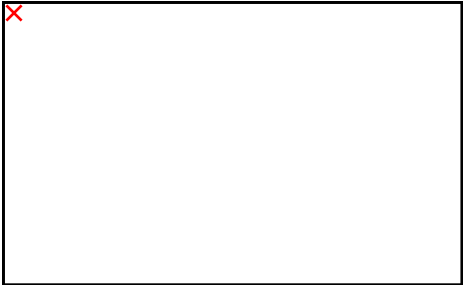


Denver Place Electronic Tenant® Portal

Created on September 24, 2020

Building Amenities: Bike Barn

The Bike Barn is available to Denver Place tenants at no charge. This secure, indoor bike storage room is equipped with a repair station, showers and lockers. For more information regarding bike storage or to request access to this facility, see the [Bike Barn Access Form](#).



Building Amenities: Conference Room

Building Contact Information

Denver Place
LBA Realty, LLC
999 Eighteenth Street, Suite 210
Denver, Colorado 80202
(303) 243-3820

Building Conference Room

Tenants of Denver Place can enjoy the complimentary use of the building conference room on the first floor. You can contact the building management office to make a reservation request or to preview the room. All reservations are on a first come, first served basis and accepted 60 days in advance.

Specifications

- The room capacity is 100 people per fire code.
- The room has a large open area for your meeting and a serving area in the back of the room.
- There is existing furniture - tables and chairs for seating up to 54. You may also rent your own furniture to suit the needs of your meeting. All set up is the responsibility of the tenant.
- The room has a large glass writing surface, a wireless internet connection, a conferencing phone and a ceiling mounted projector with screen.

Details

- Check in with the lobby attendant at the start of your meeting for access to the room and assistance.
- Wireless Internet: The Wi-Fi is named "Conference". The password is "denverpl". We recommend you try the internet connection prior to your meeting.
- Phone: A Polycom conferencing phone is available for check out from the lobby attendant.
- Projector: A laptop can be connected to either the front or rear of the room to utilize the ceiling mounted projector.
- Additional fees may apply for furniture arrangement, additional seating, or damages.

Please contact Eileen Moore at (303) 243-3823 or emoore@lbarealty.com with any questions or to make a reservation.

Building Amenities: Shops, Services and Attractions

[Click here to view the Denver Place Retailers.](#)

Building Amenities: Storage

Storage is available on a permanent or temporary basis. If you require storage space within the building, please contact the management office.

Building Operations: Building Management

LBA Realty's property management team at Denver Place consists of highly trained, experienced professionals. The property's on site management office has been established to serve the needs of our customers and to ensure that your tenancy at Denver Place is a pleasant experience. Our goal is to provide you with the very best service possible. Please reach out if we can be of assistance.

LBA Realty Property Management Team

(303) 243-3820

999 18th Street, Suite 210

Denver, Colorado 80202

The LBA Realty Management Office is located on the second floor at the top of the Grand Staircase in Suite 210.

Denver Place Operations Center (DPOC)

(303) 243-3830

The Denver Place Operations Center is staffed 24/7 and is always available to assist you. DPOC is located in the South Tower lobby next to the elevators. After business hours, you may also reach DPOC using the LBA Realty office phone number.

After Hours Contact Procedures

Immediate Response Needed

This would include any issue that can't wait until the following business day.

Call the Denver Place Operations Center (DPOC) directly at (303) 243-3830 or call the Denver Place Management Office at (303) 243-3820 and follow the instructions to be connected to the DPOC.

Non-Emergency/Leave a Message

Call the Denver Place Management Office at (303) 243-3820 and leave a message. We will return your call in the morning on the following business day.

Building Security: Overview

Denver Place Operations Center (DPOC) · (303) 243-3830

The Denver Place Operations Center is staffed 24/7 and is always available to assist you. DPOC is located in the South Tower lobby next to the elevators. After business hours, the Property Management Office's mainline is forwarded to the DPOC.

Please report security concerns to the LBA Realty office or to DPOC staff.

Building Security: After Hours Access

The building and elevators are accessible to the public between the hours of 7:00 AM and 6:00 PM, Monday through Friday and between 8:00 AM and 12:00 PM on Saturdays. Anyone wishing to enter the building outside of these hours will need an active building access card. Access card readers are located at the North and South Tower entrances.

Building access cards can be obtained by returning an [ACCESS CARD REQUEST FORM](#) signed by an authorized company representative (as indicated on [TENANT DATA AND AUTHORIZATION FORM](#)) to the management office. Access cards are issued to individuals on behalf of the company. It is the tenant's responsibility to ensure that these cards are used only by the person they have been issued to and that the name associated with each card is kept current. Notify the management office immediately if an employee's access card should be deactivated, even if the card was returned by the employee. All building access cards must be returned to the management office at lease termination and a \$10 fee per card will be incurred for any unreturned cards.

If you need access to your suite but do not have your key our DPOC staff may be able to assist you. Building officers will only unlock a door for someone who does not have a key after checking identification and obtaining tenant authorization using the contact information provided to us on the [TENANT DATA AND AUTHORIZATION FORM](#). If authorization cannot be obtained, access will be denied.

