

1515 Arapahoe

1515 Arapahoe Street, Denver, CO 80202



Tenant Services Handbook

Professionally Managed by:





1515 ARAPAHOE



Tenant Services Handbook

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Tenant Services Handbook

INTRODUCTION

Welcome to 1515 Arapahoe!

JLL, the building's Management team, has designed this Handbook for new tenants to provide you with basic building information.

The Tenant Emergency Services Handbook will be provided separately, includes and contains Emergency Procedures that will be provided for your employees and tenant safety team. A tenant safety team that includes Fire Wardens, Assistant Fire Wardens, Searchers, Stairwell Monitors, and Elevator Monitors MUST be chosen by each tenant, pursuant to the Denver Fire Code requirements.

Should any of the information in this Handbook differ from that which is contained within your office lease; the lease terms override the contents of this Handbook.

If you have any questions on the information in this handbook or need additional information, please contact the Management Office at 303.571.5000.

The Management team looks forward to serving you as a tenant at 1515 Arapahoe!



1515 ARAPAHOE



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BUILDING INFORMATION

ABOUT 1515 ARAPAHOE

1515 Arapahoe is situated on 2.44 acres and zoned B-5 in the City and County of Denver. The 558,346 square foot office complex comprises three towers with 16 floors in Tower 1, eight floors in Tower 2, and 11 floors in Tower 3. The building entrance faces the 16th Street Pedestrian Mall, which runs from one end of downtown to the other.

An expression of Cartesian geometry, the complex steps up and down in a modular assembly. Metal-clad columns and beams link the open spaces under the buildings. The structure is steel frame with lightweight concrete over corrugated steel decking at slab, and the skin is black anodized aluminum with a black glass curtain wall. An outdoor courtyard, centered amidst all three towers, is located on the second floor.

The main entrance and lobby were renovated in 1996 to create identity and to tie together the three towers. In the lobby, a portion of the “Campidoglio” (a classic Michelangelo design created in the 16th century as a means of forming a plaza amidst three disjointed buildings in Rome) was used as a floor pattern. The lobby stretches a full city block from 16th Street to 15th Street creating a gallery effect.

1515 Arapahoe offers a three-level, underground parking facility with 720 stalls – sufficient for 100 visitor stalls and one of downtown Denver’s best tenant parking ratios at one space per 900 square feet.

BUILDING MANAGEMENT & LEASING OFFICE

JLL

1515 Arapahoe Street, Tower 1, Suite 115
Denver, CO 80202

Website: www.1515-arapahoe.com

Office Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Phone: 303.571.5000

Fax: 303.200.9425

Lobby Desk: 303.820.2793 (24/7)

JLL MANAGEMENT STAFF

Vice President

Assistant General Manager

Property Administrator

Sr. Chief Engineer

Assistant Chief Engineer

Building Engineer

Building Engineer

Amy Vadovic

Elizabeth Knight

Nichole DePass

Donald Smith

Long Van Vo

Dave Schauer

Duke Marlin

amy.vadovic@am.jll.com

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Leasing

Doug Wulf - Office

Cushman & Wakefield

1401 Lawrence St., Ste. 1100, Denver, CO 80202

Direct: 303.312.4218, Mobile: 303.332.6759

E-mail: doug.wulf@cushwake.com

www.cushmanwakefield.com

Marc Feder - Retail

Feder Commercial

110 16th St., 13th Flr., Denver, CO 80202

Direct: 303.895.9162, Mobile: 303.885.5802

E-mail: marc.feder@federcommercial.com

info@federcommercial.com, www.federcommercial.com

SECURITY & LIFE SAFETY

1515 Arapahoe Lobby Attendants are on duty 24 hours a day, 7 days a week at the **Lobby Desk 303.820.2793**. After building hours, they make regular patrols of all floors (but not inside tenant suites) and the garage. In addition, our Lobby Attendants use CCTV and direct inspection methods to monitor the lobbies, parking elevator vestibules and garage, freight elevators, and loading dock, as well as controlling after-hours access to the building.

1515 Arapahoe is equipped with state-of-the-art life safety systems to protect the tenants and the property. The building is fully sprinkled and complies with all City and County of Denver high-rise safety ordinances. The emergency systems that protect the building are constantly monitored by building security personnel.

Fire drills and safety training will occur once a year and all tenants will be asked to participate. A tenant safety team that includes Fire Wardens, Assistant Fire Wardens, Searchers, Stairwell Monitors and Elevator Monitors must be chosen by each tenant for each suite or floor that is occupied.

A copy of the Tenant Emergency Services Handbook will be provided to each occupant of the building. Additional copies are always available by contacting the Management Office. You may also go to our website and print a copy by going to www.1515-arapahoe.com.

If a problem arises after-hours, please call the Lobby Desk at 303.820.2793. The Management Office main phone number is 303.571.5000 and is also answered by Security outside of regular business hours.



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BUILDING OPERATIONS

BUILDING HOURS

Monday – Friday **6:00 a.m. – 6:00 p.m.**

1515 Arapahoe is closed on Sunday's and the following Holidays:

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

Authorized persons may enter the building at any time provided they have a valid access card through the 15th Street or Skyline Park entrances.

The 16th Street Mall entrance is designated as the 24-hour entrance for 1515 Arapahoe.

LOADING DOCK

Dock Hours

Monday – Friday	6:00 a.m. – 6:00 p.m.
Saturday – Sunday	By Appointment

The dock entrance is located directly adjacent to the parking garage entrance ramp on the right side of Lawrence Street. There is a height restriction of 14 feet, 0 inches - length restriction is 20 feet. There is also a time limit of 20 minutes for loading and unloading, unless prior arrangements have been made.

Deliveries must be taken directly to the recipient's suite and not left on the dock. Please notify the Management Office of large dock deliveries at least 48 hours in advance.

BUILDING RULES AND REGULATIONS

Landlord and Tenant agree that the following Rules and Regulations shall be agreed upon, and Tenant agrees that Tenant's employees and agents, or any others permitted by Tenant to occupy or enter the Premises, will at all times abide by said Rules and Regulations:

1. The sidewalks, entries, passages, corridors, stairways, and elevators of the Building shall not be obstructed by Tenant, or Tenant's agents or employees, or used for any purpose other than ingress to and egress from the Premises.
2. Furniture, equipment or supplies will be moved in or out of the Building only upon the elevator designated by Landlord and then only during such hours and in such manner as may be prescribed by Landlord. Landlord shall have the right to approve or disapprove the movers or moving company employed by Tenant. Tenant shall cause its movers to use only the loading facilities and elevator designated by Landlord. In the event Tenant's movers damage the elevator or any part of the Building, Tenant shall forthwith pay to Landlord the amount required to repair said damage.



