

EXHIBIT K

“INDUSTRIAL BUILDING’S MAINTENANCE MANUAL”

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Chapter 1. Overview

1.1 Introduction.

This Maintenance and General Use Manual, (hereinafter the “Manual”) will allow you to manage, plan and maintain the building and its facilities with lower cost and better efficiency; this document includes chapters with the instructions for the construction of the main building, other facilities of the leased property, inspections and repairs required by the property matter of the Lease Agreement.

This Manual establishes the regulations for the use and maintenance of the Property (as such term is defined in the Lease Agreement) for the benefit and protection of the Parties; One of the main purposes of this document is to protect the value and depreciation of the Property in addition to ensure the Property remains in optimal conditions of operation, hygiene and appearance contributing to its low cost of its maintenance.

1.2 Mandatory.

This Manual is binding on the Tenant and forms an integral part of the Lease Agreement. May be revised from time to time by the Landlord and / or any individual or legal entity designated by the Landlord to improve the content, tools and maintenance protocol of the Property and its facilities.

1.3 Purpose and Commitment of the Tenant.

The purpose of this document is to broadly express the willingness of the Landlord, that the Property and its facilities remain continuously, reliable, clean, and safe, as well as the facilities itself, equipment, offices, exteriors, perimeter, image, etc. among some other areas and facilities.

In view of the foregoing, Tenant agrees to comply strictly with the instructions set forth in this document with no limitation to the provisions herein expressed through Tenant's own resources such as human and capital resources to carry out maintenance work and safekeeping of the Property. The Tenant agrees to enforce compliance with this Manual by its employees and suppliers as appropriate. The Tenant agrees, as from the date of signature the Lease Agreement to prepare an Annual Maintenance Plan based on the instructions and maintenance sheets set forth in this Manual and to deliver it to the Landlord within sixty (60) working days as from the date of signature of the corresponding Lease Agreement.

Chapter 2. General remarks

Tenant willingly understands in good faith the needs of Landlord in providing the use and enjoyment of the Property, therefore, Tenant agrees to the following obligations:

- a) Develop an Annual Maintenance Plan based on this document for the purpose of identifying all routine maintenance needs for heavy or non-heavy use of 'Tenant on the Property, where maintenance will be classified:

a.1 Predictive: maintenance performed by conceptualizing a timeline showing the neglect of the maintenance performed to the Property or any hidden defect related to such maintenance; this classification can detect and study any misuse of the facilities or hidden defects; this is intended to enable Tenant, if applicable, to detect these faults to anticipate replacement or major maintenance.

a.2 Preventive: this maintenance precedes a study of the facilities once future failures are detected or predicted, in addition during this preventive maintenance stage, most of the actions will be carried out, both technical and administrative actions, to guarantee upkeep, reliability and operation of both facilities and equipment of the Property. This type of maintenance is intended to reduce and minimize damage to the Property and all its components, to avoid carrying out major maintenance or repair actions; therefore, it is necessary to carry out periodic visits by trained personnel or a professional.

a.3 Regulatory: this maintenance process seeks the same purposes as the preventive process, except it is based on knowing the building components according to the guidelines and / or recommendations of the manufacturers, such as mechanical, electrical, hydraulic equipment, structural, etc.

a.4 Corrective: this maintenance stage refers to the replacement or repair of part or all of the industrial building and/or its components, for any reason, once the 3 previous stages have been exhausted, in relation to the use of the building or due to the replacement of worn parts, weather conditions, weathering, intensive use of the building, its components or its materials.

- b) By having an appropriate Annual Maintenance Plan, Tenant will be in compliance with the terms of the Lease Agreement related thereto, which will include everything required to carry out maintenance activities according to the established maintenance frequencies; to prevent and anticipate possible situations of major repairs; to be prepared for contingencies and to deal with unforeseen future situations, optimizing the use of human, material and economic resources.

- c) If the Tenant detects activities, hidden defects related to the maintenance corresponding to the Landlord, the Tenant will take note and evidence of the situation and will immediately notify the Landlord under the terms set in the Lease Agreement.
- d) Tenant is required to document the maintenance performed directly by the Tenant or by a third party through a work log to be reported to the Landlord in a timely manner or when requested by the Landlord.
- e) The Tenant shall always take into account the available plans and technical data sheets and general construction specifications of the leased Property to carry out all maintenance work within the Property.
- f) For any maintenance and use of the property's own or natural resources, the Tenant will be responsible for the action, procedures, material used, equipment, workers, suppliers or third parties who participate in such work, in addition to complying with environmental laws, legal and applicable regulations.
- g) This manual shall be distributed among its employees and workers in order to minimize risks to people and occupants of the Property.

Chapter 3. Main components and maintenance property certificate

3.1 Main components.

The Property was designed in accordance with the General Construction Specifications and Drawings attached to the corresponding Lease Agreement, which include the following components:

- Conformation of earthworks searching for the best leveling project
- Concrete-based main and secondary building foundations
- Concrete floor with polypropylene fiber
- Block and sheet walls
- Sheet metal roofing
- Installations, electrical, mechanical, hydraulic and services
- Offices, interior and exterior rooms

- Roads, pavements, landscaping and decoration.