Building Security: General Safety Guidelines

Security - During Business Hours

Although we try to maintain a secure working environment, many people enter the building every day, and we cannot guarantee complete safety. You can take several preventive measures to keep your area more secure. For example:

- Know who should be in your suite and approach any unknown persons with a polite, "Can I help you?" Awareness is an effective deterrent.
- Contractors working in Denver Place should prominently display a Contractor Badge. You will be notified by building management if we plan to have a contractor accessing your space for any reason.
- Lock all doors when leaving your suite unattended and monitor all unlocked entrances including back doors.
- Instruct employees to keep valuables in secured areas when leaving them unattended.
- Always keep safes, vaults, strongboxes or similar devices locked, particularly when unattended. Do not divulge combinations of safes or vaults. Do not leave combinations where they can be found or easily deciphered.
- Notify the management office if you see loiterers, peddlers or canvassers on the premises. Door to door solicitation is not allowed or endorsed by management.
- Check wastebaskets at the end of the day to ensure that no items of value have been left there.

Security - After Business Hours

Before leaving for the night, please make sure that all doors to your suite are locked. It is also a good practice to keep all entrance doors other than the main entrance to your suite locked at all times. The management office recommends that you keep all personal valuables locked up during non-business hours. Although the building officers patrol the building throughout the night, we cannot guarantee the safety of unsecured valuables or personal items.

Do not allow anyone to follow you into the building after business hours. Anyone authorized to enter the building after normal business hours will do so without problems. If you encounter someone having problems gaining entrance into the building, do not let them in. Instead, contact the Denver Place Operations Center at 303.243.3830 or a building officer. Building officers will assist them.

Building Security: Keys

Each tenant will receive two keys for each lock, including suite keys and office keys at no charge. Additional keys can be ordered from building management for a fee by faxing a [SUITE KEY REQUEST FORM](#) signed by an authorized company representative (as indicated on [TENANT DATA AND AUTHORIZATION FORM](#)) to the management office.

For safety and security reasons, keys can not be duplicated by anyone other than building management and no locks are to be installed by anyone other than building management.

Building Security: Lost and Found

The Denver Place Operations Center keeps has a lost and found collection. Please report any lost or missing items to them at 303.243.3830. Most items found on the premises are kept for one month.

Building Security: Parking Garage

Escort to Parking Garage

A lobby officer will accompany anyone requesting an escort to his/her car in the parking garage and will wait until the car has been started. Contact Denver Place Operations Center at 303.243.3830 approximately ten minutes before you wish to leave to arrange for this service.

Building Security: Solicitation

Soliciting and Loitering

Canvassing, soliciting, peddling and loitering are not allowed within the building. If you are approached by a solicitor of any kind, or if you observe an individual engaged in such activities, contact the management office immediately.

Building Services: Building Signage and Directory

There are three types of signage that is offered at Denver Place.

- **Main Lobby Electronic Directory**

Lists your company name, suite number and a limited list of individuals you would like cross-referenced with your firm's name. This type of signage is provided free of charge.

- **Elevator Lobby Directory**

Lists your company name, suite number and directional arrow to where your premise is located on the floor. The initial graphic is complementary.

- **Suite Entry Signage**

The initial suite sign and graphic is provided at no cost. The initial suite sign and graphic is complementary.

Additional floor, suite, or miscellaneous signage require building management approval and are subject to space availability. Paper signs visible in public areas of the building are not allowed. The removal of additional signs at the end of the lease term will be at the tenant's expense. If you wish to display a sign or notice in any public area of the building, prior written approval from the management office is required.

If you require additional listings or wish to modify an existing listing, please contact the management office at (303) 243-3820.

Building Services: Cleaning

Basic office cleaning is provided on Sunday through Thursday evenings.

Services typically covered under the lease include:

- Vacuuming and sweeping of floors
- Periodic striping and waxing of hard surface floors
- Dusting and wiping office furniture
- Cleaning small carpet spots
- Cleaning and stocking common area restrooms

Services typically considered above standard cleaning include:

- Carpet shampooing
- Dishwashing
- Microwave and fridge cleaning
- Cleaning and stocking of private restrooms

Above standard cleaning within your space can be arranged through the cleaning contractor at an additional charge. For specific questions concerning the scope of cleaning services provided, please contact building management at (303) 243-3820.

NOTE: Moving companies and vendors must remove their boxes from the premises after deliveries. If you have boxes to be disposed of, please flatten and stack them within your office space and clearly mark them "trash." At no time should boxes, trash or excess materials or equipment of any kind be left in the hallways, lobbies, freight elevator lobby or any area designated as a fire exit.

Day Porters

Denver Place employs a staff of Day Porters to freshen the restrooms, exterior and public areas of the building. Day Porters are available for daytime requests that need to be immediately addressed such as overflowing trash, spills on the carpet, etc. During inclement weather, the Day Porters also work to maintain dry conditions in the building lobbies.