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3. No safe or articles, the weight of which may in the opinion of Landlord constitute a hazard or damage to the Building or Building's equipment shall be moved into the Premises.
4. Safes and other equipment, the weight of which is excessive, shall be moved into, from and about the Building only during such hours and in such manner as shall be prescribed by Landlord; and Landlord shall have the right to designate the location of such articles in the Premises.
5. No sign, advertisement or notice shall be inscribed, painted or affixed on any part of the inside or outside of the Building unless of such color, size and style and in such place upon or in the Building as shall be first designated by Landlord; but there shall be no obligation or duty on the part of Landlord to allow any sign, advertisement or notice to be inscribed, painted or affixed on any part of the inside or outside of the Building. A Directory in a conspicuous place, with the name(s) of Tenant(s) will be provided by Landlord; any necessary revision to this Directory will be made by Landlord at Tenant's expense, within a reasonable time after notice from Tenant of the change making the revision necessary. No furniture shall be placed in front of the Building or in any lobby or corridor, without the prior written consent of Landlord. Landlord shall have the right to remove all non-permitted signs and furniture, without notice to Tenant, and at the expense of Tenant.
6. Tenant shall not do or permit anything to be done in the Premises or bring or keep anything therein which would in any way increase the rate of property insurance on the Building or on property kept therein, constitute a nuisance or waste, or obstruct or interfere with the rights of other tenants or in any way injure or annoy them, or conflict with the laws relating to fire or with any regulations of the fire department or with any insurance policy upon the Building or any part thereof or conflict with any of the rules or ordinances of the Department of Health of the City and County where the Building is located.
7. Tenant shall not employ any person or persons other than the janitor or cleaning contractor of Landlord for the purpose of cleaning or taking care of the Premises, without the prior written consent of Landlord. Landlord shall be in no way responsible to Tenant for any loss of property from the Premises, however occurring, or for any damage done to Tenant's furniture or equipment by the janitor or any of the janitor's staff, or by any other person or persons whomsoever. The janitor of the Building may at all times keep a pass key, and other agents of Landlord shall at all times be allowed admittance to the Premises.
8. Tenant shall not employ any person or persons other than the janitor or cleaning contractor of Landlord for the purpose of cleaning or taking care of the Premises, without the prior written consent of Landlord. Landlord shall be in no way responsible to Tenant for any loss of property from the Premises, however occurring, or for any damage done to Tenant's furniture or equipment by the janitor or any of the janitor's staff, or by any other person or persons whomsoever. The janitor of the Building may at all times keep a pass key, and other agents of Landlord shall at all times be allowed admittance to the Premises.
9. Water closets and other water fixtures shall not be used for any purpose other than that for which they are intended; and any damage resulting to the same from misuse on the part of Tenant or Tenant's agents or employees shall be paid for by Tenant. No person shall waste water by tying back or wedging the faucets or in any other manner.
10. Except for Seeing Eye dogs for the blind and hearing dogs for the deaf, no animals shall be allowed in the offices, halls, corridors and elevators of the Building. No persons shall disturb the occupants of this or adjoining buildings or premises by the use of any radio, sound equipment or musical instrument or by the making of loud or improper noises.



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11. Except for wheelchairs, no vehicles, including bicycles, shall be permitted in the offices, hall, corridors, and elevators in the Building, nor shall any vehicles be permitted to obstruct the sidewalks or entrances of the Building.
12. Tenant shall not allow anything to be placed on the outside of the Building, nor shall anything be thrown by Tenant or Tenant's agents or employees out of the windows or doors, or down the corridors, elevator shafts, or ventilating ducts or shafts of the Building. Tenant, except in case of fire or other emergency, shall not open any outside window.
13. No additional lock or locks shall be placed by Tenant on any door in the Building unless written consent of Landlord shall first have been obtained. A reasonable number of keys to the Premises and the toilet rooms, if locked by Landlord, will be furnished by Landlord; and neither Tenant nor Tenant's agents or employees shall have any duplicate keys made. At the termination of this tenancy, Tenant shall promptly return to Landlord all keys to offices, toilet rooms or vaults.
14. No window shades, blinds, screens, draperies or other window coverings will be attached or detached by Tenant without Landlord's prior written consent. Tenant agrees to abide by Landlord's rules with respect to maintaining uniform curtains, draperies and linings at all windows and hallways.
15. No awnings shall be placed over any window.
16. If any Tenant desires telegraphic, telephonic or other electric connections, Landlord or Landlord's agents will direct the electricians as to where and how the wire may be introduced; and without such directions, no boring or cutting for wires will be permitted. Any such installation and connection shall be made at Tenant's expense.
17. Tenant shall not install or operate any steam or gas engine or boiler in the Premises. The use of oil, gas or inflammable liquids for heating, lighting or any other purpose is expressly prohibited.
18. Explosives or other articles deemed extra hazardous shall not be brought into the Building Complex.
19. Any painting or decorating as may be agreed to be done by and at the expense of Landlord shall be done during regular weekday working hours. Should Tenant desire such work on Saturdays, Sundays, holidays or outside of regular working hours, Tenant shall pay for the extra cost thereof.
20. Except as permitted by Landlord, Tenant shall not mark upon, paint signs upon, cut, drill into, drive nails or screws into, or in any way deface the walls, ceilings, partitions or floors of the Premises or of the Building; and any defacement, damage or injury caused by Tenant or Tenant's agents or employees shall be paid for by Tenant.
21. Landlord shall at all times have the right, by and through Landlord's officers or agents, to enter the Premises and show the same to persons wishing to lease them, and may, at any time within sixty (60) days preceding the termination of Tenant's Lease Term, place upon the doors and windows of the Premises the notice "For Rent," which notice shall not be removed by Tenant.
22. Use of the parking areas of the Building Complex shall be subject to the following rules:
 - (a) Drivers shall use due care not to injure pedestrians, other vehicles, or the fixtures and improvements within the parking areas.
 - (b) Vehicles shall be parked only in marked parking spaces, and not in ramps, corridors, fire lanes, entrances, exits or other areas posted for no parking.



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- (c) From time to time Landlord may promulgate such other reasonable and nondiscriminatory rules and regulations as Landlord deems necessary or useful, and Tenant and its Permitted Users shall be bound thereby.
23. Tenant and its employees shall use ordinary care to safeguard their belongings by locking the Premises when not in use and during times other than Ordinary Business Hours, by locking their automobiles, and by taking reasonable precautions with respect to items such as handbags, wallets and other valuables.
24. Tenant agrees that Landlord may reasonably amend, modify, delete or add new and additional rules and regulations for the use and care of the Premises, the Building and the Building Complex. Tenant agrees to comply with all such rules and regulations upon notice to Tenant from Landlord. In the event of any breach of any rules and regulations herein set forth, or any reasonable amendments, modifications or additions thereto, Landlord shall have all remedies set forth in this Lease in the event of default by Tenant.
25. 1515 Arapahoe maintains a no smoking policy throughout the building including the following areas; tenant suites, lobby, 2nd floor plaza, restrooms, stairwells, elevators and parking garage. Smoking the following items on the premises is not permitted; cigarettes, e-cigarettes, vape pens, cigars, hookah tobacco products and marijuana. Please use the designated smoking area located 25 feet from the Arapahoe Street entrance facing Skyline Park. Ashtrays to dispose of cigarette butts are provided.

TENANT COMMUNICATION

Upon move-in, each tenant will be required to complete a Tenant Contact Information Sheet that includes contacts for general and emergency correspondence, after-hours access, signatories for property removal passes, key control authorities, and persons responsible for lease payments, as well as the option to be included in the electronic lobby directory. Completed forms and attached signature pages must be returned to the Management Office. It is important to update the contact sheets as changes are made and to send any updates to the Management Office. On an annual basis, all tenants will be asked to review and update their forms.

LOCKS & KEYS

The Management Office provides each tenant with two keys to each door in the suite and will supply additional keys and/or replacements at an additional cost. For your protection, the keying system is proprietary. Unauthorized locksmiths cannot duplicate keys.

The Management Office must approve the change or addition of any locks in your office. All keys must be returned to the Management Office at the end of the lease.

Each tenant will need to identify at least one person who is a designated tenant representative that will authorize key requests through the Management Office.

BUILDING ACCESS CARDS

Building Access Cards - Office Hours & Location

Access cards are produced Monday – Friday between the hours of 8:00 a.m. and 5:00 p.m. in the Management Office located in Tower 1, Suite 115.



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New Hire Process

Fill out an Access Card Action Form which must be completed and signed by the authorized designated representative from their company. The form can be e-mailed to the Property Administrator, Nichole DePass at nichole.depass@am.jll.com. Nichole will notify the authorized designated representative when the card is ready for pick-up in the Management Office located in Tower 1, Suite 115.

Group Hires

If a large group of new employees requires access cards, please submit the completed Access Card Action Forms via email to nichole.depass@am.jll.com. Nichole will notify the authorized designated representative when the card is ready for pick-up in the Management Office located in Tower 1, Suite 115.