3.2 Property ID for reports.

This document is part of the Lease Agreement of the Property, plans and general construction specifications, therefore, the Tenant should be required to submit to the Landlord periodically evidence in writing and through electronic files of the condition and maintenance of the property with a report @ three (3) months from the execution of this Manual and related to the lease agreement.

To carry out a periodical review and compliance with this Manual, the Tenant will appoint an authorized representative having sufficient technical, administrative, and legal capacity to contact the Landlord's representative to submit on a quarterly basis the maintenance review report(s) as well as to submit the Annual Maintenance Program, its progress and commitments established by the Tenant to comply with the Maintenance of the Property, as established in the Lease Agreement and its exhibits.

The Tenant and the Landlord may agree to postpone or stagger the meetings to review the condition and upkeep of the Property upon prior authorization from the Landlord, to carry out such review the Tenant previously or during the tour may fill out the form (hereinafter the “Maintenance Certificate” of the building) a copy of which is attached to this Manual.

The Parties agree to allow the Landlord to modify such Maintenance Certificate from time to time to improve its content and description.

Chapter 4. Maintenance actions

The regulations to execute and acting on the maintenance of the Property will consider the provisions of the previous chapters, as well as executing the indications regarding the

- i) use
- ii) purpose of inspection and damage
- iii) type of maintenance and inspections, regarding the buildings of the leased property and all its components.

The maintenance actions described in the following sections will be a minimum basis for the Tenant to execute its Maintenance Program. The following sections describe the main components of the building to be maintained without limitation.

These maintenance actions provide the general criteria for use, as well as the purpose for detecting maintenance activities and specify a revision frequency, however, all frequencies described in the following sections must be carried out in the specified time and / or whenever required by the

conditions of construction to restore all the physical and structural components of the property and any component to good condition.

Chapter 5. Retaining walls and concrete foundations

Use	
Any changes to the load-bearing system other than the original structural design of the building should be avoided. If you wish to modify the building or make any changes, check with the specialist and obtain the corresponding authorization.	
Inspection purpose	
Examination of possible damages in the foundations (cracks, collapses) not directly visible, but detected by the damages occurring in other elements of the building such as walls, ceilings, structural elements connected to elements not visible under the concrete structures. In this case, it is necessary the Tenant notifies the Landlord about the detected damage, in order to determine its severity and, where appropriate, any interventions.	
Maintenance and Inspections	
Frequency	Action
6 months	General inspection of the concrete structures of the Property.
6 months	Structural joints: Examination and / or repair of fissures, cracks and alterations caused by atmospheric agents and weathering on concrete walls.
6 months	Pests: Examination and treatment of structural elements to detect pests, insects, and fungi.
12 months	Attached elements: Examination and / or repair of metal elements attached to concrete structures.

Chapter 6. Concrete structures (columns, beams and walls)

Use
Structural elements can be affected by lack of maintenance and consequently affect the structural efficiency of concrete. Objects such as shelves, supports, pictures, furniture, or service facilities should not be hung, if necessary, the appropriate equipment and materials should be used without hitting and / or drilling the structural elements.
All concrete structural elements are an integral part of the building and cannot be modified without previous authorization of a technical specialist and the authorization from Tenant.
Inspection purpose

Throughout the peaceful use and enjoyment of the building and during the useful life of a building, symptoms of damage to the building or elements in contact with the building may occur. Generally, these defects can be severe. In these cases, it is necessary for the Tenant or his representatives to analyze the detected damage, determine its significance and decide whether a maintenance repair intervention related to the Tenant's use is necessary and in the event such damages are not attributable to the Tenant, it must be timely reported to the Landlord.

The building is designed with expansion or contraction joints, usually not very visible elements, which perform an important task of absorbing movements, absorbing the movement caused by temperature changes experienced by the structure and prevent damage to other elements of the building. Therefore, the failure of these components can cause problems in other parts of the building and, as a preventive measure, periodic inspections by the Landlord are required. Damage caused by failures in the structural joints will be reflected in the form of cracks in the concrete structural elements, and should they occur, they must be immediately reported to the Landlord for attention, in the event such damages is not attributable to the Tenant.

As a basic guide to detect possible causes of maintenance related to additional loads on the concrete structures, impacts to them, lack of paint, seals on walls, lack of roof seals, among others, an inspection related to the following should be carried out:

- Deformations of structures, collapses of walls, or facades.
- Fissures and cracks in walls, facades, and columns.
- Cracked or fractured walls.
- Fracture on ceramic coatings or paint finishes.
- Appearance of rust stains on concrete elements.
- Small holes in structures or evidence of termite.
- Moisture in structural elements
- Softening of ground and / or concrete structures

Maintenance and Inspections

Frequency	Action
6 months	General inspection of concrete structures.
6 months	Walls: Wash painted concrete elements, stained with dust, oil or with a dirty appearance. Clean appropriately with water or an agent to avoid damaging or deteriorating the paint of the concrete element, in case paint retouching is required, carry them out in a timely manner.
6 months	Structural Joints: Check and repair the condition of the joints and the appearance of fissures and cracks in the walls and ceramic columns.
6 months	Pests: Inspection and treatment of structural elements for pests, insects, and fungi.
12 months	Attached elements: Protection repainting of metal elements attached to concrete structures.