Building Services: Elevator

Freight Elevator Use

At Denver Place the freight elevators are also passenger elevators. In order to minimize wait times, reserving the freight may only be allowed according to the following schedule:

- Before 7:30AM – Available for reservation
- 7:30AM - 9:00AM – Cannot be reserved
- 9:00AM - 11:00AM – Available for reservation up to one (1) hour
- 11:00AM - 1:00PM – Cannot be reserved
- 1:00PM - 4:00PM – Available for reservation up to one (1) hour
- 4:00PM - 5:30PM – Cannot be reserved
- After 5:30PM – Available for reservation

Saturday, Sunday, and Holidays

The freight elevator is available for reservation.

Building Services: HVAC

Heating, Ventilation and Air Conditioning (HVAC) systems in the building operate during the normal building hours:

Normal Building Hours

- Monday through Friday, 7:00AM – 6:00PM
- Saturdays, 8:00AM – 12:00PM

If at any time during the working hours you desire a temperature adjustment within your suite, please submit an online work order via Angus Anywhere or call building management. Because the HVAC system at Denver Place is complex and inter-connected, we ask that you do not manual adjust or tamper with the thermostats. Keeping the blinds closed on sunny days will help with overall comfort and system efficiency.

After-Hours HVAC Requests

HVAC services outside of normal building hours are available upon request for a fee and can be scheduled online at <https://Platform.GeneaEnergy.com> or by contacting building management at (303) 243-3820. Building management will always try to accommodate last minute or emergency requests, but in order to ensure uninterrupted HVAC service please schedule at least 24 hours before the service is needed. Please note that you will be asked to follow up a verbal request with a written one.

Building Services: Mail Service

The mail room for Denver Place is located on the 2nd floor of the South Tower at the top of the Grand Staircase. The daily mail pick-up schedule is posted at the drop boxes in the mail room. Each tenant receives one mailbox assigned by building management and is sized based on your company's specific usage. Overnight delivery drop boxes are also located in the 2nd floor mail room.

Building Services: Maintenance Requests

If you require maintenance assistance or repair during normal business hours (Monday through Friday, 8:00AM – 5:00PM) you may:

- Submit an online work order via Angus Anywhere. Click on the link: <http://www.ng1.angusanywhere.com/tenant/LBARealty/lbarealty/default.aspx>
- Call building management at (303) 243-3820

In either case, the following information will need to be provided:

- Name of individual submitting repair and/or maintenance request
- Company name, suite number, and location of the issue
- Description of the issue as accurately as possible

Building management will address the problem as soon as possible, sending someone to assist you or make whatever arrangements are necessary to resolve the matter at hand. Please make sure your service request is directly made via Angus Anywhere or to building management. Maintenance personnel (engineering, security, janitorial) are required to receive instructions and assignments from building management only. This procedure helps us track requests and ensures that all tenant requests are resolved in a timely fashion.

Contact Information: Building Management

The LBA Realty Property Management team at Denver Place consists of highly trained, experienced professionals. The property's on-site management office has been established to serve the needs of our customers and to ensure that your tenancy at Denver Place is a pleasant one. Our goal is to provide you with the very best possible service. Please reach out if we can be of assistance.

Property Management Team: LBA Realty • (303) 243-3820

The LBA Realty Property Management Office is located on the 2nd floor at the top of the Grand Staircase in Suite 210.

Denver Place Operations Center (DPOC) • (303) 243-3830

The DPOC is staffed 24/7 and is always available to assist you. The DPOC is located in the South Tower lobby next to the elevators. After business hours, the Property Management Office's main line is forwarded to the DPOC.

After Hours Contact Procedures

Emergency: Immediate Response Needed • (303) 243-3830

This would include any issue that cannot wait until the following business day.

Non-Emergency: Leave a Message • (303) 243-3820

Call the Denver Place Management Office and leave a message. We will return your call in the morning on the following business day.

Emergency Procedures: Overview

The safety of those who work and visit Denver Place is very important to us. While any emergency occurring in the building could pose unique problems for building occupants and emergency personnel, thorough training in individual responsibilities and emergency procedures can minimize panic and result in an efficient emergency response.

Emergency Procedures: Active Shooter

[Homeland Security](#)

Response to Active shooter - Quickly determine the most reasonable way to protect your own life.

CONTACTING AUTHORITIES - When you are safe:

Call Security or 9-1-1, and be prepared to give the following information concerning the incident:

- Your exact location (building, floor, room number)
- Specific location and direction of the assailant(s)
- Number of assailant(s)
- Sex, race and age of assailant(s)
- Clothing color and style
- Number injured, types of injuries

Run - if there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people

Hide - if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 9-1-1, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Fight - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Emergency Procedures: Business Continuity – Pandemic Preparedness

[Interim Guidance for Businesses and Employers](#)

LBA Communications

[Tenant Memo - 03.02](#)

[Tenant Memo - 03.16](#)

[Tenant Memo - 03.20](#)

[Reduce Your Risk of Viral Infection](#)

Emergency Procedures: Emergency Contacts

All Emergencies	911
Fire & Police Department (non-emergency)	720-913-2000
Poison Control	303-629-1123
Denver Place Management Office	303-243-3820
Denver Place Operations Center & After Hours Assistance	303-243-3830

In the event your company calls 911 for an emergency, please place a secondary phone call to the Denver Place Operations Center at (303) 243-3820. DPOC staff will assist in the directing of any emergency vehicles that are dispatched to the property so they may quickly reach the location of the emergency.