Reporting & Replacement of a Lost Access Card

Please notify the Management Office immediately of lost access cards by sending an email to nichole.depass@am.jll.com. Outside of regular business hours, the notification may be made via phone, 303.571.5000. The access card will be cancelled and a replacement will be issued. There is a \$10 charge for all replacement cards and must be completed as a bill back to the tenant. We do not accept cash or checks.

Terminated Employees

Please notify the Management Office immediately when an employee is terminated so that the access card will be cancelled. Only the designated tenant representatives are authorized to make these requests. Initial notification may be made via phone at 303.571.5000, but must be followed by written documentation either via email or on company letterhead. The communication should include the full name of the employee and the effective date of the termination. Please send a notification email to nichole.depass@am.jll.com.

Forgotten Access Cards

All individuals with an active access card who have forgotten their access card will be required to use tenant-specific security procedures. After three (3) consecutive days of a forgotten access card, the individual will be required to obtain a new keycard on the fourth day. Please refer to the Lost Access Card procedure.

FOOD DELIVERIES

During regular building hours, Monday through Friday, food deliveries may be brought up to the tenant suites.

BUILDING FEATURES & LOCAL SERVICES



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GREEN BUILDING OPERATIONS



1515 Arapahoe is proud to be LEED Gold certified and we operate with the latest sustainable building operating procedures. In 2014, 1515 Arapahoe recycled over 64 tons of waste. We provide a single stream recycling program in the building and more information about this program can be found under Tenant Services.

WEBSITE

The website was designed specifically to deliver information and services to 1515 Arapahoe tenants. All Handbooks and forms can be found on our website.

To access the website, please go to www.1515-arapahoe.com.

ELEVATOR SERVICE

Tower 1:	Lobby and Floors 1 – 16
Tower 2:	Lobby and Floors 1 – 7
Tower 3:	Lobby and Floors 1 – 11
Garage Elevators:	Floors P1 – P3, Lobby

BUILDING CONFERENCE ROOM

WHO DO YOU CALL?

The Conference Facility is available on first come, first serve basis. To schedule this facility please call the Management Office at 303.571.5000 and speak to the Property Administrator, Nichole DePass. The hours of availability are Monday – Friday, 8:00am – 5:00pm. After-hours access can be arranged through our office and will take coordination on both our parts; however we will work with you to meet your requirements. We also ask that a request for after-hours use be reasonable and something that can be managed by both our office and yours. Once you have contacted our office and the date(s) you requested are available, we will ask you to send us a completed Conference Room Request Form.

IS THERE A CHARGE?

\$50/HALF DAY
1-4 HOURS

\$100/ALL DAY
5-8 HOURS

The cost for the facility is to cover basic maintenance and repair and it includes the use of the projector, VCR, audio conference system as well as heating/cooling and electrical requirements.



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AUDIO CONFERENCE SYSTEM 303.534.5999

The facility provides a Polycom Audio Conference System. The above number can be used for outside callers to call in to the conference room. Any long distance service needed for you to call out of the conference room will have to be arranged with your long distance provider before time of use.

INTERNET ACCESS

The facility currently provides one analog phone line for connecting your PC's to access the Internet. They are located at each floor outlet and one at the column by the window. Simply connect your PC into the data outlet and access your Internet carrier. The basic fee covers the data line provided to the facility.

MARKER BOARD/SCREEN

The facility is equipped with a combined "write-on" marker board (markers and erasers included), which also serves as a screen for overhead video viewing. **WARNING – DO NOT USE ANY MARKERS OTHER THAN THE DRY MARKERS PROVIDED FOR THE CONFERENCE ROOM FACILITY.**

SEATING/TABLES

The facility has tables and 20 chairs. The conference room is normally arranged in a standard "conference" arrangement. The configuration can be changed to a "classroom" style or a "U" shaped style. Please make sure, if you have a configuration request other than conference style, that you contact the management office 48 hours in advance or at the time of reservation, whichever is longer. Any additional chairs will need to be provided by the tenant.

ADDITIONAL EQUIPMENT RENTAL

You are welcome to use any company for your additional equipment rental needs. Please make sure that the room returns to its normal operating condition after use of any outside equipment.

CATERING

You are free to contact your catering company or contact the restaurants within the building. They are Park Central Café at 303.534.2616 and Willie G's at 303.575.9000. Any caterer will need to provide a certificate of insurance prior to use.

There are limitations to what the facility can accommodate, so please ask your caterer to coordinate their services through the management office. We will be happy to open the facility for them to coincide with your requirements.

EXERCISE FACILITY

The building exercise facility offers basic exercise equipment, including cardio and weight training machines as well as showers for the convenience of tenants. Call or stop by the Management Office for more information and to gain access to the facility. A release form must be signed before access is granted.



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PARKING

Laz Parking
2139 Curtis St.
Denver, CO 80205
303.291.1111 phone

Parking is operated by Laz Parking and their office is located at 2139 Curtis St. The office is generally staffed from 8:00 a.m. – 5:00 p.m. Monday – Friday.

The entrance to the garage is located on Lawrence Street. The parking garage clearance has a 6’6” maximum vehicle height and lower clearances exist and are marked in the garage.

The parking garage is open daily Monday – Sunday until 2:00 a.m. The garage is open to the public as well as the tenants of 1515 Arapahoe as assigned in the office lease. The garage accepts cash and credit card as payment for daily parking fees.

Visitor and Daily Parking Rates

Each 12 Minutes	\$2.00
Daily Maximum	\$18.00
Friday (after 5pm) – Saturday (all day)	\$10.00
Sunday and Evening Rate after 5:00 p.m.	\$6.00

*Special event rates may apply from time to time and will be posted at the garage entrance.

There is an Early Bird Program available. You must be in the garage before 8:30 a.m. and out after 3:00 p.m. Early Bird is on a first come, first serve basis. All Early Bird parker’s must park in the designated area on the P3 level of the garage. Early Bird is available Monday – Friday. The Early Bird Program is not available on Holiday’s during the week.

Early Bird Rate \$10.00

Monthly Parking

Monthly parking spaces are available for lease to 1515 Arapahoe tenants per the terms of their lease. Additional parking may be available on a month-to-month basis depending upon availability. Parking accounts commence on either the first or fifteenth of the month and require 30 days written notice of cancellation. If a monthly parker forgets his/her parking card the cashier on staff has a list of monthly parkers that will be able to assist in getting you out for the day at no cost. You may also visit the building management office to reset your card in Tower 1, Suite 115.

Monthly Parking Rates (update as of 7/1/15)

Unreserved	\$195.00 per month
Non-tenant	\$205.00 per month
Reserved	\$250.00 per month

Monthly Payment Information

Payments for parking should be made directly to the parking operator and should not be included with office rent. Payments may be made online at www.lazparking.com or mailed to:



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Remittance Address

Laz Parking
2139 Curtis St.
Denver, CO 80205

Parking Access

Monthly parkers can enter and exit the garage 24 hours a day, 7 days a week. Parking cards contain an anti-pass back feature. This means that the card must be used to enter the garage before it is allowed to be used for exiting the garage. If your card does not work at the garage entrance or you have forgotten it, pull a ticket to enter and contact the parking office before leaving for the day.

Validation Coupons

Validation coupons are sold in the following denominations and must be paid for at the time of purchase:

\$1.00 coupons \$100.00 per book of 100
\$2.00 coupons \$200.00 per book of 100
\$4.00 coupons \$400.00 per book of 100
\$5.00 coupons \$500.00 per book of 100

\$18.00 coupons can be purchased individually

Please be sure to separate coupons before giving them out. The parking machine cannot process multiple coupons at once. Also, please keep in mind that validations/coupons must be used with the ticket the customer pulled upon entering the garage. The lost ticket button on the machine will not work with the validations/coupons.

Pay Station

The garage at 1515 Arapahoe is fully automated; however, we do have a cashier staffed at the following hours:

Monday:	3:00 p.m. – 9:00 p.m.
Tuesday – Thursday:	3:00 p.m. – 10:00 p.m.
Friday:	3:00 p.m. – 2:30 a.m.
Saturday:	5:00 p.m. – 2:30 a.m.

