



The Freeport-McMoRan Building

MANUAL FOR LEASEHOLDERS

Prepared By:

*Poydras (Louisiana), L.L.C.
Building Management Office*

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**1615 Poydras Street
The Freeport-McMoRan Building**

MANUAL FOR LEASEHOLDERS

I. BUILDING ADDRESS

In the interest of all Tenants, certain rules and regulations have been established. Most of these rules and regulations form a part of your lease. Please inform all employees of these rules and encourage their compliance so that we can protect the quality-working environment of the Building. The following rules and regulations shall refer to Tenant (Lessee) and Landlord (Lessor).

The Building's address is: 1615 Poydras Street
 New Orleans, LA 70112

II. BUILDING FACILITIES AND SERVICES

A. BUILDING HOURS AND ACCESS

Normal building hours are 7:00 a.m. to 6:00 p.m., Monday through Friday and 7:00 a.m. to 12 noon on Saturdays. After normal business hours, the Building is secured. Tenants may gain access to the Building after building hours by use of a security code system. It is important that all Tenants know their security codes as the courtesy guards or building engineers are not authorized to give access to the Building or unlock Tenant's space for Tenant's employees. The Property Manager, only with written authorization from Tenant, can unlock Tenant's space.

Air Conditioning is supplied from 7:00 a.m. until 6:00 p.m. Monday - Friday, and is available at no cost, upon request ("on-demand"), from 7:00 a.m. until 12:00 noon on Saturday. You may also request overtime A/C at our current hourly rate. All A/C Requests (both Saturdays at no-charge, and overtime at current rate) may be made via the Genea Energy Management System by Tenant Office Managers or designees.

B. SECURITY REGISTER

Tenant shall comply with signing in and/or out on Security Register in building lobby after hours or on holidays. In the event of emergency, personnel can determine if Tenants are in the Building.

C. AFTER HOURS/HOLIDAY ADMITTANCE

Landlord specifically reserves the right to refuse admittance to the Building after 6:00 p.m. and before 7:00 a.m. daily, Saturday, Sunday or on legal holidays.

D. ENTRANCE/EXIT DOORS

The main lobby entrance and exit is at street level in the center of the Building. Two (2) exit stairwells are located on each floor.

E. ELEVATORS

There are two (2) fully automatic elevator banks. The low-rise elevator bank serves floors two (2) through thirteen (13) and the high-rise elevator bank serves floors thirteen (13) through twenty-three (23).

Freight Elevator - This is located at the rear of the Building and is to be used for all transportation of materials and equipment. Tenants desiring to reserve use of the elevator for freight or move-ins and move-outs should contact the Management Office, 636-3600, for coordination and approval.

Loading Dock - Tenant deliveries are to be made by use of the loading dock and freight elevator. At no time are Tenant deliveries to be made on the passenger elevator. At no time may the freight elevator be locked on a particular floor.

No automobiles shall be parked in the loading dock. All freight parking in the loading dock shall be limited to 30 minutes, unless prior approval is received from the management office. There shall be no reserved parking in the loading dock.

Passenger Elevators - These are intended for the movement of the Tenant and its employees. Delivery personnel and construction workers must use the freight elevator. Any carts that are used to move a Tenant's correspondence on the passenger elevator must be padded to protect the elevator from damage. Unpadded carts used by a Tenant in which damage is identifiable could result in that Tenant being billed directly for the maintenance repair.

Elevator Emergencies - Elevator malfunctions may be reported 24 hours a day by using the auto-dialers located in each cab.

F. JANITORIAL SERVICES

Each office is cleaned five nights a week, Monday through Friday. Any cleaning problems or special requests should be reported to the Management Office, 636-3600.

Tenants are prohibited from putting boxes or small trash items in the hallway for pick-up. Such items should be marked "TRASH" and left in Tenant office suite. The janitorial staff will then remove those items when the Building is cleaned that evening. Each Tenant shall cooperate with Landlord's employees in keeping its leased area neat and clean. Unless Tenant is responsible for cleaning its own space pursuant to its own lease, Tenant shall not employ cleaning and maintenance personnel.