24 months	Painting: Interior and exterior walls of the building must be painted, in accordance with the color codes or original paint of the building.
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Chapter 7. Main building metal structure and sheet roofing

Use	
Any additional load on the metal structure and its sheet roof other than the construction specifications and without prior authorization of an authorized specialist submitting the new load design is prohibited and subject to the approval of the Landlord. It is forbidden to drill any part of the building's sheet metal roof without prior authorization of the structure manufacturer, therefore, if any drilling is carried out without the prior authorization of the manufacturer or the Landlord, the guarantee of roof's watertightness will be lost. .	
Inspection purpose	
When performing inspections on the sheet metal roof, it is recommended to wear the appropriate protective equipment, read the structural drawings; then climb and walk and stand only on the row of bolts, as this indicates there is a supporting structural element underneath; never stand or place loads directly on the sheet metal roof and between spans or elements as there is no supporting structural element underneath. When performing an inspection of the building structure or its sheet roof, carry out a detailed inspection and obtain a photographic and video report, which allows in depth and classification in the report of the type of maintenance required, and will also allow to have graphic evidence of the state of conservation of the building's structure and its sheet roof.	
Maintenance and Inspections	
Frequency	Action
3 months	General inspection of the steel structures and their components, as well as the condition and appearance of the sheet roof.
6 months	Metal deck: To prevent deterioration of seals and leaks, sweep and clean the roof of accumulation of debris and dirt, carefully check the gutters and downspouts for obstructions. Carry out these activities every 6 months or as required by change of season, adverse wind conditions, extraordinary rainfall or adverse weather conditions.
12 months	Aesthetic metal structure: Remove any agent or product derived from the Tenant's operation, as well as dust, cobwebs and any other object damaging the structure.
12 months	Painting: Remove all rusted surfaces properly and protect the metal structure with anticorrosive and paint with enamel paint according to the specifications.

24 months	<p>Metal cover seals: Check and pay special attention to metal joints, joints, gaskets, moldings, holes, hardware; check closely cover for loos roofing, loose gutters, or downspouts, missing seals, or loose screws. Correct these defects properly, as they may be the cause of leaks. Check, restore, joint sealing and replace seals every 2 years or as required.</p>
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Chapter 8. Concrete floor of the main building

<p>Usage</p>	
<p>The concrete floor of the building must be used according to the design of the specifications and construction drawings, any equipment or shelving having direct contact with the concrete floor should not be used without the proper conditions of use or racking design affecting the finish or the presence of the concrete floor. Any condition on the bearing surface of the building floor or any load related to an equipment or installation, must be properly calculated and proposed by a specialist and be approved by the Landlord.</p> <p>Any design change on the concrete floor of the building to install the foundations, additional to the building, proper to the landlord's operation, installation of facilities or drains, must be approved by the Landlord with the proper engineering proposed by the Tenant.</p>	
<p>Inspection purpose</p>	
<p>Any alteration or change on constructions or equipment adjacent to the concrete floor of the building, such as new constructions, perforations, introduction of services, lack of perimeter seals to the building, etc., may affect the supporting floor of the concrete floor, due to the lack of proper maintenance, as well as due to operation or construction processes after the initial construction of the building. Such adjustments due to improper drilling, water leaks or drains can be the cause of changes in the composition of the soil and dislocation of the soil, these imbalances can lead to settlements or expansions that will damage the concrete floor.</p> <p>The concrete floor was designed through construction joints, control joints and flexible and rigid seals, which allow the concrete floor to expand due to stress or temperature; therefore, the verification of these joints and seals is essential to prevent the concrete floor from having unnecessary wear or fractures.</p>	
<p>Maintenance and Inspections</p>	
<p>Frequency</p>	<p>Action</p>
<p>6 months</p>	<p>General inspection appearance of the concrete floor and its construction joints, or any deformation.</p>
<p>6 months</p>	<p>Construction Joints and Seals: Check for missing of flexible, rigid seals, cracks or scratches, which cause weakening of the floor or water seepage to the subfloor; in case of missing seals, repair immediately with the appropriate product. It is recommended to seal the floor at least once every 2 years.</p>

12 months	Epoxy paint or coatings: on the concrete floor, check the general condition of the paint or epoxy coating. Maintenance repainting or coating replacement is recommended once every two years.
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Chapter 9. Equipment and main accessories of the Industrial Building

Use
The main building has equipment and accessories that facilitate the operation of the Tenant and are in accordance with the plans and specifications and are in connection with the lease contract and Tenant’s requirements and accepted by the Parties.
Inspection purpose
The inspection and maintenance of the building’s equipment and accessories is based on the recommendations of their manufacturers, unless some manual or data sheet has expressly stated otherwise, these manuals and technical data sheets will be mandatory. The main purpose of these instructions are to preserve the operational, functional and aesthetic condition of the equipment and accessories.