Directions for use of the Pay Station

1. Insert the parking ticket you received when entering the garage. The ticket must be inserted as indicated in the picture on the machine. The machine will tell you the amount due.
2. Insert your validation coupon, credit card or cash. All items must be inserted as indicated in the picture on the machine. If the machine states the ticket is invalid, it's likely that the payment has been inserted incorrectly. Try to re-insert it and if you continue to have problems, follow the instructions on the machine for assistance.
3. When finished, push the button for a receipt if desired.
4. Take your change and/or receipt from the bottom of the machine.



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Assistance with using the pay station is always available.



If you press “1#” you will get someone via phone who can assist you in getting out of the garage. If there is no answer, press “*” to hang up and then press “2#” for assistance.

BICYCLE PARKING

The bicycle racks are located on the 2nd floor plaza - Tower 3 side and in the parking garage - 1st Level - Tower 1 side.

PUBLIC TRANSPORTATION

1515 Arapahoe is very accessible to tenants and visitors via public transportation.

RTD: RTD provides bus, light rail, Skyride and Park-n-Ride services. For more information, visit their website at www.rtd-denver.com.

Airport Transportation: Super Shuttle picks up every 15 minutes at The Westin Hotel in the Tabor Center located at 1672 Lawrence Street. For more information call 303.572.9100.

TAXI SERVICES

Below is a list of phone number for Taxi Services in Denver:

Yellow Cab	303.777.7777
Metro Taxi	303.333.3333
Freedom Cab	303.444.4444

MAIL SERVICES

U.S. Postal Service drop-off boxes are located on the lobby level of the building by the Tower 1 and Tower 3 elevators. Check the boxes for posted pick up times.

Federal Express and UPS drop boxes are located on the first level of the parking garage, Tower 3. Check the boxes for posted pick up times.

16th Street Mailing and Shipping Center at Independence Plaza.
Phone: 303.534.2900



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RESTAURANTS AT 1515 ARAPAHOE

Park Central Café (Now Accepting American Express)

Tower 1, Second Floor Plaza Level
Breakfast: 6:30 a.m. – 11:00 a.m.,
Monday - Friday
Lunch: 11:00 a.m. – 2:00 p.m.,
Monday - Friday
Phone 303.534.2616 ■ Fax 303.534.0840

Evil Bean Coffee Cart (Now Accepting American Express)

Park Central Lobby
Serving gourmet coffees and pastries
6:30 a.m. – 3 p.m. Monday – Friday

LOCAL RESTAURANTS

A partial list of restaurants in close proximity to 1515 Arapahoe:

Palm Restaurant
1672 Lawrence St.
303.825.7256

The Cheesecake Factory
1201 16th St.
303.595.0333

Tom's Urban
1460 Larimer St.
720.214.0516

Ocean Prime
1465 Larimer St.
303.825.3663

The Capital Grille
1465 Larimer St.
303.539.2500

Rock Bottom Restaurant & Brewery
1001 16th St., #100
303.534.7616

Corner Bakery Café
1147 16th St.
303.825.0525

Sam's #3
1500 Curtis St.
303.534.1927

TENANT SERVICES

SIGNAGE

Building Directory

The Management Office maintains the electronic directory that is located in the lobby. Company and individual employee names are listed at each tenant's discretion. Changes to the directory must be submitted in writing to the Management Office.



Tenant Services Handbook

Signage & Suite Indemnification

Each tenant has the right to display its company name and/or logo on its entry doors or within its suite. The Management Office must approve all new tenant signage or changes to existing signage, and can also help with recommendation of a qualified vendor.

HEATING, VENTILATION & AIR CONDITIONING

Unless otherwise specified in the Lease, the building heating, ventilation and air conditioning (HVAC) systems are on:

Monday – Friday	6:00 a.m. – 6:00 p.m.
Saturday	8:00 a.m. – 1:00 p.m.
Sunday & Holidays	None

If after-hours HVAC is required, an authorized company representative can complete an After-Hours HVAC form and e-mail or deliver it to the Management Office at least 24 hours prior to the time service is needed. The Management Office must receive requests for weekend HVAC no later than 3:00 p.m. on Friday.

JANITORIAL SERVICES

During the weekdays, 1515 Arapahoe provides janitorial services in all tenant and public areas. Our janitorial services staff maintains the building’s cleanliness and can quickly respond to tenant needs.

Day porters are available from 8:00 a.m. – 5:00 p.m. Monday through Friday for common areas, stocking bathrooms and minor office clean-ups.

Cleaning in tenant suites is provided each weeknight beginning at 5:30 p.m. On a nightly basis, our staff will empty trash, vacuum high traffic areas nightly, dust, spot clean glass, dust mop hard floors, etc. Cleaners are instructed not to dust desktops that are covered 75% or more and not to dust computers to prevent static interference. **Do not put any items that you do not want thrown away in or around the trash cans.** Break down boxes that you want thrown away and mark them clearly with either TRASH/BASURA or RECYCLE/RECICLAR. For an additional charge, weekend services, refrigerator cleaning, kitchen maintenance, dishwashing, microwave cleaning and other special cleaning services can be arranged through the Management Office.

RECYCLING

1515 Arapahoe has an active recycling program available to all tenants of the building. Waste Management provides a single stream recycling program. This program is also referred to as commingling meaning all recyclable material can go into one receptacle. This includes aluminum, plastics and glass. Each tenant will select the plan they want to participate in from the following two options:

Two desk side receptacles; trash and recycling: The janitorial crew will only empty one of your desk side receptacles. If you choose this first option, trash gets removed on a nightly basis. Your recycling receptacle would be your responsibility to take to a common area and empty.

One desk side receptacle; trash or recycling: Either receptacle you choose would be emptied on a nightly basis leaving the other receptacle as your responsibility to take to your common areas.



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**Common area(s)/ Central location(s) trash and recycling get emptied every night.

**Each tenant/suite chooses one option with full participation from every employee.

Upon request, each tenant employee will be furnished with a blue desk side container for recycling paper only. Larger containers for use in copy rooms must be purchased by the tenant. For additional blue desk side containers, please contact the Management Office.

Single-Stream Recycling:

Aluminum Cans

Paper Cardboard, Dairy & Juice Containers

Flattened Cardboard

Paperboard

Plastic Bottles

& Containers #1-7

Junk Mail & Magazines

Glass Bottles & Jars

Non-Confidential Office Paper,

Brown Paper Bags & Newspapers

Manila Folders

Tin & Steel Cans

Non-Recyclable Materials:

Food Waste

Greasy Cardboard & Paper

Electronics & Cords

Liquids

Biodegradable or Compostable

Plastics

Plastic Bags, Film,

Bubble Wrap

Batteries

Poly-lined Beverage Cups

Plastic Cutlery, Straws,

Other #6 Plastics

Foam

Toner Cartridges

Used Napkins, Paper Towels,

Tissues

EXTRA SERVICE WORK

The Management Office is able to provide additional services such as carpet cleaning, exterminating, extra security service or extra window cleaning through the building contractors, for an additional charge. Tenants choosing to use an outside contractor for additional services must obtain approval from the Management Office in advance.

TENANT INTERIORS & ALTERATIONS

Construction Work

Office suites are ordinarily built to suit the needs of individual tenants prior to move-in. Should your office needs change and require alteration of your space, please observe the following rules:

Request a current copy of the building's Contractor Rules and Regulations, which can also be found on the website. The Management Office must approve all tenant alterations or remodeling in writing before work begins.

Tenant contractors will be required to comply with all building rules and regulations. A certificate of insurance listing the appropriate parties as additional insureds and providing evidence of the required coverage and limits must be submitted prior to beginning any construction. Failure to provide the necessary level of insurance coverage will result in stop of work until compliance can be proven.