G. PEST CONTROL

Tenant shall maintain pest control of its leased premises with a certified pest control company. Landlord maintains pest control for the outside of the Building and all interior common areas, hallways, restrooms, etc. Should Tenant wish to use the same vendor as Landlord; please call the Management Office for information.

H. BUILDING MAINTENANCE

Each Tenant should appoint one employee to handle all service requests. Please report any service request to the Management Office at 636-3600. A work request will be immediately issued and turned over to the Engineering Department. Upon completion of the work, the engineer will have the requesting Tenant sign off on the work order. The work order will be kept on file by the management office.

All requests for service shall be directed to the management office through the proper Tenant representative. Employees shall not perform any work or do anything outside of their regular duties unless given special instructions from the office of the Landlord.

I. ALTERATIONS AND REMODELING

Tenants desiring or contemplating the alteration or remodeling of their existing leased space should contact the Property Manager for specific authorization. Landlord's approval of plans and specifications is required prior to starting any construction.

Proposed plans for alterations affecting floors, walls, woodwork, trim, windows, ceilings, equipment, and/or other physical portions of the Building must be approved in writing by Landlord. Tenants will refer all contractors, contractor's representatives and installation technicians tendering any service to them or Landlord for Landlord's approval, supervision and control before the performance of any contractual services. This provision shall apply to all work performed in the Building, including, but not limited to, installation of telephones, telegraph equipment, electrical devices, and attachments, and any and all installations of every nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment and any other physical portion of the Building.

Locks - Landlord shall provide all locks for doors in each Tenant's leased area, and no Tenant shall place any additional lock or locks on any door without Landlord's written consent. All requests for duplicate keys shall be made in writing to the Property Manager. Each Tenant must, upon the termination of his tenancy, restore to the Landlord all keys of offices, either furnished to or otherwise procured by such Tenant.

Electrical Work - Concerning telegraphic, telephonic, annunciator or other communication service, Landlord will direct the electricians where and how wires are to be introduced and placed and none shall be introduced or placed except as Landlord shall direct.

The Property Manager is prepared to offer any Tenant the benefit of his experience to affect such an undertaking, obtain applicable bids and coordinate to completion all contracted services.

J. SECURITY/COURTESY SERVICES

Poydras (Louisiana), L.L.C. exercises control over the main lobby and the Building service areas. Courtesy officers are not armed and are intended to serve as protection for the Building and a deterrent to crime. Certified Security Systems, Inc also remotely monitors the building fire and security system 24 hours per day. Actual enforcement of local laws is the role of the New Orleans Police Department (NOPD), who should be contacted along with the Management Office if situations arise which exceed the responsibility of Building security. If you are in doubt as to what to do about a particular situation, call the Management Office, 636-3600.

From 6:00 p.m. to 7:00 a.m. weekdays, and 24 hours per day Saturday and Sunday, authorized persons can gain access through the Building by use of the security code system at the front and garage entrances.

Bomb Threats - Call "911" and notify the Management Office, 636-3600.

Solicitors – Door-to-door solicitors are not permitted in the Building. Please advise the Management Office if any are observed.

Thefts - Any time that property is suspected as missing or stolen, please contact the Management Office as soon as possible. Although the Building does not accept liability for missing items, we will complete an incident report and file with the appropriate legal authority.

Emergency - During the hours when the management staff is not on the premises, the courtesy guard has emergency numbers of the property management personnel available if needed. After hour emergencies should be reported to the Courtesy Officer at 636-3610.

Emergency Procedures – For complete procedures, please see the Emergency Procedure Manual included.

K. PARKING

Reserved and open parking is provided in the 1615 Poydras Building parking garage.

Poydras (Louisiana), L.L.C. exercises control over the parking areas. Any requests for assigned parking should be coordinated with the Management Office. Please refrain from parking in those spaces that are designated for other Tenants.