9.1 Dock levelers

Maintenance and Inspections	
Frequency	Action
12 months	Mechanism and operation: General inspection and maintenance according to the manufacturer's manual; general cleaning under the dock of the dock leveler and painting of the steel counter frames embedded in the concrete floor.
12 months	Stops: Check the fastening, thickness of the projection distance and wear of the stop, replace if necessary.
12 months	Canvas stamps: Check general appearance of the canvas, tears, peeling, and thickness of mat seal. Replace if broken.

9.2 Metal curtains

Maintenance and Inspections	
Frequency	Action
4 months	Mechanism and operation: Check the opening and closing mechanism up according to the manufacturer's data sheet, check the curtain components for unusual noises, loose, slack or missing parts.

6 months	Guide channel: Cleaning, inspection and / or greasing of curtain guide channels . Check guide connection screws, correct damage to guides or replace guides when necessary.
12 months	Curtain: Paint according to the original color characteristics, check the interior and exterior aesthetic appearance, replace curtain accessories, as well as deformed or damaged blades due to impact

9.3 Emergency doors

Maintenance and Inspections	
Frequency	Action
6 months	Panic bar: Lubricate and check the operation of the mechanism and operation of the bar, to prevent it from having improper movements, which could cause a blockage in an emergency.
6 months	Locks: If locks are present, lubricate and check the operation of the general mechanism, make sure the latch is not blocked or sticking.
6 months	Hinges: Lubricate and check tightness of screws, fasteners and replace any missing screws.
6 months	Close door: Adjust and calibrate the door's opening and return arc, as well as checking its opening and closing mechanism and speed.
12 months	Painting: Check the paint condition at least once a year or when required depending on the intensity of use, traffic, door knocks or weathering, to maintain their interior and exterior aesthetics.

9.4 Acrylic windows

Maintenance and Inspections	
Frequency	Action
3 months	Esthetic: Frequent washing of the acrylic material frequently to guarantee the maximum passage of the light level into the building.
3 months	Material: Inspect the acrylic material for chips or cracks, if found, replace immediately.
6 months	Seal: Check any evidence of water seepage on walls, floors, broken moldings or seals, if present, replace immediately.

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9.5 Aluminum and metal shutters (louvers)

Maintenance and Inspections	
Frequency	Action
6 months	Aesthetics: Frequently sash the aluminum and metal material to remove weathering agents from the aluminum and metal to ensure durability.
3 months	Material: Check for rust spots on materials, if found, apply the appropriate product or paint to prevent corrosion.
3 months	Seal: Check for any evidence of water seepage on the walls, floors, broken moldings or seals, if found, replace immediately.

9.6 Electrical installations of the main building

Maintenance and Inspections	
Frequency	Action
6 months	Main service connection: Inspection of the overhead and underground electric service lines through observing such lines have no obstructions of overhead interference of any kind, as well as underground, cleaning of registers, checking the correct fixation of the meter base, switch box, status of disconnection rods, poles without movement or sinking, nests of birds, rodents, without limitation.
6 months	Main and secondary transformer: General inspection of the electrical substation area, checking for blockages, damaged conduits, weeds, cobwebs, disconnecting means, cleaning of registers and pest control. Each transformer must have a maintenance log indicating the functionality characteristics and levels when applicable.
6 months	Panels and electrical network: General inspection of the entire network of main and secondary boards, verify they are free of dust and cobwebs and are properly labeled. Review all electrical wiring paths, bases, hardware, and their suspension; any detection of missing support or element, correct immediately.
6 months	Electrical installations and elements: Inspection and review of the operation and functioning of any electrical installation or element, which may be faulty or inoperative or which is in danger of damage or short circuit such as, but not limited to, wiring, junction boxes, lamps of any type, ballasts, switches, contacts.

6 months	Industrial building lighting fixtures: Inspect cleanliness of lighting fixtures to ensure they are free of dust and cobwebs, as well as the boards; verify the circuit labeling always remains identified at all times.
6 months	Operation of lighting fixtures: Verify the correct switching on and off of the lamps, as well as the suspension of the fixtures through their lines or chains supporting the fixtures, as well as any harness, wiring or pipe or contact that is not loose, any damaged element must be replaced immediately. In case of failed or non-functioning lamps, replace them.

9.7 Hydraulic and sanitary network

Maintenance and Inspections	
Frequency	Action
6 months	Hydraulic network: Inspection of hydraulic network operation through pipelines, regular connections, water tanks, pipes, supports, valves, hydraulic and pneumatic equipment, leak detection, pumps, heaters, fire hydrants, showers, faucets, with no limitation.
6 months	Sewer Network: General inspection of the sewer network through the engineering plan paths, registers, collectors, discharge areas; also include a general review of the discharge of toilets, urinals, sinks, basins, drains, etc., without limitation, verifying the absence of leaks and the correct operation of each of these elements. To remove solids from the sewer network and its registers by means of probes to avoid clogging of the sanitary network.