Upon arriving at the building, the contractor must provide identification at the Arcade entrance in return for a building pass. The building pass must be worn at all times while in the building. Contractors are expected to utilize only the service elevators for ingress and egress, and to abide by all safety and security policies and procedures of 1515 Arapahoe.



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Tenant Space Repairs

1515 Arapahoe does not loan or rent property-owned tools or equipment to tenants or their vendors and contractors. The Management Office staff can perform a variety of minor repairs to tenant spaces. The building's engineers repair items such as locks, light fixtures, sinks or supplemental HVAC equipment. The engineering department can also install pictures and shelving. Please have your authorized representative make such requests in advance (except in cases of emergencies) to the Management Office. Appropriate charges for labor and materials will apply and will appear on the tenant rent statements.

MOVING INFORMATION

GUIDELINES FOR TENANTS & MOVERS

All major move ins/outs must take place before 7:00 a.m. or after 6:00 p.m. Monday through Friday or any time Saturday or Sunday. Major moves are those taking more than 20 minutes to load or unload. All major moves must be scheduled at least 48 hours in advance by contacting the Management Office. Small moves of one load may be done during the day from 9:00 a.m. until 11:00 a.m. and from 1:00 p.m. to 4:00 p.m.

The moving company must have a current Certificate of Insurance on file with the Management Office prior to any move in activity.

The additional insured and dollar amounts must meet or exceed the specified requirements. For a copy of the current insurance requirements, please contact the Management Office.

Insurance and Indemnification

Before any Vendor/Contractor may do any work at or prepares or delivers material to the project site, Vendor/Contractor shall provide Jones Lang LaSalle Americas, Inc. with original certificates of insurance evidencing coverage in amounts either as required by the specifications or as follows, whichever is greater. Original certificates must be sent by the Insurance Carrier or Agent via U.S. Mail (facsimiles will not be accepted). Please ensure that all correspondence references the project or job.

- a. **Worker's Compensation:** As required by the state in which the work is being performed.
- b. **Employer's liability Insurance:** With limits not less than \$1,000,000 per employee per accident.
- c. **Comprehensive General Liability:** (Occurrence form) insuring bodily injury, personal injury, and property damage arising out of all operations of the named insured and including products and completed operations; independent contractors; explosion, collapse and underground hazards (X,C,U); contractual liability specifically covering the Hold Harmless Agreement as set forth in (f) below; broad form property damage, including completed operations; severability of interest wording insuring claims between insureds; added as an additional insured Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc. and TR Park Central, LLC; and as an endorsement stating that coverage for Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc. and TR Park Central, LLC under Vendor/Contractor's policy is primary and non-contributing with other insurance available to Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc. and TR Park Central, LLC. The limits of liability shall not be less than:



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\$2,000,000 each occurrence, bodily injury, personal injury and property damage;
\$2,000,000 annual aggregate for the products and completed operations hazard; and
\$2,000,000 general aggregate for this location or job, if a general aggregate applies.

- d. **Hazardous Operations:** In the sole discretion of Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc. and TR Park Central, LLC, Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc. and TR Park Central, LLC may require additional limits of liability and/or additional forms of insurance and/or surety.
- e. **Automobile Insurance:** Providing not less than \$2,000,000 bodily injury and property damage liability for each accident for all owned, non-owned, or hired autos and all other coverage's as required by the state of operation.
- f. **Hold Harmless Agreement:** To the fullest extent permitted by law, Vendor/Contractor shall assume all liability for and shall promptly defend and indemnify Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc. and TR Park Central, LLC, and their respective agents, members, partners, employees, and mortgagees, from and against any and all losses, claims, liabilities, costs, damages, settlement payments, judgments, and expenses, including reasonable attorney's fees, on account of bodily injury, personal injury including death, sustained by any person or person's whomsoever, including employees of the Vendor/Contractor or employees of the Vendor/Contractor's sub-contractors, and for injury to or destruction, including loss of use, of property of any person or organization, arising out of or relating to the performance of this

contract whether such performance be by the Vendor/Contractor, any of Vendor/Contractor's sub-contractors, or anyone either directly or indirectly employed or otherwise retained by either, except for such matters caused solely and exclusively by the gross negligence or willful misconduct of Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc. and TR Park Central, LLC.

All insurance must be placed with insurers having a Best's rating of "A 10" or better, and include: Waiver of Subrogation in favor of Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc. and TR Park Central, LLC and thirty (30) days' Notice of Cancellation to Jones Lang LaSalle Americas, Inc, and TR Park Central, LLC.

An Additional Insured Endorsement is required (Form CG 2026 11 85) or equivalent.

Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc. and TR Park Central, LLC must be listed as an additional insured.

Please send certificate to:

Jones Lang LaSalle Americas, Inc
1515 Arapahoe Street, Tower 1, Suite 115, Denver, Colorado 80202,
Or via E-Mail: nichole.depass@am.jll.com

Protection

Freight Elevators: Masonite must be placed on the floor from the dock to the padded elevator and from the padded elevator to the tenant space. The Masonite will remain on the floor until the move is complete. Protection must also be provided for elevator openings, hallways and doorways. Movers must use the padded elevator only. **All tower elevators are approximately 5'5" wide by 6'6" long by 9'0" high.** The weight limit in the elevators is 3,000 pounds. Movers must check in with the lobby desk before using the elevators.



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Damaged Elevators

All damage to elevator cars such as broken safety edges, broken doors or damaged controls will be repaired by the building designated contractor at the tenant's expense.

Loading Dock

The loading dock is located directly adjacent to the parking garage entrance ramp on the right side of Lawrence Street between 15th & 16th Streets. The loading dock is open from 6:00 a.m. – 6:00 p.m., Monday through Friday. There is a height restriction of 14'0" and 20'0" in length.

The loading dock is available on a first come, first serve basis for a duration of 20 minutes maximum. Each tenant must insure that all of their vendors and movers have toured the loading dock area in advance of any move in activity in order to view the restrictions as to size and length of vehicles as well as understand the building security requirements for the move. This tour should be arranged through the Management Office.

Clean-Up

Removal of Masonite, tape, pads, corner boards, empty containers, boxes and carts from public areas (corridors, elevators, lobby, etc.) must be accomplished prior to the following business day.

CONSTRUCTION RULES AND REGULATIONS

CONTACTS

Vice President Amy Vadovic (303.571.5000)
 Assistant General Manager Elizabeth Knight (303.571.5000)
 Chief Engineer Donald Smith (303.253.4563)
 After Hours Access Clearances Nichole DePass (303.571.5000)
Lobby Desk 303.820.2793

Building Hours: 6:00 a.m. – 6:00 p.m. Monday - Friday

RULES

All general contractors, subcontractors, suppliers, vendors, etc. shall be immediately advised of the following rules concerning their proper conduct within the building. It is the general contractor's responsibility to ensure that their subcontractors read and understand these rules and regulations. Ignorance of these rules is neither a waiver of liability nor responsibility.

Access to Jobsite

1. Access to any construction job site is restricted to the general contractor and their subcontractors. All unauthorized persons will be asked to leave the job site. **All contractors and subcontractors must check in at the Lobby Desk so security knows where they are in the building. They will leave a copy of the identification and retrieve it when they are finished for the day.**
2. **Contractor must inform the management office in writing of construction start and completion dates. They must also provide the management office with a construction schedule and a list of subcontractors, contact names, and phone numbers. In addition, Contractor must supply the management office with current certificates of insurance for all contractors and sub-contractors (see insurance requirements below).**



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3. **The dock is for loading and unloading only with a 20 minute maximum.** The loading dock is open from 6:00 a.m. to 6:00 p.m., Monday through Friday. The delivery of merchandise, supplies, fixtures, and other materials or goods to and from the work area and all loading, unloading, and handling **MUST be done BEFORE or AFTER Building Hours** and scheduled in advance with the Management office for security clearance. Small 1 trip loads may be done between 9 am – 11am or 1 pm to 4 pm.
4. **Any work that involves loud noises or strong odors MUST be done BEFORE or AFTER Building Hours.**
5. Construction crews shall provide their own parking. Any unauthorized vehicle in the loading dock area shall be ticketed and towed at its expense.
6. The padded elevators are to be used solely for the transportation of materials and are available for contractor and general building use. After hours scheduling of elevators must be coordinated with the Management office. Stocking and/or vertical movement through the building of materials and/or personnel and equipment for tenant finish work shall be facilitated by use of the padded elevators only.

