

**8181 E. Tufts
Electronic Tenant® Portal**

Created on June 19, 2023

Building Amenities: Miscellaneous Amenities

- Building Fitness Center located on the first floor, east side. A signed License Agreement is required for Fitness Center access. Please click on the Forms section under Quick Links to download a copy of the License Agreement. Email completed agreement to Terri.Redman@transwestern.com.
- Showers and lockers are located on the first floor in the men's and women's restrooms
- Covered Parking
- Security Guard
- Full-time Dayporter
- Picnic Area
- Excellent Visibility from I-225
- Close proximity to Hotels
- Bike Racks
- 24-Hour Card Access
- Special Rates at the Hyatt DTC
 - www.HyattRegencyTechCenter.com: Hyatt's hotel link that provides you detailed information.
 - <http://www.hyatt.com/hyatt/reservations/flow6/propCheckAvailability.jsp?pid=denve&extCorporateld=85318>: A direct URL link to book our Hyatt "DTC (Denver Tech Center) Neighbor" rate that pre-populates the corporate code to obtain the discount.

Building Operations: Accounting

Make checks payable to: 8181, LLC

Regular US Mail:

8181, LLC
4350 La Jolla Village Drive #900
San Diego, CA 92122

ACH Instructions Only:

Bank Name:	Northern Trust 2500 Sand Hill Road #150 Menlo Park, CA 94025
ABA No.:	071000152
Account Name:	8181, LLC 4350 La Jolla Village Drive #900 San Diego, CA 92122
Account Number:	1170993583

Building Operations: Building Management

Your Property Manager is the administrator/coordinator for all functions regarding the building and any service Transwestern Properties provides including cleaning, HVAC, security, and construction.

The staff of 8181 East Tufts Avenue is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located on-site in Suite 560. Please do not hesitate to contact the management office at:

Phone: 303-721-7600
Fax: 303-721-1122
After Hours: 303-688-7261

Address:
8181 E. Tufts Avenue, Suite 560
Denver, CO 80237

The following personnel are available to address your needs:

Title	Name	Phone Number	E-Mail
Vice President	René Wineland	303-779-3053	Rene. Wineland@transwestern. com
Property Assistant	Terri Redman	303-779-3053	Terri. Redman@transwestern. com

Building Operations: Holidays

The building will be closed on the following holidays:

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

Building Operations: Leasing

The building is leased by CBRE Brokerage Services. Listed below is the contact information for the authorized representative.

Title	Name	Phone Number	E-Mail
Senior VP	John Marold	720-528-6355	john.marold@cbre.com

Building Security: Overview

To help make your building a secure one, we ask that all personnel be alert and report any suspicious people or activities immediately to your Property Manager.

- During regular building hours, please advise your Property Manager of any suspicions or concerns.
- Outside of normal business hours, or in extreme emergencies, contact the local Police Department.

Telephone numbers for each of the above can be found in the "[Key Contacts](#)" Section of this handbook.

Building personnel will not unlock suite entry doors for any individual unless the tenant's authorized representative has placed written notice on file with the Property Manager. Individuals authorized for access will be required to present identification before entry.

Building Security: After Hours Access

Your building is equipped with a card access system. This system provides you with access to the building and your office after hours.

The following is a brief description of the procedures and rules to follow in order to obtain a card and use the system:

1. Please complete the "Access Card Request Form" located in the forms section to request an access card and submit it to your Property Manager. Initial cards will be issued to each tenant at no charge. Additional cards will cost \$12 per card.
2. After the cards are issued, each person will be responsible for his/her card and its use.
3. If a card is lost or stolen, please report it to your property manager immediately. The card will be deactivated and after hours access will be denied for that card.
4. The card activated access doors are located at the north and south main entrance doors and into the parking garage. The use of the elevator to floors 2-6 will also require an access card.
5. To activate the device, the card must be placed on or close to the "Black Box" located next to the doors, in the elevators and outside the parking garage door.
6. The burglar alarm and lock will be deactivated when a card is used to enter or exit and will be reactivated within ten (10) seconds of use. The alarm will sound if a door is left ajar longer than thirty (30) seconds, or if a door is not properly locked (remagnetized) when entering or exiting the building. (If the alarm is activated and the police are summoned for a false alarm, the cardholder will be charged for the false alarm.)