Emergency Procedures: Emergency Preparedness Training

Emergency Preparedness Training is performed quarterly by our Security Partner, Allied Universal hosted by our onsite Security Manager.

Your company's Security Coordinator and/or Tenant Wardens should attend at least one training annually.

Our Security Manager is available to conduct in person training for individual companies at any time or to assist with your company's emergency preparedness planning. Please contact the DPOC for more information (303) 243-3830.

Emergency Procedures: Persons Needing Special Assistance During an Emergency

If you have any employees who need special assistance during an evacuation, please contact the LBA Management Office. The information is shared with emergency personnel.

Emergency Procedures: Floor Wardens

Floor Wardens are an essential component of the Building's Emergency Action Plan. They direct others during emergencies and receive additional training through the training program. A tenant warden must be assigned for each suite. Generally, a tenant occupying approximately 7,000 square feet should have two Tenant Wardens. Tenants occupying a full floor or more should have three Tenant Wardens per floor. Each tenant warden shall appoint an assistant tenant warden to assume his/her duties and responsibilities in their absence. You can use the [Tenant Warden and Emergency Information Form](#) to notify building management of your warden selections. As changes in personnel occur, this form should be updated and forwarded to the management office.

Emergency Procedures: Fire Drills

Denver Place conducts annual fire drills for all tenants. We strongly encourage your company's participation in these important training exercises. Additional drills can be arranged for your company at any time.

Environmental Responsibility: Environmental Achievements and Awards

Denver Place has been awarded several Environmental Achievements and Awards over the past few years including the following:

- **2016:** Renewed LEED Existing Building Operations & Maintenance (LEED EB O+M) Gold certification.
- **2015:** First Green Building Legacy Award received from the Colorado Chapter of the U.S. Green Building Council (USGBC).
- **2011:** First Colorado building to earn LEED EB O+M designation from the USGBC. LEED or Leadership in Energy Environmental Design is the nationally accepted benchmark for the design, construction and operation of high performance green buildings.
- **2005:** First building in Denver to receive the Regional Building of the Year – Earth Award Category from the Building Owners and Managers Association (BOMA).
- Received the Bronze Environmental Achiever Award from the State of Colorado.
- **On-Going:** Recognized by the Environmental Protection Agency (EPA) for being an Energy Star Building.

We encourage you to embrace the practices that earned these awards and hope that you will feel proud to be working in a building that has been leading the way in promoting the trend of environmentally friendly buildings.

Environmental Responsibility: Office Recycling Program

Single Stream Recycling

Means that all recyclable materials can be collected in a single container and requires no sorting. Desk sized recycling containers are provided by building management and should be emptied by you when full into a centralized collection area (usually a copy room or kitchen area). Within these areas you should find large recycling containers where glass, plastics, metals, paper and flattened cardboard can be collected. The janitorial vendor removes the recyclables and trash from these centralized collection areas and takes the waste to their respective compactor.

NOTE: All containers provided by building management must be returned upon move out.

Recycling - Acceptable Items vs. Unacceptable Items

[Recycle Often. Recycle Right Flyer](#)

Environmental Responsibility: Tenant Shredding Programs

Tenants may contract directly with shredding companies to have confidential and sensitive documents shredded and recycled. If you have one of these programs, please let us know. The weight of your shredded and recycled paper is added to our totals to more accurately measure the amount of waste diverted from landfills. This is an important metric for continuing to be a LEED building.

Environmental Responsibility: Lighting Controls

Denver Place is a sustainable conscious building. As such, building management tries to conserve energy where able. The overhead lighting at Denver Place is automatically controlled through a programmable system and the lights will turn on and off according to a pre-set schedule. Emergency lighting will always be on and is not affected by the programming.

If you desire to adjust the hours in which your suite lighting is on or off or either a temporary or more permanent basis, please contact building management at (303) 243-3820. If someone is working late and requires lighting outside of the standard light schedule, please contact the Denver Place Operations Center (DPOC) at (303) 243-3830 to turn the lights on. There is no additional cost for overtime lighting.

Environmental Responsibility: Simple Energy Saving Solutions

You can help Denver Place with their sustainability efforts by following a few simple suggestions:

- At the end of each work day, turn off all office lights, machines, coffee makers and non-essential computers.
- Keep blinds down during warmer days will help to reduce thermal heat gains from the windows.
- Print only essential emails.
- Use a water filtration system instead of disposable water bottles
- Participate in the building's recycling programs: single stream, battery recycling, and e-waste recycling.