At no time shall Contractor, its workmen or suppliers, transport equipment or supplies via unpadded elevators. The cost of repairs shall be assessed against Contractor if elevators are damaged by use of contractor or subcontractor employees. It is mandatory that Contractor clean the padded elevator(s) during and after use. **Door Opening = 42" x 103" Width =78" Height =112" Depth =55"**

7. Stocking shall take place only **BEFORE** or **AFTER** Building Hours and only by use of the loading dock, unless special arrangements have been made in advance. Contractors will not be provided exclusive use of the padded elevators at any time, though 24 hours' notice will enhance scheduling opportunities. All materials must be clearly identified prior to being hoisted. The maximum load allowed in the elevators shall not exceed their maximum rated capacity of **3,000 lbs.**
8. Proper floor, wall, door frame and other protections are expected to be provided and maintained for large deliveries of materials, for entrances to construction areas, and common areas located between the freight elevator and construction areas. Construction paths across common areas and/or lobbies must be kept clean at all times and such cleaning will be the responsibility of construction contractor.
9. All after-hours work must be scheduled in advance through the building management office. If a Contractor deems it necessary to perform work before 7:00 a.m. or after 6:00 p.m. Monday through Friday, or any time during the weekend, it shall be that Contractor's responsibility to submit a request accordingly to the management office before 3:00 p.m. on that day. After-hours work may not take place without management office prior approval.
10. After-hours access to tenant spaces or secure floors will require written authorization from the tenant before access will be granted. Extra costs, if any, incurred by Manager to facilitate Contractor's after-hours work, shall be reimbursed to the Manager by the Contractor.
11. Contractor must provide the management office with a list of after-hours/emergency contact names and phone numbers for 24-hour notification during the length of the construction job.



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- 12. No equipment or materials are to be stored outside the confines of the specific construction area without written permission from the management office.
- 13. All Fire System testing and inspections are to be scheduled through the office **after Building Hours**.

Insurance and Indemnification

- 1. Contractor shall, subject to all of the terms set forth below, maintain at its own expense, throughout the life of its performing work at Park Central and the additional time periods specified below, the minimum types and amounts of insurance set forth below, which insurance shall be placed with insurance companies rated, at a minimum, "A" by Best's Rating Guide and shall incorporate the provision requiring the giving of written notice to Manager at least thirty (30) days prior to the cancellation, non-renewal, or material modification of any policies as evidenced by return receipt of United States certified mail:
 - A. **Workers Compensation Insurance** affording thirty days written notice of cancellation to Manager. The amount and scope of such insurance shall be the **greater of** (1) the insurance currently maintained by Contractor, (2) any amounts and scope required by statute or other governing law.

Commercial General Liability Insurance on an occurrence basis in an amount equal to the greater of (1) the insurance currently maintained by Contractor or (2) \$2,000,000 each occurrence; and such insurance shall include the following coverages: (1) \$2,000,000 completed operations coverage, (2) TBD \$1-\$50,000,000 blanket contractual coverage, including both oral and written contracts, (3) \$2,000,000 personal injury coverage, (4) \$2,000,000 general aggregate per project/location, (5) \$5,000 medical payments, (6) **TR Park Central, LLC, Invesco Advisers, Inc. & Jones Lang LaSalle Americas, Inc. its successors and/or assigns ATIMA, shall be added as additional insured's with respect to the above liability policies**, including completed operations coverage, (7) an endorsement affording thirty days' notice to Manager in the event of cancellation of coverage, and (8) an endorsement providing that such insurance as is afforded under Contractor's policy is primary insurance as respects to the Manager and that any other insurance maintained by Manager is excess and noncontributing with the insurance required hereunder. No endorsement limiting or excluding a required coverage is permitted. In no event shall the deductible on any such policy of insurance exceed \$10,000. Claims-made coverage is not acceptable. Please see attached documents for more information regarding insurance requirements. **NOTE: THE ADDITIONAL INSURED ENDORSEMENT REQUIRED HEREIN SHALL BE AN ISO FORM (CG 2010), OR EQUIVALENT.**

Endorsements and Certificates of Insurance shall be mailed or faxed to the **Certificate Holder** as described below:

JLL
 1515 Arapahoe Street, Tower 1, Suite 115
 Denver, CO 80202
 303.571.5000

- B. Business Automobile Liability Insurance in an amount equal to the greater of (1) the insurance currently maintained by Contractor or (2) \$1,000,000; and including the following coverages (I) owned autos, (II) hired or borrowed autos, (III) non-owned autos, and (IV) an endorsement affording thirty days written notice of cancellation to Manager in event of cancellation of coverage. No endorsement limiting or excluding a required coverage is permitted.



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- C. Contractor shall deliver to Manager written evidence of the above insurance coverages, including the required endorsements, prior to commencing work.
 - E. If Contractor fails to furnish and maintain the insurance required herein, Manager may (but is not required to) purchase such insurance on behalf of Contractor, and Contractor shall pay the cost thereof to Manager upon demand and shall furnish to Manager any information needed to obtain such insurance. Moreover, at its discretion, Manager may pay for such insurance with funds otherwise due to Contractor, if work contracted directly with Manager.
 - F. If Contractor performs any work on a design-build basis, then Contractor shall also, for all such design work, be required to secure professional liability insurance (either in the name of Contractor or in the name of the engineer or other design professional performing the design work) in an amount equal to the greater of (1) the insurance currently maintained by the engineer or other design professional performing such design work, or (2) \$2,000,000; on a claims-made basis. Said insurance shall be maintained at all times during the engineer's or other design professional's performance in connection with the building, and for a period of five years following completion of related construction. In no event shall the deductible on any such policy of insurance exceed \$25,000.
2. Contractor shall indemnify, defend and hold TR Park Central, LLC & Invesco Advisers, Inc., D/B/A 1515 Arapahoe and Jones Lang LaSalle, Americas, Inc., and any subsidiary, parent or affiliate corporations of both of them, and all of their directors, officers, agents and employees (collectively, "Manager") harmless from all losses, claims, liabilities, injuries, costs and expenses that Indemnities may incur by reason of any injury or damage or loss sustained to any person or property or entity arising out of or occurring in connection with Contractor's alleged or actual acts, errors or omissions or the alleged or actual acts, errors or omissions of any subcontractor of any tier or any other person directly or indirectly employed by them, or any of them, while engaged in the performance of the work at the building, or any activity associated therewith or relative thereto. Contractor's duty to defend and indemnify Manager and Manager shall exist even if the alleged injuries or damages sustained by the claimant are the result in part of Manager or Manager's active or passive negligence, but the duty to defend and indemnify Manager shall not extend to injuries or damages that are the result of Manager's sole negligence or willful misconduct. Contractor's duty to defend is separate and distinct from the duty to indemnify and shall immediately arise when a claim is asserted against Manager in connection with the performance of Contractor, or those for whom Contractor is liable, in connection with this Contract, and regardless of whether others may owe Manager a duty of defense and/or indemnity. The indemnity rights and obligations identified in this Contract shall be, and are, the only indemnity rights and obligations between the parties, in law or equity, arising out of or related to this Contract, the building (and any project being performed thereto), and any claims asserted in relation thereto.

COOPERATION

- 1. Manager may require that hoardings be constructed around work areas and that all work be conducted and all tools and materials be kept behind such hoardings and that all cutting, drilling or other noisy work is conducted outside occupied tenants' normal business hours.



