

Insurance Requirements

A current certificate of insurance with Additional Insured Endorsement attached is required of Contractor and **all** of Contractor's Subcontractors and Vendors **PRIOR TO ON SITE MOBILIZATION AND COMMENCEMENT OF WORK**, as follows:

THE **ADDITIONAL INSUREDS** SHALL BE:

Two Briarlake Plaza, LP; Tier Property Management, LLC; TIER REIT, Inc

THE **CERTIFICATE HOLDER** SHALL BE:

**Tier Property Management, LLC, 2000 W. Sam Houston Parkway South, Suite 175, Houston, Texas
77042 Attention: Property Manager**

CERTIFICATES **MUST** STATE THE FOLLOWING MINIMAL LIMITS OF COVERAGE (PER NOTED **APPLICABLE** TRADE):

Contractor / Trade	Max Hi	High	Med	Low
Acoustical Ceiling contractor			X	
Asbestos Abatement *	X			
Backflow Inspections/Repairs			X	
Boiler Maintenance			X	
Blind Cleaning				X
Building Controls/Preventative Maintenance Work			X	
Café Services			X	
Card Access/CCTV				X
Carpentry / Millwork contractors			X	
Carpet Cleaning (when not included in Janitorial Contract)				X
Carpet Installation & Repair			X	
Chiller/Boiler Annual Inspections and/or Maintenance			X	
Concrete contractor			X	
Demolition contractor			X	
Dock Door Repair				X
Drywall contractor			X	
Electrical - diagnostic, replacement		X		
Electrical - rewiring, new install, relocation		X		
Electrical contractor		X		
Elevator Maintenance		X		
Fire alarm contractor			X	
Fire Alarm Monitoring				X
Fire Alarm Testing Life Safety/Sprinkler Maintenance			X	
Fire Extinguisher Maintenance				X
Fire sprinkler contractor			X	
Flooring contractor (carpet, vct, leveling, etc.)			X	
Fountain Maintenance				X
Fuel Vendors		X		
General Contractors		X		
Generator Maintenance			X	

Generator Testing			X	
Glass Window Repair		X		
Glazing contractor (exterior, above 1 st floor)	X			
Glazing contractor (interior windows/doors)			X	
HVAC contractor (rooftop)	X			
HVAC contractor (within premises)			X	
HVAC Repair/Maintenance			X	
HVAC using heavy equipment on roof	X			
Janitorial			X	
Joint Caulking (exterior above ground floor)		X		
Joint Caulking (interior, or exterior ground floor)			X	
Landscaping (exterior)*			X	
Lock & Key Service				X
Metal Maintenance				X
Movers			X	
Painting / Wallcovering			X	
Parking (no valet services)			X	
Paver Sidewalk Repairs			X	
Pest Control*			X	
Photoshoots				X
Plant Scape (interior)				X
Plumbing contractor			X	
Plumbing/Roto Rooter				X
Recycling/Shredding				X
Relamping			X	
Roofing	X			
Roofing contractor	X			
Security (Unarmed)			X	
Security (Armed) – Contact Risk Management				
Sign installation contractor (exterior, above grade)			X	
Signage (exterior above ground floor)			X	
Signage (interior, or exterior ground floor only)				X
Snow Removal			X	
Steel erector contractor (exterior, above grade)	X			
Steel erector contractor (interior)			X	
Telecom/Rooftop Management			X	
Trash Removal			X	
Water Treatment			X	
Window Cleaning (which floor & how)		X		
Window finishes contractor				X
Window Washing Stage and Roof Anchoring Inspections		X		

Minimal Liability Limit Amounts:				
Commercial General Liability:				
▶ <i>Per Occurrence</i>	\$1M	\$1M	\$1M	\$1M
▶ <i>General Aggregate</i>	\$2M	\$2M	\$2M	\$2M

Excess / Umbrella	\$8M	\$5M	\$2M	\$1M
Total (Per Occurrence+ Umbrella)	\$9M	\$6M	\$3M	\$2M

* Must also carry Pollution Legal Liability	\$3M
---	------

FOR CONTRACTOR AND ALL SUBCONTRACTOR'S & VENDORS WHETHER NOTED ABOVE OR OTHER:

- Worker's Compensation: Statutory Amount, required of all contractors unless specifically waived by Owner
- Employer's Liability: \$1,000,000 per each accident / each employee / policy limit.
- Commercial Automobile: \$1,000,000 combined single limit liability (May be obtained through Non-Owned and Hired coverage on Contractor's Commercial General Liability policy if Contractor has no owned vehicles.)
- * **Asbestos contractors:** Commercial General Liability Insurance Per Occurrence Per Project Basis - \$1,000,000
Excess/ Umbrella Policy Excess of Underlying GL, Auto and E/L - \$10,000,000
Pollution Liability Per Occurrence - \$3,000,000
- All-Risk Property Insurance: For tools or equipment, whether owned or leased, brought onto or used in connection with the Project, not designated to become part of the Work.
- All policies will be written with companies having an AM Best's rating of A-VII or better and will provide for 30 days notice of cancellation or non-renewal to Owner but only 10 days if such cancellation is due to non-payment of premium. Additional insured endorsement shall provide completed operations coverage and not be limited to sole negligence.

PLEASE FAX CERTIFICATE TO THE ATTENTION OF: **Tier Property Management, LLC AT (713) 978.7181**

PLEASE MAIL ORIGINAL CERTIFICATES TO: **Tier Property Management, LLC
2000 W. Sam Houston Parkway South, Suite 175, Houston,
Texas 77042**