Environmental Responsibility: Other Waste Disposal and Recycling Services

All businesses are required to dispose of hazardous waste in compliance with state and federal regulations. The general trash and recycling programs are designed for typical office waste. These programs are not equipped for large items such as furniture or hazardous waste including electronics, which are not accepted at Colorado municipal waste landfills. Almost all computers and electronic equipment contains hazardous materials that may pose a risk to public health if not handled or disposed of properly.

Denver Place offers the following additional recycling services:

- **Battery Recycling:** All types of batteries accepted. Simply bring your old batteries to the mail room on the 2nd floor of the South Terrace and dispose of them in the marked bin.
- **Electronic Recycling:** Available year round and most items can be responsibly recycled free of charge. Simply contact building management and we will have someone take the items to the collection bin. All materials are processed in the United States with no report of end-of-life material.

NOTE: The collection bins are not secured and data security cannot be ensured. If you have hard drives or other items containing confidential information, we recommend that you do not use these collection bins. A secure pick up can be arranged for a fee.

Introduction: Welcome

Our goal is to provide you with the very best in office building management. To facilitate your daily operations and to answer questions that may arise during your occupancy at Denver Place, we present to you our Electronic Tenant Handbook. This handbook contains general information for our tenants and their employees. Its contents in no way amend the terms of your lease agreement and in the event of a conflict the lease is the governing document.

Communication is the most crucial element in implementing the policies and procedures in the Tenant Guide. To ensure effective communication, we at LBA Realty would like you to designate a tenant representative as the contact between your company and the management office staff. Your tenant representative will be responsible for making requests or reporting problems as well as conveying important information from our office. We suggest that all communication from your company to the management office be channeled through your tenant representative.

Welcome to Denver Place; a premiere LBA Realty Property.

Introduction: About Denver Place

As Colorado's third-largest commercial office property, Denver Place (located in the heart of Denver) truly stands above the rest. With two office towers linked by two terraced buildings spanning an entire city block, Denver Place is a showcase and a prominent part of Denver's cityscape. Built in the early 1980s, Denver Place is home to offices, a retail mall, and has been labeled "a city within a city" by Denver residents. Its towers, shaped like elongated hexagons, make them among the most identifiable in Denver's skyline.

Introduction: Operating Instructions

Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. It's as simple as pointing and clicking. The main page features a Table of Contents that provides links to each Chapter. Upon entering a Chapter, you will find links to the specific information provided in that chapter's Sub-Sections. You may return to the Table of Contents or Chapter Overview at any time by clicking the clearly labeled link on every page.

Special Features

This Electronic Tenant® Handbook has special features, such as a [Building Calendar](#) and Instant Alert System. In order to take advantage of these useful features, you must have Adobe Acrobat Reader installed on your computer. This software is free and easy to use, and can be obtained by [clicking here](#).

Updates

The Electronic Tenant® Handbook is updated on a regular basis, so please be sure to periodically check for updates and new information. In order to keep you abreast of your property's operations, we have included a monthly [Building Calendar and Announcement Board](#). Here, you will find information regarding scheduled maintenance and events taking place at the property.

If you are having trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail or call the Management Office

Policies and Procedures: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various building management service requests. Hard copies of all forms are available from the Property Management Office as well. To view and print PDF files, you need the Adobe Acrobat Reader software. If not already installed on your computer, it can be obtained for free at www.adobe.com.

[Access Card Request Form](#)

[Bike Barn Access Form](#)

[Building Conference Room](#)

[Building Rules and Regulations](#)

[Fitness Center Access Request Form](#)

[Genea - After Hours HVAC](#)

[Move In Checklist](#)

[Moving Information Form](#)

[Moving Policy](#)

[Parking](#)

[Signage Request Form](#)

[Suite Key Request Form](#)

[Telecom Providers](#)

[Tenant Data and Authorization Form](#)

[Tenant Warden and Information Form](#)

[Working After Hours Information](#)

[Wellness Room Form](#)

Policies and Procedures: Moving Policy

All moves – into, out of, or within the building—must be coordinated with the management office. Please complete the [MOVING INFORMATION](#) form contained in this manual with the moving information and submit it to the management office prior to your moving day. Refer to the [MOVING POLICY](#) for specific guidelines regarding moves. A Certificate of Insurance for the mover must be provided to the management office before a move can occur.

Policies and Procedures: Telecommunications Work

In order to manage the expanding telecommunications and security needs of our tenants, we have Building Riser Management Program in place. The riser is the vertical conduit or path between floors of the building, which carry telephone lines and high-speed circuits from the carrier drop off point in the garage to your floor and backboard. Management of the building's risers is done by Summit Riser Systems and they are the approved provider for all vertical riser cabling installations at Denver Place. In most cases, only Summit Riser Systems is approved for access to the building's telecommunications closets. LBA Realty has negotiated with Summit Riser to provide fast, quality service at competitive prices. This program does not dictate which carrier you choose for your telecommunications services or who you use for in-suite cabling work.

What does a Riser Management Program mean to you?