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2. The Contractor is responsible at all times for keeping work areas and adjacent areas free from accumulations of waste material and/or rubbish caused by their subcontractors, workmen or suppliers. The Contractor is responsible for leaving the work area in a broom clean condition at the end of each work day. The Contractor is also responsible for the final clean-up which shall include but not be limited to light fixtures, windows and trim, entries and public space affected by the work, janitorial rooms, and mechanical rooms. Any repair or cleaning cost incurred by Manager relative to the Contractor's work, including but not limited to delinquency in attending to repairs or cleaning, shall be paid by the Contractor.
3. 1515 Arapahoe is a non-smoking building. **Smoking is absolutely prohibited in construction areas, common areas, non-public areas the parking garage and loading dock.**
4. Contractors, subcontractors, workmen and suppliers shall be required to use restrooms designated by Manager for use by construction personnel. Damages shall be repaired at the damaging contractor's expense as reasonably determined by Manager. Use of building restrooms other than those designated are restricted and are off limits to construction personnel. Restroom facilities shall be maintained by the Contractor while work is underway.
5. Manager also retains the right to deny building access to any individual(s), permanently or temporarily, if in Manager's sole discretion such individual(s) commit(s) any action which could be considered detrimental to the building, its personnel and/or its tenants.

TECHNICAL PROCEDURES

1. This building has sensitive fire and life safety systems, therefore various precautions need to be taken by Contractor in order to avoid false alarms. These precautions will likely include covering smoke detectors and/or periodically disabling fire alarm zones. Any work that may impact the fire and life safety systems must be coordinated through the building management office. Costs incurred by Manager for false alarms caused by Contractor will be passed on to Contractor. Methods employed to avoid false alarms must not compromise life safety in the building.
2. Emergency lighting, life safety and energy management systems shall not be disconnected under any circumstances without prior written approval from Manager. Upon receiving approval, the work shall be scheduled through the building management office 24 hours in advance. Work shall be performed expeditiously and emergency facilities shall be restored immediately upon completion. Additionally, building personnel, who monitor all life safety systems, must be notified at 303.571.5000 or 303.820.2793 prior to any such work being started.
3. Building return air shafts, and Variable Air Volume (VAV) boxes, where applicable, must be protected under dusty conditions by the use of a suitable filter media. Installation and removal of such media should be coordinated through the property management office. **Proper dust control measures must be used and maintained at all times, including installation of filter media at the return ducts to the air handler room (return air plenum), and pre-filters at the air handler intake located at the front of each unit. Contractor will be responsible for any and all damages to motors and/or variable frequency drive equipment, due to infiltration of contaminants.** Air handling rooms must be returned to the same condition at the end of a project as they were before construction commenced.
4. All abandoned equipment, cabling, ductwork, piping, etc., shall be removed by Contractor at the time it becomes abandoned or at the time it is discovered abandoned. Verify with Manager prior to removal.



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5. No core drilling, concrete removal or structural steel alteration shall be performed without prior written approval of Manager and Manager's structural engineer, if required. X-rays may be required prior to any and all core drilling. The Contractor must take prudent precautions to ensure that no one (including occupants, visitors, building personnel, inspectors and workmen) will be exposed to potentially harmful rays. Core drilling and X-rays must be performed before 7:00 a.m., and after 7:00 p.m., or on weekends and should be coordinated at least 48 hours in advance through the property management office. In addition certain types of demolition and the use of powder-actuated tools should be coordinated through the management office to minimize conflicts with other tenants in adjacent spaces or floors.
6. Temporary power is available at the electrical room on each floor. Additional power requirements beyond those provided shall be the responsibility of the Contractor.
7. All temporary lights shall be provided and maintained by the Contractor. Contractor is responsible for turning off lights and breakers each night.
8. Manager shall be notified 24 hours in advance before Contractor cuts into any duct, sprinkler line, water meter, or before moving any air handling equipment, thermostat, etc.

Additionally, a 24-hour notice shall be given prior to any varnishing, draining of sprinkler lines, or use of toxic materials so that ventilation requirements may be reviewed. **Drainage of sprinkler lines must occur after hours to avoid odors permeating the building during normal business hours. Additionally, work on sprinkler lines (cutting, draining, etc.) on tenant occupied floors shall occur only after regular business hours.** Manager reserves the right to withhold approval for Contractor to use any materials which Manager, in its sole discretion, deems could be harmful to the building or its occupants.

9. Painting, varnishing, and any processes that involve petroleum or solvent-based chemicals **MUST be performed BEFORE or AFTER Building Hours**. Latex or water-based processes may be reviewed on a case by case basis for application during normal working hours.
10. Final fire alarm tie-in shall be performed by Fire Alarm Services (303.466.8800) at Contractor's expense. No exceptions will be considered.
11. All cabling (including but not limited to telephone and computer cabling) shall be plenum rated and independently supported; existing wires, pipes, conduits, ceiling grid, etc. shall not be used to support cables.
12. 1515 Arapahoe relies on an energy management system to control its lighting and HVAC. **Prior** to any demolition or remodeling, Contractor shall review with Manager the location of all related wiring, sensors and thermostats and ensure they are not damaged in conjunction with Contractor's work. In the event that temporary removal is necessary, Contractor shall obtain Building Management's prior approval, which shall require a plan for their relocation/re-installation. Unapproved removal of any components in this system will result in a back charge to the Contractor for repair, replacement and incidental costs.
13. Contractor **must** have a minimum **10 lb. ABC fire extinguisher** on the construction site at all times.
14. All flammable, combustible, and toxic materials are to be stored in approved containers supplied by the contractor at all times. No gasoline-powered devices will be permitted within the building. All equipment will be electrically operated. All hazardous materials must be removed by the Contractor according to EPA and OSHA guidelines upon completion of the project.



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15. No one shall be allowed to endanger the building or its occupants in any manner whatsoever. Contractor shall immediately correct any hazardous conditions. If contractor fails to correct the hazardous condition, Jones Lang LaSalle Management reserves the right to correct the situation at contractor's expense.
16. All construction debris shall be removed on a timely basis and shall not be allowed to produce a fire hazard. If contractor fails to keep the premises clean, Manager reserves the right to remove the debris at the contractors' expense.
17. **Existing window blinds should be pulled to the top of the window and covered in plastic for duration of the job.**
18. Retail construction areas must utilize paper window coverings at all times during the construction process.
19. Tenant telephone equipment may not be installed in the building telephone closets. Tenant telephone equipment must be installed within the tenant's leased premises. Please notify the management office if tenant communications equipment is planned for installation in the building telephone closet.

CODE COMPLIANCE

The Contractor, at its sole expense, shall procure all legally required permits relative to the construction work, and shall, during construction, comply with all applicable legal requirements. The construction work shall, once completed, comply with all applicable laws, ordinances, regulations, codes or orders of any state, municipal or other public authority affecting same, and with all requirements of the local fire rating insurance organization, the Denver Fire Department and other similar bodies.

SAFETY

1. All state, local and federal safety rules and regulations must be observed at all times. All contractors shall cooperate in every detail with any and all other safety requirements imposed by Manager.
2. Each Contractor shall be responsible for providing and maintaining its own first aid kit.
3. Contractor shall ensure that proper working attire is worn at all times Contractor's workmen are on site.
4. Contractor must comply with all applicable EPA, OSHA, and Colorado Regulation #8 guidelines concerning asbestos. Proper training consistent with OSHA regulations is required prior to project commencement.
5. Contractor must comply with all federal, state and local codes pertaining to hazardous materials. Contractor must supply appropriate documentation including but not limited to Material Safety Data Sheets covering materials used on this job. All hazardous and toxic materials must be stored in original containers with D.O.T. approved labels in a location specified by building management. Manager reserves the right to restrict and/or deny the presence of toxic or flammable materials in the building. Information relative to any toxic or flammable materials shall be provided to Manager before such materials are brought into the building.