We will be happy to instruct you on the use of your card at your request.

VENDOR/CONTRACTOR ACCESS

There may be instances when your vendors or contractors need to perform work in your suite during non business hours. In such instances, please provide at least 24-hour advance notification in writing to your Property Manager. Depending upon the type of activity, after hours vendor/contractor work must be supervised by property management personnel, with the personnel's time to be charged to the tenant. Advance notification and approval must be obtained from the Property Manager for such work.

The vendor or contractor must also provide the Property Manager with a Certificate of Insurance before any work is performed. Please refer to Section III on Insurance Certificates or contact your Property Manager for further details.

Notification for vendor contractor access should include:

- The name of the vendor / contractor
- Names of the people who will be doing the work
- Date(s) the work will be performed
- Scheduled time of arrival and departure
- Description of work being done

Building Security: Building Access

Monday through Friday- 7:00 a.m. to 6:00 p.m.
Saturday and Sunday- Closed

Building Security: Deliveries

Large deliveries may be taken by elevator from 9:30 a.m. to 11:30 a.m., and 1:30 p.m. to 4:30 p.m. Monday through Friday. Any exceptions must be authorized by your Property Manager.

Building Security: General Office Security

To maintain a safe working environment, the following procedures should be observed:

- Be suspicious of any person who enters your suite and when confronted makes excuses that they are lost or looking for another company.
- Tenants with more than one entry door should keep all doors locked except the reception area door.
- Never leave your reception area unattended when your suite entry door is unlocked.
- Companies that permit employees to go to lunch at the same time should lock the entry door before leaving.
- All tenants should enforce a company policy that the last person leaving at the close of a business day is responsible for locking all doors.
- Always lock your valuables in your desk or take them with you when you leave your work area.
- Always lock your car and conceal all valuables and packages in the trunk of your car.

Solicitation is not permitted. If you notice an individual soliciting building tenants, please call the Property Management Office and provide as much information as possible regarding the person. Building/Security personnel will escort the individual off the premises. We also suggest that each tenant require identification from repair personnel who come to work in your office suite.

Building Security: Key and Lock Policy

The Property Manager will furnish keys for each corridor door entering the leased premises. Additional keys can be obtained from your Property Manager at a nominal charge. No additional locks are to be installed on any door to or within the property without the written consent of the Property Manager. Upon termination of the lease, please surrender to the Property Manager all building and office keys.

Any locks which are to be changed must be done so by your Property Manager and conform to the building master key system.

[Click here to download an Access Card Request Form](#)

Building Security: Lost and Found

Please contact the Management Office at 303-721-7600 to claim items that have been lost or found in the buildings.

Building Security: Property Removal

All common building areas must be free of tenant property at all times. Upon the end of the term, the tenant is responsible for removing all tenant property prior to the expiration of the agreement. Any property left behind will be removed and disposed of by Property Management at an additional fee. Please review the terms of your lease, the lease will state if there are any specific move out provisions.

Building Security: Solicitation

Solicitation is not permitted. If you notice an individual soliciting building tenants, please call the Property Management Office and provide as much information as possible regarding the person. Building/Security personnel will escort the individual off the premises, if available. We also suggest that each tenant require identification from repair personnel who come to work in your office suite.

Building Services: Building Signage and Directory

Contact your Property Manager to obtain signage request forms or use the link below.

Each tenant is entitled to an initial listing in the lobby directory and suite signage. If you need extra listings or signs, please contact your Property Manager.

Custom signs that deviate from the building standard must be approved by the Property Manager. Please refrain from taping temporary signs to walls, doors, etc., so that a professional image can be maintained in the building.

[Click here to download a Signage Request Form](#)

Building Services: Cleaning

All suites are cleaned every night, Monday through Friday. Our cleaning supervisor will visit you on a regular basis to discuss any special requirements or issues you may have. If you require more immediate attention please call your Property Manager.

Removal of Bulk Refuse

Please note that the cleaning service is not responsible for throwing out furniture, pallets or excessive cardboard. If you wish to throw out refuse beyond the normal scope of the nightly cleaning, please contact your Property Manager. A nominal charge will be applied depending on the amount to be removed.