- Better security, protection and organization of the building's riser system and telephone closets because access is limited.
- Cable installations and removals will be done in accordance with applicable codes and the building's cable and wiring guidelines.
- Access to technicians that are highly knowledgeable about the property and conditions.
- Work will be done in a responsible manner that takes into account overall conditions and capacity.

When you order a new telephone line or circuit, you will need to contact Summit Riser Systems to bring that line from the carrier drop off point (also known as the Minimum Point of Entry or MPOE) to the backboard located within your suite.

How Does This Work?

Example: Your company needs a phone line/fax line or T-1.

- Step 1: Call your telecommunications provider (Qwest, Verizon, MCI, Sprint, etc.) and order your line as usual. Your provider will give you the installation date to drop the line off at the minimum point of entry (MPOE). They will usually give you the new telephone number.
- Step 2: Your next call should be to Summit Riser (1-866-778-6648) to notify them of the installation date. Summit Riser will provide you with a cost estimate for the work and confirm a schedule with you to extend your line from the MPOE to your backboard. At this time, you may also consult with Summit Riser for any of your in-suite voice and data cabling needs.
- Step 3: When your provider arrives on the installation date, they will check out the key to the main telephone room (MPOE) from the Operations Center. They will not be given the key to enter the building telephone closet on your floor. Only Summit Riser will have access to those keys.

Summit Riser Systems is the largest riser and cabling management firm servicing the commercial office real estate community in the Western United States. In addition to vertical riser work, Summit Riser Systems can also help manage your in-suite voice and data cabling including system design, installation, circuit extensions, moves, adds and changes, reconfiguration, services and warranties. Summit Riser Systems can provide you with a fast response and turn-around time, emergency and after-hour response, consulting on expanding or changing your wiring configuration, all at a competitive price. We hope that whenever you are making in-suite telecommunications or data cabling changes, you will consider Summit Riser Systems first. You can contact Summit Riser Systems at 1-866-778-6648.

Policies and Procedures: Building Rules and Regulations

1. Any sign, lettering, picture, notice, or advertisement installed within the Leased Premises which is visible to the public from within the Building shall be installed at Tenant's cost and in such manner, character and style as Landlord may approve in writing. No sign, lettering, picture, notice or advertisement shall be placed on any outside window or in any position so as to be visible from outside the Building.
2. The use of the name of the Building or of pictures or illustrations of the Building in advertising or other publicity, without prior written consent of Landlord, is prohibited.
3. Tenant, its subtenants and its and their customers, invitees, licensees, and guests
 - shall not obstruct and shall not use for any purpose other than ingress and egress, the sidewalks, entrances, passages, courts, corridors, vestibules, halls, elevators and stairways in and about the Building;
 - shall not place objects against glass partitions or doors or windows or adjacent to any open common space which would be unsightly from the Building corridors or from the exterior of the Building, and will promptly remove the same upon notice from Landlord;

 - shall not make noises, cause disturbances, create vibrations, odors or noxious fumes or use or operate any electrical or electronic devices or other devices that emit sound waves or are dangerous to other tenants and occupants of the Building or that would interfere with the operation of any device or equipment or radio or television broadcasting or reception from or within the Building or elsewhere, and shall not place or install any projections, antennae, aerials or similar devices inside or outside of the Leased Premises;
 - shall not make any room-to-room canvass to solicit business from other tenants in the Building, and shall not exhibit, sell or offer to sell, use, rent or exchange any item or services in or from the Leased Premises unless ordinarily embraced within the Tenant's use of the Leased Premises as specified in its Lease;
 - shall refrain from attempting to adjust any controls;
 - shall not waste, and shall not suffer or permit to be wasted, electricity or water and shall cooperate fully with Landlord to assure the most effective operation of the Building's heating and air conditioning;
 - shall keep public corridor doors closed;

 - shall neither install nor operate machinery or any mechanical devices of a nature not directly related to Tenant's ordinary use of the Leased Premises without the written permission of the Landlord;
 - shall not use rest rooms or water fixtures for any purpose other than that for which they are designed;
 - shall not mark upon, paint, cut, drill into, drive nails or screws into, or in any way deface the walls, ceiling partitions or floors of the Leased Premises or of the Building;
 - shall not unduly obstruct any pipes, conduits and ducts in the Leased Premises; and
 - shall use chair pads, to be furnished by Tenant, under all rolling and ordinary desk chairs in the carpeted areas
4. Tenant assumes full responsibility for protecting its space from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Leased Premises closed and secured.
5. Peddlers, solicitors and beggars shall be reported to Denver Place Operations Center at 303.243.3830 or Building Management at 303.243.3820.
6. No person or contractor not employed by Landlord shall be used to perform window washing, cleaning, or other work in the Leased Premises.
7. Unless Landlord so consents, Tenant shall not, and Tenant shall not permit or suffer anyone to:
 - Cook in the Leased Premises;
 - Place vending or dispensing machines of any kind in the Leased Premises, without written

Landlord approval;

- At any time sell, purchase or give away, or permit the sale, purchase or gift of, food in any form; or
- Use the Leased Premises for lodging or for any immoral or illegal purposes.
- Use the Leased Premises to engage in the manufacture or sale of, or permit the use of, any spirituous, fermented, intoxicating or alcoholic beverages on the Leased Premises.
- Use the Leased Premises to engage in the manufacture or sale of, or permit the use of, any illegal drugs.