Visitor Parking - Visitor parking is available throughout the garage where spaces are not marked as "reserved".

L. GRAPHICS

Building graphics are standardized throughout the Building, and no signs are permitted without written permission from the Landlord. Landlord furnishes the initial door signs and a directory listing for the main lobby directory. Any additional graphics approved by the

Landlord are at Tenant's expense.

Landlord will provide and maintain an alphabetical directory board for all Tenants in the main lobby of the Building.

M. KEYS, LOCKS

Two (2) door keys are furnished without charge to each corridor door entering the leased premises.

Landlord shall provide all locks for doors in each Tenant's leased area, and no Tenant shall place any additional lock or locks on any door in its leased area without Landlord's written consent. All requests for duplicate keys shall be made in writing to the Property Manager. Each Tenant must, upon the termination of his tenancy, restore to the Landlord all keys of offices, either furnished to or otherwise procured by such Tenant.

Additional keys are available from the Management Office at a nominal charge.

Additional locks may be installed as needed and approved; however, a fee will also be charged for labor and hardware.

N. RENT PAYMENTS

Under the terms of each lease, rental payments are due in advance, on or before the first day of the month. Any questions concerning rental payments (including information on Overnight and Bank/Wire payments) may be referred to the Property Manager at 636-3600.

O. MANAGEMENT OFFICE

The Management Office is located in Suite 840 of 1615 Poydras Street, New Orleans, LA. The phone number is 636-3600. The fax number is 636-3605.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday; however, the property management staff will observe the following holidays: New Year's Day, Mardi Gras Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. After-hour emergencies should be reported to the Courtesy Officer at 636-3610.

Maintenance engineers are on duty in the Building, Monday through Friday, from 6:00 a.m. to 6:00 p.m. and on Saturday from 7:00 a.m. to 12:00 noon.

The Management Office should be contacted to answer questions or solve problems related to the Building or its operation. The following is a list of some, but not all, of the situations that would require management attention:

- Emergency situations - e.g., fires, bomb threats, civil disturbances, medical emergencies, fire and/or evacuation drills planned by a Tenant, discovery of safety hazards, storm damage, etc.

- Odors, escaping chemicals or smoke noted in the Building
- Leaking water or other liquid noted in the Building
- Spillage of any substance noted in the Building
- Tenant's offices were not satisfactorily cleaned by the janitorial crew
- Janitorial services are required
- Elevator malfunctions
- Special keys are required to unlock the Building core areas, office, rooms or the roof
- Solicitor is noted operating in the Building
- Suspicious person is noted in the Building
- Items of Tenant's personal property are missing (or stolen) from Tenant's office
- Space requirements
- Tenant intends to move furniture or equipment into, out of, or within the Building
- Air conditioning is required during non-business hours, when it is not available to the entire Building
- Light bulbs are burnt out
- Office temperature is uncomfortable
- Any alterations or remodeling of existing construction
- Changes to an existing door sign

Maintenance Services Offered To Tenant On A Fee Basis - Certain services beyond those offered in the Lease agreement are subject to an additional charge. The services include, but are not limited to the following:

- Maintenance of lighting fixtures and replacement of bulbs
- Cutting duplicate door keys
- Installing additional directory board strips
- Any construction item
- Repainting of offices due to damage or neglect
- Moving or rearranging of heavy office furniture
- Installing outlets, sockets or light fixtures
- Air conditioning as required during non-business hours (when not available to the entire Building). Contact the Management Office to schedule times and for quotes on current prices

P. MAIL

A mailbox will be assigned to you prior to move in and you will receive two keys (at no extra charge). Requests for additional keys may be faxed to the Management Office at 636-3605 and a nominal charge will be incurred. Notification will be sent to the postman regarding your move-in date and mailbox number.

Current mail delivery and pick-up times are posted in the Mailroom. The Post Office services this building Monday through Friday, but is subject to change through the Postal Service.