All refuse not in trash containers must be labeled "trash" in order to authorize removal by the cleaning crew.

Building Services: Elevators

There are three Schindler geared traction passenger elevators each with 3,500 lbs capacity. There is also one Schindler geared traction freight elevator with 4,500 lbs capacity.

Building Services: Forms

For your convenience, we have included downloadable and printable PDF document forms that will expedite various property 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.

[Click here to download a Bomb Threat Checklist Form](#)

[Click here to download an Evacuation Map](#)

[Click here to download a Signage Request Form](#)

[Click here to download an Access Card Key Request Form](#)

[Click here to download an Additional Service Request Form](#)

[Click here to download a Fitness Center License Agreement](#)

[Click here to download a Recycling Box Request Form](#)

Building Services: HVAC

The HVAC hours of operation are 6:00 am to 6:00 pm Monday through Friday and 8:00 am to 1:00 pm on Saturday. There may be additional charges, as specified in your lease, for heating or air conditioning if requested by tenants for after hours use.

Please use the "Additional Services Request Form" in the appendix of this book to have authorized personnel request, in writing, additional heating or air conditioning from the Property Manager at least 24 hours in advance.

Building Services: Internet/Phone/TV Service

Transwestern Properties has teamed up with Comcast to provide the following services:

Business Class Internet

Business Class Internet with speeds faster than DSL and T-1. Efficient, convenient, flexible webhosting is available, and you will enjoy the peace of mind that comes from having your computers protected by Norton™ Business Suite. Plus with Comcast Business Class Internet, you receive Microsoft® Communication Services. Microsoft Outlook® offers seamlessly integrated email, calendars and contacts to make organization easier. Windows® SharePoint 3.0 provides secure, collaborative document editing for efficient project management at no additional charge. These services eliminate the need for expensive in-house mail servers, software and maintenance.

Business Class Voice

When you switch to Comcast Business Class Voice, nationwide local and long-distance calling is unlimited, and calls to other US territories and Canada are included at no additional charge. You can keep your existing phone number, plus you get a full suite of call management tools such as:

- Hunt Group
- Call Holding
- Call Forwarding and Call Transfer
- 3-Way Calling
- Caller ID/Call Waiting
- E-mail Notification of Voice Messages
- Online Voicemail Access

Business Class TV

Comcast TV keeps you up to speed on rapid developing news, financial market and pop culture trends. Stay connected to the events that shape your day with a Business Class TV package.

If you are interested in any of these services, or would like a free analysis of your business needs and available options, please contact:

Darlene Giorgi
Comcast Business Account Executive
Phone: 303.356.3069
Email: Darlene_Giorgi@cable.comcast.com

Building Services: Mail Service

Central Mail Boxes are located on the first floor by the freight elevator.

Building Services: Maintenance Requests

For your convenience this Handbook includes an Electronic Tenant® Service Request System. Use this system to submit routine maintenance requests directly to the engineering department; to track the status of previously submitted requests; to download important documents; and to communicate with the property management office.

- Simply click on the link below,
- Enter your username and password
- Choose the action you would like to complete

[Click here to log into the Electronic Tenant Service Request System](#)

Once you have logged into the system, you will be presented with four options:

- Complete a Maintenance Request Form
- Update User Information
- View Electronic Maintenance Request Log
- Download Miscellaneous Administrative Forms

For detailed instructions for using the Electronic Tenant® Service Request System please see the following pages or contact the Building Office.

Completing a Service Request Form

After logging in, click on the "Electronic Maintenance Request Form" Link. Users will be taken to a service request form.

- Step One- Confirm or complete all contact information.
- Step Two- Choose the nature or type of request being submitted.
- Step Three- If applicable, provide details of the contractor to be used.
- Step Four - Review all information thoroughly. Click submit.

You will receive confirmation via e-mail that your request was submitted to the management office.

Updating User Information

Personalized user information is used to auto-fill the Electronic Maintenance Request Form for quick and easy submission. In addition, accurate contact information will assist the management staff in expediting all maintenance requests. Each user should check regularly to ensure that accurate information is on file.

Electronic Maintenance Request Log

This feature allows users to track and monitor all service requests submitted through the Electronic Tenant® Service Request System. Service requests are sorted by month and will have the current month displayed upon entry.