8. 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, at Tenant's expense.
9. No animals are allowed in the Building.
10. No lock or other security device shall be placed by Tenant on any door in the Building without the Building manager being kept furnished with two of the keys, cards or other means of access therefore. At the termination of its tenancy, Tenant shall promptly deliver to Landlord all keys, entry cards and other means of access to offices, restrooms and vaults.
11. The use of oil, gas or inflammable liquids for heating, lighting, or any other purpose is expressly prohibited. Explosives or other hazardous articles shall not be brought into the Building.
12. Burning candles in a high-rise office building is prohibited by the Denver Fire Department.
13. Electric floor space heaters, humidifiers or A/C fans are not permitted.
14. Note(s):
 - Landlord shall have the right to approve or disapprove the movers or moving company employed by Tenant. Tenant shall cause said 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.
 - Furniture, equipment and supplies shall be moved in or out of the Building only during such hours and in such manner as may be prescribed by Landlord.
 - No safe or article, the weight of which may constitute a hazard or danger to the Building or its equipment shall be moved into the Leased Premises.
 - Safes and other equipment, the weight of which is not excessive shall be moved into, from or 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 Leased Premises.
15. Smoking shall not be permitted in any common areas of the Building (including but not limited to the parking garage, elevator lobbies, elevators, public corridors and restrooms), or within ten feet of the exterior entrance to any doorway or entryway of the Building.
16. Roller skates, bicycles or other vehicles shall not be permitted in the offices, halls, common areas, or corridors in the Building. All vehicles shall use designated parking meters.
17. 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/or linings at all windows and hallways.
18. If Tenant desires telegraphic, telephonic, computer or other electric connections, Landlord, or its agents, will direct the electricians as to where and how the wires may be introduced, and without such directions, no boring or cuttings for wires will be permitted. Any such installation and connection shall be made at Tenant's expense, and, at Landlord's option, shall be removed at Tenant's expense at the expiration or termination of its Lease.
19. Landlord reserves the right to modify and make such other and further reasonable rules and regulations as in its judgment may, from time to time, be needful and desirable for the safety, security, care and cleanliness of the Leased Premises and preservation of good order therein.

Policies and Procedures: Insurance Requirements

A current Certificate of Insurance for your company is required to be kept on file with the building management office at all times. The coverage requirements will be specified in your Lease Agreement. Please notify the management office at least 30 days in advance of any change, cancellation, termination or lapse of insurance. LBA Realty has contracted with Angus Anywhere to track and monitor tenant certificates of insurance for compliance. You may submit your company's Certificate of Insurance and related endorsements in one of three ways:

1. By email to Angela Bonnell at abonnell@lbarealty.com
2. By uploading directly to the website:
<http://www.ng1.angusanywhere.com/tenant/LBARealty/lbarealty/default.aspx>
3. By fax to 1-303-243-3205

A current Certificate of Insurance for any vendors working in the building (movers, caterers, contractors, etc.) is required to be on file with the building management office before work can begin.

The owner and manager of the property should be listed as additional insureds on all Certificates of Insurance:

- LBA Realty Fund III-Company III, LLC &
- LBA Realty, LLC.

Policies and Procedures: Parking

Administration and operation of the Denver Place parking garage is directed by a third party operator, One Parking. You may contact One Parking at 303.243.3835 for parking information or visit the garage office by taking the South Terrace elevators to B-1 and turning right toward the garage exit. One Parking will issue parking to customers given spaces in their lease or those seeking spaces on a month-to-month basis depending upon availability. Special reserved parking spaces are available for monthly parkers driving alternative or hybrid fuel vehicles. Payments for parking should be made directly to One Parking and should not be included with your office rent.

The three-level Denver Place garage is located below ground level with entry on the right side of Curtis Street, between 18th Street and 19th Street. Two elevator banks provide access to the building via the North Terrace and South Terrace. Two exits are available to parkers with one located on the B-2 level and the other on the B-1 level of the parking garage. Daily parkers must exit on the B-1 (upper) level, monthly parkers have the option to use either exit.

The Denver Place parking garage accepts cash and credit cards as payment for daily parking fees. If you have any problems or questions (cannot find a space, access transponder is not working, left access transponder at home, etc.), please contact One Parking. Although building officers patrol the garage, management is not responsible for vehicle theft or damage. Please lock your vehicle at all times, and do not leave it in the garage overnight. If an overnight stay becomes necessary, please notify One Parking.

Wes Smith

General Manager

Office: 303-243-3838

Mobile: 720-237-2458

wes@oneparking.com

Jeremy Sandoval

Project Manger

Office: 303-243-3206

Mobile: 303.525.8397

jsandoval@oneparking.com

Policies and Procedures: Smoking

Smoking Area

Denver Place provides a smoke-free environment for its tenants and their visitors. Smoking is strictly prohibited in corridors, restrooms, stairwells, parking garage and common areas.