The postal branch office is located at 701 Loyola Avenue and the supervisor can be reached at 589-1136 if Tenant should desire additional postal information.

UPS, DHL and Federal Express drop boxes are located on first floor in the back hallway near the low-rise elevators.

For stationery orders, please use the Building street address and your suite number for ease of access by the postman and your clients/visitors. Mailbox numbers are not to be used as part of the address.

III. GENERAL BUILDING GUIDELINES

A. VISUAL OBSTRUCTIONS

Sidewalks, doorways, vestibules, halls, stairways, and other similar areas shall not be obstructed by Tenants or used by any Tenant for any purpose other than ingress and egress to and from the leased premises. Nothing shall be swept or placed in the corridors, halls, elevator shafts or stairways.

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 any Tenant, nor shall any bottles, parcels, or other articles be placed on the window ledges.

Showcases nor other articles shall not be put in front of or affixed to any part of the exterior of the Building nor placed in the halls, corridors, or vestibules, without prior written consent of the Landlord.

Signs, advertisements and/or notices shall not be painted nor affixed on or to any windows or doors or other part of the Building unless first approved in writing by Landlord. No nails, hooks, or screws shall be driven or inserted in any part of the Building except with the express consent of Landlord.

B. PLUMBING

Fixtures and appliances shall be used only for the purpose for which designated, and no sweeping, rubbish, rags or other unsuitable material shall be thrown or placed therein. Damage resulting to any such fixtures or appliances from misuse by a Tenant shall be paid for by the Tenant, and Landlord shall not in any case be responsible thereof.

C. MANUFACTURING/AUCTION

No space in the Building shall be used for manufacturing, or for the sale of property of any kind.

D. FREIGHT CORRIDOR AND ELEVATORS

Double doors between the main lobby and the freight corridor will remain locked during the hours of 6:00 p.m. and 7:00 a.m. and access will be limited to building personnel. From 7:00 a.m. to 6:00 p.m. these doors will be open to all traffic. Freight elevator

lobbies are to be kept neat and clean. The disposal of trash or storage of materials in these areas is prohibited.

E. GENERAL DELIVERIES AND REMOVAL

Movement in or out of the Building, including deliveries of furniture, office equipment, or bulky materials, shall be restricted to such hours as Landlord shall designate (between 9:00 a.m. and 11:30 a.m. and between 1:00 p.m. and 4:30 p.m.). Moves requiring excess time will be designated by the Landlord to take place before or after building hours (before 8:00 a.m. or after 5:00 p.m.). All such movement shall be under the supervision of Landlord and in the manner agreed between the Tenant and Landlord before the actual move. Landlord's approval shall include the time, method, and routing of movement and limitations for safety or other concern which may prohibit any article, equipment, or any other item from being brought into the Building. The Tenants are to assume all risks as to the movement from time of entering property to completion of work. This risk includes equipment, property and personnel of Landlord if damaged or injured as a result of an act in connection with carrying out this service for a Tenant. Landlord shall not be liable for acts of any persons engaged in a movement for a Tenant. The Landlord also will not be liable for damage or loss to any of said property or persons resulting from any act in connection with such a service provided for a Tenant. All vendors providing services to Tenants must submit a certificate of insurance to Landlord prior to working in the Building.

F. SMOKING

The 1615 Poydras Building is a non-smoking building. Smoking is permitted only in the patio area on the South Robertson Street side of the Building. Smoking on the front steps of the Building is prohibited.

G. SPECIAL DELIVERIES

Ice, mineral or other water, towels, newspapers, etc. shall not be delivered to any leased area except by persons appointed or approved by Landlord in writing. The exception is for normal deliveries (i.e., daily newspapers that are done on a regular basis and in conjunction with Landlord's normal operation of the Building).

H. THEFT

Landlord shall not be responsible for lost or stolen personal property, money or jewelry from Tenants' leased areas or public areas regardless of whether such loss occurs when area is locked against entry or not. All thefts should be reported to the Management Office or Courtesy Guard Desk.