9.8 Special facilities and equipment

Maintenance and Inspections	
Frequency	Action
Specific Plan	<p>Special facilities and equipment: Special facilities and equipment built by the Landlord for the benefit of the Tenant, such as, but not limited to:</p> <ul style="list-style-type: none"> - Water treatment plant and equipment - Sewer network, process, and registers - Natural gas station and / or meter and infrastructure - Natural gas pipeline network

	<ul style="list-style-type: none"> - Water cooling systems (chiller type) and equipment - Water pipe network - Compressed air system and equipment - Compressed air pipe network - Any other system omitted in this section <p>All systems, equipment, or networks must have a Specific Maintenance Plan in accordance with the use, operation, manual, technical sheets, environmental regulations, municipal, federal, state or any other applicable regulations or standards; all of the above to safeguard and maintain in excellent conditions the special equipment and facilities contained in the Industrial Building.</p>
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Chapter 10. Offices in general, interior and exterior rooms and general finishes

Use	
All architectural elements, such as finishes and fixed furniture, have a limited life span, these elements are usually subject to deterioration due to wear and tear, friction and shocks; its component materials require more careful maintenance and often need to be replaced. For this reason, it is recommended to pay special attention to these materials, which over time change manufacturing batches, colors and types of materials and finishes.	
Inspection purpose	
The objective of the inspection of this section is to avoid abrasive contact with the surface of the materials and accessories and furniture, for proper maintenance of the finish is very important to use non-damaging and non-abrasive products for cleaning. If unusual paint events are found which have nothing to do with use, refer to your supervisor for a technical specialist.	

10.1 Vinyl tiles and ceramic floors

Maintenance and Inspections	
Frequency	Action
6 months	Floors: A water-based cleaning and polishing agent that does not damage or deteriorate the floor coating should be used to clean. Ceramic floors should NEVER be polished. it is also necessary to keep the floors clean and free of grease, paint, and any substance that may stain or alter its appearance. original. Check with no specific frequency of time any floor tiles that has movement or

	fractures immediately, to avoid damage to adjacent tiles, in case of damage, tiles must be replaced with new ones. Periodically check the joints (grout) of the ceramic floor .
6 months	Baseboard: Periodically check the adhesion and joints (grout) of the ceramic or vinyl tiles with the wall, in of detachment, the baseboard must be repaired and adhered or replaced immediately.

10.2 Block and drywall walls

Maintenance and Inspections	
Frequency	Action
12 months	Walls: Inspect and in detail the walls and any defects in the block and drywall walls, the walls should be properly repaired for voluntary or involuntary holes made to the walls. The paint established in the building’s construction plans and specifications must be applied and used.

10.3 Recordable and concealed suspension ceilings (interior ceilings)

Maintenance and Inspections	
Frequency	Action
3 months	Ceiling tiles: Check all ceiling tiles are properly installed and in place, it is necessary to replace any broken or damaged in appearance due to stains or dirt.
3 months	Concealed suspension ceilings: Check all ceiling panels made of drywall, aluminum, steel, or any other element, is properly in place, it is necessary to clean and paint the surfaces as applicable, according to the construction specifications.
6 months	Ceiling support hardware: Check and identify through the leveling of the panels, that the hardware is not misaligned or damaged, properly repair any damaged elements.

10.4 Wooden, metal and aluminum doors

Maintenance and Inspections	
Frequency	Action
6 months	Locks: Inspect, lubricate, and check the operation of the general mechanism, ensuring the latch is not jammed or sticking.
6 months	Hinges: Lubricate and check tightness of screws, fasteners and replacing any missing screws.

6 months	Close door: Adjust and calibrate the door's opening and return arc, as well as checking its mechanism and opening and closing speed.
12 months	Aesthetics and painting: Check the condition of the doors according to the material used and replace any damaged elements ; paint at least once a year or when required considering intensity usage, traffic, door impacts or weathering, to maintain interior and exterior aesthetics.

10.5 Aluminum windows

Maintenance and Inspections	
Frequency	Action
3 months	Aesthetics: Frequently washing of windows to ensure maximum vision and light level into the building.
3 months	Material: Check all glass material for chips or breakage, if any, replace immediately.
6 months	Stamp: Check for any evidence of water seepage on walls, floors, broken moldings, rubber or seals, if any, replace immediately.

10.6 Fixed furniture

Maintenance and Inspections	
Frequency	Action
6 months	Toilets, urinals, and sinks: Inspect to ensure all toilets, urinals are properly attached to the floor or walls, check pipes are properly connected and free of leaks, if leaks or furniture is not attached, repair immediately. Check all toilets, urinals, sinks, water heaters, and marble-type plates are in perfect operating condition, every six months.
3 months	Equipment, accessories and miscellaneous: Check all bathroom accessories, screens, mirrors, water heaters, drains, handles, manhole covers, mixing taps, garden taps, etc., are properly installed and free of leaks as applicable, if necessary, perform appropriate maintenance or replacement.
6 months	Seal and silicones: Check for any evidence of water seepage on walls, floors, broken moldings, rubber, or seals, if any, replace immediately.