Those who wish to smoke will find convenient smoking areas in the following locations:

- Outside area to the left of the South Tower dock entrance at Denver Place on Curtis Street, in the designated area.
- Outside area to the left of the North Tower dock entrance at Denver Place on Champa Street, in the designated area.

Please be courteous to others and use the provided trash and ash receptacles to discard of waste appropriately.

Policies and Procedures: Tenant Remodeling

Vendor Access and Check In

For security reasons, all vendors including general, electrical, plumbing or phone contractors are required to check in at the Denver Place Operations Center, which is located near the South Tower elevators on the first floor, and show identification prior to performing any work in the building. They will be issued a contractor badge that must be returned at the end of the day.

Notify the management office in advance if you have a vendor scheduled to perform work on your behalf, especially work that requires access to the electrical closets, roof and any other mechanical areas. Once the management office receives notice from the authorized tenant contact and verifies that appropriate insurance documents are on file they will notify the Denver Place Operations Center that the vendor is approved. Prior review of the planned work by building management may be required.

Tenant Alteration Projects

All alterations require prior written approval from the management office and appropriate time should be built into your schedule to allow for the review process. Contractors must be approved by the management office, provide certificates of insurance and obtain required licenses and permits.

Water Connections Inside Tenant Suites

If you elect to hire a vendor to install a coffee machine, water cooler, ice machine, water purifier, or any other machine or equipment that uses water, the vendor must only use copper lines with compression fittings. They are not permitted to use plastic lines, plastic fittings and piercing valves. Our engineering department can be consulted to ensure that your vendor has used the proper materials. Use of improper materials may result in flooding.

Policies and Procedures: Tenant Function Guidelines

If you're planning a tenant function (e.g., party, reception, fundraiser), please notify the management office in advance. The management office maintains certain policies and procedures that assist in coordinating the event, address liability issues, and provide for the safety of all visitors and guests. The management office may ask for the following: date and time of event, number of guests, presence of alcohol, parking requirements, overtime HVAC requirements, service elevator use, janitorial needs, electrical requirements (for sound equipment), security requirements, and certificates of insurance. No function may be held in the common area or on the grounds without the express written consent of management.

The Neighborhood: Denver Place Retailers

BBVA Compass Bank

1st Floor Mall
(303) 308-9912

www.bbvacompass.com

Please visit our downtown branch at Denver Place, which offers personal and business banking services.

Bright Horizons Montessori School

Suite 350 North Terrace
(303) 293-2743

<http://schools.brighthorizons.com/denverplace/>

We are a full service Montessori school conveniently located in the heart of downtown Denver. Our school offers a strong Montessori approach to learning as well as full time child care for infants through Kindergarten.

Café 21 Express

1st Floor Mall
(303) 297-3651

- Breakfast sandwiches and burritos
- Daily lunch specials, sandwiches and burgers
- Soups and salads
- Real fruit smoothies and deli drinks

Denver Place Dentistry

Suite 1300 on the 13th Floor of the South Tower
(303) 848-3142

www.downtowndenverdentist.com

For a full-service, general dentist who understands and appreciates the needs of time-strapped professionals, you've come to the right place. Our downtown Denver office brings top of the line dental care to patients who value quality, comfort, and convenience. Dr. Gary Radz uses the latest dental technology and techniques to make visits comfortable, efficient, effective, and rewarding. Let us take care of your dental health.

TruFit Athletic Club

1849 Curtis Street, Denver, CO

Cross the pedestrian bridge on the 2nd Floor to access the front desk

(303) 294-9494

<http://trufitathleticclubs.com/club-locations/colorado/denver-downtown/>

TruFit Athletic Club caters to the unique personalities that make Colorado great. We offer a rock climbing wall, a 25-meter saltwater lap pool, a 30-degree indoor ramp & stairs, a full size basketball court, four lanes of strength and cardio equipment, private and group personal training, and much more at our convenient downtown location.

Russell's Convenience Store

1st Floor Mall
(303) 298-1661

www.RussellsConvenience.net

Russell's Convenience provides a full range of products and services to meet the day to day merchandise needs of busy, working people – all without leaving the workplace. At any given time, a tenant may visit us for a quick snack or drink, to grab a daily newspaper or magazine, to purchase aspirin, replace hosiery or buy a greeting card. The product mix is tailored at each location to meet the special requirements of the building population.

Syrup Restaurant

1st Floor Mall
(720) 708-5957

www.syrupdenver.com

Open 7 days per week, Syrup serves a variety of tasty breakfast and lunch items including house made syrups and hand crafted burgers.

Starbucks

1st Floor Mall
(303) 297-1798

www.starbucks.com

Delicious, handcrafted beverages and great-tasting food. The secret to making life better. It's true. The perfect cup of coffee and a wholesome, delicious snack can make your day. So we make sure everything you choose is of the finest quality. Because really, isn't that how life should be?