I. DAMAGE/LOSS OF PROPERTY

Landlord shall in no way be responsible to the Tenants, their agents, employees, or invitees for any loss of property from the leased premises or public areas or for any damages to any property thereon from any cause whatsoever. Landlord shall not be responsible for loss or stolen property, money or jewelry from Tenants' leased areas or

public areas regardless of whether such loss occurs when area is locked against entry or not. All such incidents should be reported to the Management Office or Courtesy Guard.

J. NOISE

Tenant shall not make or permit any improper noises in the Building or otherwise interfere in any way with other Tenants or persons having business with them.

K. SAFES/HEAVY EQUIPMENT

Landlord reserves the right to prescribe the weight and position of safes and other heavy equipment, which shall in all cases, to distribute weight, stand on supporting devices approved by Landlord. All damages done to the Building by taking in or putting out any property of a Tenant, or done by a Tenant's property while in the Building, shall be repaired at the expense of such Tenant. Tenant shall notify the property manager in writing when safes or other heavy equipment are to be taken in or out of the Building, and the moving shall be done under the supervision of the property manager, after receiving written permission from Landlord. Persons employed to move such property must be acceptable to Landlord.

L. BIRDS/ANIMALS/BICYCLES

No birds or animals or bicycles shall be brought into or kept in, on, or about the Tenants' areas. Bicycles are to be parked only in the garage areas of the 1615 Poydras Building. They are not to be brought through or into the Building.

M. VENDING MACHINES

Vending machines of any types shall not be allowed in Tenant's space without the prior written consent of Landlord.

N. MACHINERY

Machinery of any kind shall not be operated by any Tenant in its leased area without the prior written consent of Landlord, nor shall any Tenant use, or keep, in the Building any flammable or explosive fluid or substance.

O. LODGING

Tenant's leased area shall not at any time be used or occupied as sleeping or lodging quarters.

P. END OF WORK DAY

Tenants are requested to lock all office doors leading to corridors and to turn off all lights at the close of their working day.

Q. THERMOSTATS

Tenant shall not tamper with or attempt to adjust temperature control thermostats in the leased premises. Landlord shall make adjustment in thermostats on call from Tenant.

R. CANVASSING, SOLICITING, AND PEDDLING

Canvassing, soliciting, and peddling is prohibited in the Building and each Tenant shall cooperate to prevent the same.

S. RESTROOMS

Restrooms are locked at all times and a combination is required for entrance. Tenants are given the combination to men and women's restrooms on their floors at time of occupancy. If combinations are changed, Property Management will notify Tenants.

Tenants or their employees shall not use the restrooms for hair shampooing and drying, or for washing dishes, or watering plants.

T. FIREARMS

No firearms are allowed in or about the Building.

U. PACKAGES/DELIVERIES

Packages, deliveries, etc. shall not be left at the lobby desk. The courtesy guard shall not accept them.

V. EMERGENCIES

During the hours when the management staff is not on the premises, the courtesy guard has emergency numbers of the property management personnel available if needed.

W. HOLIDAYS

Building services are not provided for observance of the following holidays:

New Year's Day	Mardi Gras Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Christmas Day	

X. DISPLAYS

No Tenant, or agent thereof, of any invited guest of Tenant will be allowed to set up any type of stand, exhibit or display in the lobby area or any other public area in or around the property or building without Landlord's consent.

Y. CATERED EVENTS

All leftover food and beverage items from any catered event must be removed from the building by the caterer. The building's trash compactor is not suitable for food disposal.

All caterers must carry insurance if delivering within the building.

** Landlord reserves the right to rescind any of these rules and regulations and to make such other and further rules and regulations as in its judgment shall from time to time be required for the safety, protection, care, cleanliness and reputation of the Building, the operation thereof, the preservation of good order therein, and the protection and comfort of the Tenants and their agents, employees and invitees. Such rules and regulations, when made and written notice thereof is given to a Tenant, shall be binding upon it in like manner as if originally herein prescribed.*