10.7 Smithy

Maintenance and Inspections	
Frequency	Action
12 months	Handrails and railings: Check the aesthetics, fastening points , screws, wear of all parts or components of handrails and handrails, it is necessary to paint according to the original design and specifications.

10.8 Main entrance

Maintenance and Inspections	
Frequency	Action
6 months	Glassware: All glassware on the main or secondary façade of the building must remain dust-free and any damaged glass must be replaced as required.
12 months	Main entrance access: Inspect and repair any faulty elements or finishes in the main building access to the offices, such as traffic elements, roofs, seals, etc. as applicable.
12 months	Access doors: Check and repair any faults the main access doors related to their lock, handles, hinges, accessories, as well as the final finish and components, if painting is required, it will be carried out as required and in accordance with the original design.

Chapter 11. Exterior constructions and installations

Use
Exterior installations have been mainly designed for light traffic use, heavy parking and landscaping. All the elements on the periphery of the main building are an integral part of the building, and therefore, continue to require the same care as any other component of the main building.
Inspection purpose
The purpose of inspecting the facilities and constructions outside the building inside the property, is to be able to inspect in a timely manner the optimal maintenance of facilities affecting the integrity and operation of the building, therefore, a strict maintenance plan must be maintained.

11.1 Painting of building facade walls

Maintenance and Inspections	
Frequency	Action
24 months	Building paint: Inspect all the perimeter walls of the building, checking for damage or cracks, as well as the lack of seals, if there is, repair and replace all

	seals, as required. Paint walls according to the plans and specifications and according to the original paint of the building.
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11.2 Pedestrian sidewalks and squares

Maintenance and Inspections	
Frequency	Action
24 months	Sidewalks: Check and, if necessary, repair and seal with flexible or rigid sealant, any cracks or concrete fatigue in concrete sidewalks, avoid any sinking or structural damage in the sidewalks, such must be repaired according to the specified finishes of the project.

11.3 Light vehicle parking

Maintenance and Inspections	
Frequency	Action
24 months	Painting and signage: The pedestrian traffic line, vehicular traffic, floor signage, handicapped parking spaces, meeting points and division of unrestricted parking spaces, must be painted according to the project specifications; All vertical signage will be cleaned and left free of dust and agents to maintain its best condition as required.

11.4 Flexible parking lot pavement, light and heavy traffic

Maintenance and Inspections	
Frequency	Action
12 months	Asphalt folder: Inspect and review the bearing surface of heavy and light traffic, as well as the permeability of the pavements. Repair all pothole, seal, sinking, deterioration, or damage to the pavement causing its deterioration.
24 months	Signage: Review, cleaning, and painting all traffic and pedestrian traffic signaling elements related to traffic lines, curbs, signals, announcements, without limitation.
24 months	Concrete curbs: Inspection, cleaning, and painting of all concrete elements, as well as repair of damaged concrete elements.

11.5 Rigid paving for loading docks

Maintenance and Inspections	
Frequency	Action
12 months	General inspection as to the appearance of concrete floor and its construction joints, or any deformation.
12 months	Construction Joints and Seals: Check the lack of flexible, rigid seals, cracks, or scratches, which cause the weakening of the floor or water seepage to the subsoil; in case of missing seals, repair immediately with the appropriate product.
24 months	Concrete curbs: Inspection, cleaning, and painting of all concrete elements, as well as repair of damaged concrete elements.

11.6 Pluvial works

Carry out these activities every 6 months or when required due to a change in the weather season, adverse wind conditions, extraordinary rainfall, or adverse weather conditions.

Maintenance and Inspections	
Frequency	Action
6 months	Open and closed storm drains: Inspect, clean, and seal any storm drainage infrastructure to keep it free of debris, verify the absence of cracks and, if any, repair immediately.
6 months	Metal grates and registers: Check, paint, clean and seal as applicable all grates, registers and covers of the storm drain system of the Property.

11.7 Blacksmithing, handrails and railings

Maintenance and Inspections	
Frequency	Action
12 months	Handrails and railings: Check the aesthetics, fastening points, screws, wear of all parts or components of handrails and railings, it is necessary to paint according to the original design and specifications.

11.8 Outdoor lighting

Maintenance and Inspections	
Frequency	Action
6 months	Electrical network: Inspect the general conditions of the electrical network for obstructions, pests, wiring, manhole covers, wiring, switches and photovoltaic cells, check for normal operation, in case of failure or damage, replace any necessary elements.
6 months	Metal poles: Inspect posts, metal bases, and paint on concrete bases; repair any damage to the concrete bases and poles caused by traffic on the Property.
6 months	Lighting: Inspect and verify all external lighting equipment turns on, if necessary, replace any damaged photocells or lamps .

11.9 Landscaping and green areas

Maintenance and Inspections	
Frequency	Action
15 days	Grass: Keep the grass always trimmed and short, free of weeds, dry surfaces, grass clipping, de-edge the edges and borders of the grass. Apply soil rinsing every November 15 of each year.
6 months	Gravel: Periodically verify the gravel level in the planters and replenish it in the event of unevenness or erosion. Keep the gravel free of trash and any objects that may damage it or affect its proper distribution.
3 months	Hedges, plants, shrubs, and trees: Prune and keep always short, free of dry leaves, apply pest control methods, as applicable to the treated species of plant or tree.
3 months	Irrigation system: Review and inspect available irrigation system, sprinklers, valves, drip hoses, and equipment; replace any leaks or damaged or worn components.
12 months	Fumigation, mulching, and vitamins: Inspect all green areas, fumigate, mulch and treat with vitamins, every 12 months or as required.

