the satisfaction of the Building Engineer.
22. No ceiling will be closed until the Building Engineer conducts a visual inspection of all mechanical and electrical work that has been performed.
23. If any portion of the Work on any project extends into any area that contains asbestos materials, Contractor shall immediately notify and coordinate with the Building Management, Building Engineer and/or any asbestos consultant designated by the Building Management and shall comply with all of Owner's rules pertaining to handling and disposal of asbestos.
24. All entry doors and associated hardware shall be building standard material unless *prior* approval has been received from Building Management. A schedule of Building standard materials shall be provided upon request.
25. All Tenant interior and exterior door locks must match the Building master system; therefore, all keying requirements and installations must be coordinated through the Building Engineer.
26. No sign, placard, picture, name, advertisement or notice visible from the exterior of the premises will be inscribed, painted, affixed or otherwise displayed by Tenant or Contractor in any part of the Building or Premises without the prior written consent of Building Management. In the event of the violation of this rule by Tenant or Contractor, Building Management may remove the violating items without any liability and may charge the expense incurred by such removal to the Tenant or Contractor violating this rule.
27. All roof penetrations must be repaired by a roofing subcontractor pre-qualified by the Owner or Building Management.
28. Contractor and all subcontractors are not to park their vehicle in fire lanes, loading zones, visitor parking areas, loading dock, disabled or reserved stalls or other designated parking areas identified around the Building. Violators will be towed at their own expense. Contractors are responsible for their own parking charges. Absolutely no free parking is provided anywhere in the Building for construction personnel.

**These Rules are subject to change and may be modified by Building Management at any time in order to protect the interests of the Building.*

TENANT REMODELING

For Tenant Remodeling, please contact the Management Office for a complete Tenant Remodel Application.

700 Bishop Street, Suite 200
Honolulu, HI 96813
808-531-0444 Office
808-599-5776 Fax