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6. **AT NO TIME SHALL CONTRACTORS EMPLOY METHODS TO PREVENT STAIRWELL DOORS FROM CLOSING AND LATCHING. THIS IS A CODE VIOLATION THAT WOULD SEVERELY IMPACT THE PRESSURIZATION ASPECT OF THE BUILDING'S FIRE SAFETY SYSTEM DURING AN EMERGENCY.**

DAMAGE PREVENTION

1. Contractors are only permitted access to the specific floors on which they are working. All other areas are considered off limits.
2. Any access required into a finished area shall be coordinated by the Contractor through Manager. The Contractor shall then assume complete responsibility for the area and shall bear all costs for repair of new or existing work.
3. Contractors doing work on an occupied floor are required to protect all finished floors and walls as necessary, but with a minimum 6 mil. Visqueen until all major deliveries have been received and all drywall work is completed. Repairs for any associated damage shall be the responsibility of the Contractor.
4. Each Contractor will be responsible for properly protecting and safeguarding its work. The Manager shall not in any way be held liable for damage or loss to Contractor's work. Damage shall, however, be paid for by the damaging contractor as determined solely by Manager.
5. Any damage to existing base building work shall be the responsibility of the damaging contractor as determined by Manager.
6. Janitor closet(s) shall become the Contractor's responsibility upon start-up of work. Upon completion of work, Manager shall inspect the janitor closet(s) and, if necessary, may complete clean-up, routing, repainting, etc. Associated costs shall be forwarded to the Contractor. Janitor closets, electrical closets, and telephone rooms shall not be used for storage **at any time**.
7. Manager shall have sole determination with respect to the appropriate incidental charges (i.e., damage or non-compliance charges) allocated to Contractor.

OTHER

1. Manager may inspect construction areas at any time, and stop work if Contractor is not in compliance with these rules and/or not performing work in accordance with plans and specifications approved by Manager. Such work stoppage shall not relieve Contractor of its responsibility for timely completion of work pursuant to any contractual agreement.
2. Since there is inadequate room on site for dumpsters, Contractor must arrange for removing trash from the building. Hauling must be scheduled after-hours.
3. Contractors and subcontractors shall be responsible for providing all necessary tools and equipment to perform the work.
4. Manager does not provide for the Contractor's security at the job site. Security shall be the responsibility of the Contractor. Manager must be provided two (2) master keys for each "lock-off" area under the control of a Contractor.
5. Provisions for Contractor's job site telephones shall be Contractor's responsibility.



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6. No build-out materials are to be taken from Manager's stock unless Contractor has obtained prior written approval to use such materials (in specified quantities) from Manager, to the extent that Manager has any stock available. A complete list of requested materials is needed and 24 hours' notice required prior to pick-up.
7. At the completion of the job, deliver any warranty information, as-built drawings, air balance reports, and a copy of the Certificate of Compliance to the Jones Lang LaSalle Management office.
8. Contractors, subcontractors and suppliers shall be responsible for submitting lien releases at the time final payment is made. If such lien releases are received by a tenant, they shall be forwarded to Manager.
9. Where a Contractor is engaged directly by a tenant, all references to "Manager" herein shall be considered "Landlord." The tenant is responsible for the performance of the Contractor, their subcontractors, workmen and suppliers, as well as any expenses incurred by the Contractor from Manager. No work shall commence without Manager's advance written approval of plans. Any relative action detrimental to the building and/or its tenants shall become the sole responsibility of that tenant.
10. **NO RADIOS**, television sets, or recorded music will be allowed on the construction site (headsets may be used).
11. Regulations supplemental to those above may be incorporated as part of these Construction Rules if deemed appropriate by Manager.
12. 1515 Arapahoe is certified LEED Gold. We ask that during construction you use sustainability and recycling practices.

EMERGENCY PROCEDURES INFORMATION

QUICK REFERENCE GUIDE

BUILDING ADDRESS:

1515 Arapahoe Street, Your Tower, Your Suite Number/Floor _____

IMPORTANT PHONE NUMBERS:

Building Lobby Desk (24 hours)	303.820.2793
Building Management Office (M-F 8-5)	303.571.5000
Police/Fire/Medical Emergency	911
Police Non-Emergency	720.913.2000 or 311



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FIRE ALARM:

Upon Alarm - Follow instructions of Floor Wardens - (Look for the red cap) ALWAYS EVACUATE, unless you are told not to. Evacuation will be directed by the security team, and communicated via the PA system. If instructed by your floor wardens, the PA system, or if your area is affected by fire or smoke, evacuate via the stairwells located in the core of the building. (FOLLOW THE EXIT SIGNS TO STAIRWELLS) Make sure all stairwell doors are closed completely. Do not try to re-enter on other floors - follow the stairwells to the egress level and follow the directional signs to safety. BE SAFE...if you SMELL smoke - call the management office or lobby desk. If you SEE smoke - pull a "pull station", proceed to the stairwells, and use the stairwell phones to notify the lobby desk of your situation.

POWER OUTAGE:

Remain calm - Emergency generator will operate within 60 seconds. DO NOT EVACUATE! Do not attempt to use elevators - all elevators will return to ground level, and then only one per bank will operate under emergency power - please limit use. Only emergency systems will have power, including minimal lighting. Restrooms are not equipped with emergency power - please do not use. Relocate to an area near the windows and await instructions from building staff via PA system.

MEDICAL EMERGENCY:

Call 911 - Ask for Fire Department. Call Lobby Desk at 303.820.2793 to notify them of location to send emergency personnel. Have someone wait on floor elevator lobby to direct emergency personnel.

TORNADO PROCEDURES:

When a tornado warning is issued, it means that a tornado has actually been sighted, or has been indicated by radar and this or other tornados may strike in your vicinity. Public warning will come over the radio, TV, or by five minute steady blasts of the siren by the Civil Defense warning system. **GET AWAY FROM THE PERIMETER OF THE BUILDING AND EXTERIOR GLASS. Go to an area in the center of the building where you cannot see any exterior glass, i.e. the stairwells or restrooms. DO NOT EVACUATE!** Sit down in the corridor and protect yourself by putting your head as close to your lap as possible, or kneel protecting your head. Do not go to the first floor lobby, or outside the building. Updated information will be passed onto you via the building public address system as often as possible.

BOMB THREAT:

Upon receiving a threat, first place a trace on the call by dialing *57, then call 911 and explain the situation to them. Call the building lobby desk at 303.820.2793 and explain the situation to them. Tenants should check the most public areas of their space for any suspicious packages, objects or activities, and monitor their space for any suspicious activity.

EVACUATION:

Evacuate if you see smoke, fire, or another hazardous conditions on your floor. DO NOT USE ELEVATORS. Follow exit signs to the building stairwells, make sure stairwell doors are closed behind you, and proceed down stairs. DO NOT TRY TO RE-ENTER the building on another floor - follow the stairs all the way down to the egress level where you will be directed to safety. Meet your fire warden at the designated location.

*Full Emergency Procedures Manual is available online.



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IMPORTANT PHONE NUMBERS

Police Emergency.....	911
Fire Emergency	911
Medical Emergency	911
Poison Center	303.629.1123
Denver Fire Department	720.913.3473
Denver Police Department	720.913.2000
Bomb Squad	720.913.6753
Area Hospitals:	
Denver Health Medical.....	303.436.6000
777 Bannock Street	
Denver, CO 80204	
Columbia Rose Medical	303.320.2121
456 East 9 th Avenue	
Denver, CO 80220	
Columbia Presbyterian.....	303.839.6000
St. Luke's Medical	
1719 East 19 th Avenue	
Denver, CO 80218	
Saint Joseph Hospital	303.837.7111
1835 Franklin Street	
Denver, CO 80218	
Management Office	303.571.5000
Management Office Fax	303.200.9425
Lobby Desk (24 Hours, 7 Days).....	303.820.2793
Garage Management: Alpha Park.....	303.291.1111