11.10 Perimeter Mesh Fences and Fences

Maintenance and Inspections	
Frequency	Action

12 months	Block walls: Inspect and repair the perimeter block walls of the property or adjoining walls, remove dampness, cracks, and graffiti.
3 months	Mesh fences: Inspect and check cyclone mesh fences, repair and replace mesh connection sections or fittings, barbed lines, anchor base of main and secondary posts.

Chapter 12. Fire protection system

Use and Operation	
<p>The fire protection system will be based on a network of hose stations services, the general components such as pump room, electrical panels, water tank and pumps, are the main infrastructure which will be shared with other Tenants that from time to time rent in the Industrial Park Areya Guadalupe, so the cost of maintenance will be shared among Tenants who make use and enjoyment of the fire protection system owned by the industrial park. The Landlord will at all times participate administratively and organize the Tenants to make use and enjoyment of such system.</p> <p>The Industrial Park Areya Guadalupe, from time to time may intervene at its discretion in improvements or design changes that benefit one or more tenants and timely meet with them to participate in the improvements that are made in the fire protection system, and request the tenants their increase or decrease in the cost of using the system.</p>	
Maintenance and Inspections	
Frequency	Action
24 months	Painting and signage: The pedestrian traffic line, vehicular traffic, floor signage, handicapped parking spaces, meeting points and division of unrestricted parking spaces, must be painted according to the project specifications; All vertical signage will be cleaned and left free of dust and agents to maintain its best condition as required.

Chapter 13. Air conditioning system for Industrial Building, offices and rooms in general, and ventilation systems

Maintenance and Inspections	
Frequency	Action
According to Manufacturer	Air conditioning system in production and warehouse area: General inspection of equipment, components, electrical panels, wiring, ducts, grilles, gratings, drains, filters, requiring maintenance or replacement of parts without limitation

	to the foregoing and in accordance with the maintenance and training manual that the Landlord shall provide to the Tenant.
According to Manufacturer	Air conditioning system, office area in general, interior and exterior rooms in general: General inspection of equipment, components, electrical panels, wiring, ducts, grilles, drains, humidity in walls, ceilings or floors, filters or any component that requires maintenance or replacement of parts without limitation to the foregoing and in accordance with the maintenance and training manual that the Landlord shall deliver to the Tenant.
According to Manufacturer	Ventilation or extraction system in general: General inspection of equipment, components, electrical panels, wiring, ducts, grilles, lint, dirt, leaks affecting the equipment or any component requiring maintenance or replacement of parts without limitation to the above and in accordance with the maintenance and training manual that the Landlord shall provide to the Tenant.

Chapter 14. General conditions

The Landlord, for a one (1) year term as from the date of signature of the Lease Agreement, will be responsible for providing the guarantee of all components of the leased Industrial Building as from the Substantial Delivery date, and the Landlord shall be responsible for providing the guarantees related to the Industrial Building as from the date of Substantial Delivery.

From the date of Substantial Delivery and throughout the lease term, the Landlord will be responsible for all repairs related to hidden defects in the property or structural repairs such as: steel structures, roof structures and foundations. The foregoing provided such repairs are not required due to the Tenant's misuse and negligence of the Property, in which case if such repairs result from the Tenant's misuse or negligence, then such repairs will be at the Tenant's cost and expense.

From the Substantial Delivery date and during the lease term in terms of the Lease Agreement, the Tenant will be responsible for all repairs, preventive and routine maintenance of the property, without limitation to what is set forth herein, giving maintenance to painting in general, air conditioning, lamps, electrical equipment, green areas, offices, outdoor areas, fire extinguishing equipment, lighting systems, ventilation systems and other installations included in this manual, as well as all installations and constructions comprising the leased property.

Maintenance and property identification card

1. BUILDING IDENTIFICATION		
Development name:		Owner:
Name and building number:		Landlord:
Cadastral Exp.:	Not official:	Tenant:
Address:		ZC
Municipality:		State:
Reason for the report:	<input type="checkbox"/> A single building <input type="checkbox"/> A part (block, portal ...) of a building provided this part is operationally independent from the rest of the building. <input type="checkbox"/> Other reason:	
Shares common elements with adjoining buildings	<input type="checkbox"/> No <input type="checkbox"/> Yes:	

2. OWNER INFORMATION		
Legal regime of the property:	<input type="checkbox"/> Division <input type="checkbox"/> Condominium regime <input type="checkbox"/> Co-owners <input type="checkbox"/> Other:	
Legal representative:		
Address:		
ZC:	City:	State:
Landline:	Mobile phone:	E-mail:

3. LANDLORD OR AUTHORIZED REPRESENTATIVE INFORMATION		
Legal regime of the property:	<input type="checkbox"/> Division <input type="checkbox"/> Condominium regime <input type="checkbox"/> Co-owners <input type="checkbox"/> Other:	
Legal representative:		
Address:		
ZC:	City:	State:
Landline:	Mobile phone:	E-mail:

4. DETAILS OF THE TENANT OR AUTHORIZED REPRESENTATIVE		
Legal regime of the property:	<input type="checkbox"/> Division <input type="checkbox"/> Condominium regime <input type="checkbox"/> Co-owners <input type="checkbox"/> Other:	

Legal representative:		
Address:		
ZC:	City:	State:
Landline:	Mobile phone:	E-mail:

MAINTENANCE CERTIFICATE

1. BUILDING IDENTIFICATION		
Name and building number:	Date:	
Name of the Landlord's representative:	Post:	
Name of the Landlord's representative:	Post:	
Indicators:	<input type="checkbox"/> Has a maintenance program <input type="checkbox"/> "No" maintenance program <input type="checkbox"/> Other reason:	
Maintenance progress	<input type="checkbox"/> 1 quarter <input type="checkbox"/> 2nd quarter	<input type="checkbox"/> 3rd quarter <input type="checkbox"/> 4th quarter

2. STATUS AND MAINTENANCE ACTION PLAN					
#	AREA	OPT	REG	WRO	COMMITMENT / OBSERVATION
1	Retaining walls and concrete foundations				
	General inspection				
	Structural joints				
	Pest control				
	Attached elements				
2	Concrete structures, columns, tracks, and walls				
	General inspection				
	Walls				
	Structural joints				
	Pest control				
	Attached elements				
	Painting				
3	Metal structure and sheet roof				
	General inspection				
	Metal cover				
	Aesthetic metallic structure				
	Painting				
	Metal cover seals				
4	Concrete floor main building				
	General inspection				
	Construction joints and seals				
	Epoxy paint and coatings				
5	Dock levelers				
	Mechanism and operation				
	Stoppers				
	Canvas stamps				
6	Metal curtains				
	Mechanism and operation				
	Guide channel				
	Curtain				
7	Emergency doors				
	Panic bar				
	Locks				
	Hinges				
	Close doors				
	Painting				

8	Acrylic windows				
	Aesthetics				
	Materials				
	Seals				
#	AREA	OPT	REG	WRO	COMMITMENT / OBSERVATION
9	Aluminum and metal shutters (louvers)				
	Aesthetics				
	Materials				
	Seals				
10	Electrical installations of the main building				
	Main rush				
	Main and secondary transformer				
	Electrical boards				
	Electrical installations and elements				
	Industrial building lighting				
	Lighting operation				
11	Hydraulic and sanitary sewer network				
	Hydraulic network				
	Sanitary sewer network				
12	Special installations and equipment				
	Water treatment plant and equipment				
	Sanitary sewer network, process, and records				
	Natural gas station and meter and infrastructure				
	Natural gas pipeline network				
	Water cooling system and equipment				
	Water pipe network				
	Compressed air system and equipment				
	Compressed air pipe network				
13	Vinyl tiles and ceramic floors				
	Floors				
	Baseboard				
14	Block and drywall walls				
	Block walls				
	Drywall walls				
15	Ceiling panels and concealed suspension				
	Ceilings panels				
	Concealed suspension ceilings				
	Ceiling support hardware				
16	Wooden and metal office doors				
	Locks				
	Hinges				
	Close doors				
	Aesthetics and painting				
17	Aluminum windows				
	Aesthetics				
	Material				
	Seals				
18	Fixed furniture				
	Urinal toilets				
	Bathroom accessories				
	Screens				
	Mirrors				
	Water heaters				
	Faucet Handle				
	Strainers				
	Manhole covers				
	Mixer keys				

	Garden keys				
	Air extractors				
	Hand wash basing				
	Seals and silicones				
#	AREA	OPT	REG	WR	COMMITMENT / OBSERVATION
19	Office smithy				
	Railing				
	Railings				
20	Main entrance				
	Glassware				
	Access and square				
	Access door				
21-	Facade wall painting				
	Painting				
	Wall stamps				
22	Sidewalks and squares				
	Concrete sidewalks				
	Sidewalk stamps				
23	Vehicular parking				
	Painting				
	Signage				
24	Parking and road pavements				
	Asphalt folder				
	Signage				
	Concrete cords				
25	Rigid loading dock flooring				
	General inspection				
	Construction joints				
	Seals				
	Concrete cords				
26	Pluvial works				
	Open storm channels				
	Closed storm channels				
	Metal grids				
	Registers				
27	Exterior blacksmith				
	Handrails				
	Railings				
28	Outdoor lighting				
	Power grid				
	Metal poles				
	Lighting				
	Lighting				
29	Landscaping and green areas				
	Grass				
	Hedges, plants, shrubs, and trees				
	Irrigation system				
	Fumigation				
	Mulching				
	Vitamins				
30	Fences and mesh fences				
	Block walls				
	Mesh fences				

Commitment date and remarks:

Tenant Representative	Landlord Representative
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