Miscellaneous Forms

Here users can download and print various administrative forms, reports and documents. In order to access the forms and documents contained in this section, users must have Adobe Acrobat Reader 5.0 or higher installed on their computers. This software is free and can be obtained by clicking here.

Questions regarding the Electronic Tenant Services Request System should be directed to the Management Office.

Building Services: Recycling-Single Stream

Single Stream Recycling

The building offers a single stream recycling program accepting the following items:

- Flattened Cardboard
- Magazines
- Office Paper
- Junk Mail
- Phone Books
- Paperboard
- Brown Paper Bags
- Newspapers
- Plastic Containers #1-7
- Glass Bottles and Jars
- Aluminum Cans & Foil, Pie Tins
- Steel Cans and Empty Aerosol Cans

Tenants who wish to participate may request recycling collection boxes from the management company or provide their own collection boxes. The janitorial crew will empty all collection boxes into the recycling dumpster located in the trash enclosure.

Building Services: Recycling - Electronics & Battery

Electronic Recycling Procedures

Dry Cell Batteries (Alkaline/Lithium)

Dry cell batteries are recycled through InMetco. This convenient program provides boxes for the shipment of small quantities of nickel cadmium, nickel metal hydride, alkaline, sealed lead acid and lithium ion batteries.

A battery collection box is located in the elevator lobby on Level B-2. To guard against possible fire, we ask that plastic non-conductive electrical tape is placed over the battery terminals or that each battery is placed in a separate plastic bag. Packaging the batteries in this manner will prevent the terminals from contacting other batteries or metal surfaces during storage and transport.

Once the box is full it will be shipped to InMetco for recycling and a new box will be placed in the same location.

Please note cell phone and computer batteries are not recycled through InMetco. They are included in the Electronic Equipment Recycling Program outlined below!

Electronic Equipment

Electronic Equipment is recycled through Metech Recycling. This convenient program works as follows:

1. Tenants to contact building management to arrange for pick up of electronics.
2. Transwestern will provide tenants with labels to identify their equipment. Smaller items such as cables, cords, cell phone etc. should be placed in a small or medium box and that box should then be labeled.
3. The building engineer will pick up the items and place them in a collection bin located in a secured area to be picked up by Metech once the bin is full.
4. Metech will bill each tenant direct. The electronic recycling is billed by weight at a rate of \$0.22 per pound.
5. Tenants will be provided with a certificate showing proper recycling of the equipment.

Building Contact: Terri Redman 303-779-3053; Terri.Redman@transwestern.com or René Wineland 303-779-3053; Rene.Wineland@transwestern.com

Metech Recycling Accepted Items

- Adding machines, calculators
- Batteries: UPS back-ups, laptop, cell phone
- Cables, cords, transformers, power strips, Cable TV receivers
- Cameras (all types including video and surveillance cameras)
- CD players/recorders, TiVo recorders
- Cell phones, PDAs, MP3s, iPods
- Circuit boards
- Computers (CPU, Keyboard, Monitor, Mouse), laptops, notebooks
- Copiers (all types and sizes)
- Data cartridges, data storage media (cd/dvd/vhs/floppies/tapes/memory sticks etc.)
- Disc drives, hard drives, routers, servers
- Docking stations, hubs, main frames
- Microwaves
- Modems
- Printers (all types)
- Projectors
- Satellite receivers and dishes
- Scanners
- Stereo equipment
- Telephones, telephone systems, switches
- Toner Cartridges
- TVs (all types)

- VCR players
- Video games systems & cartridges
- Word Processors

Items Not Accepted

- AC units
- Refrigerators
- Washers/Dryers

Emergency Procedures: Overview

This manual has been prepared in cooperation with the Fire Department in an attempt to provide an outline of responsibilities and action to take in the event of an emergency. However, not all emergency situations are covered in this manual. In addition, each Tenant will be responsible for implementing their own emergency plan. It is important that all key management personnel and employees are aware of the procedures in this manual.

As part of the overall safety and emergency preparedness program, we strongly recommend that all Tenants participate in life safety evacuation drills conducting by Property Management and the Fire Department. It is important to appoint Fire Wardens to be responsible for planning and communication emergency procedures to each employee, and to oversee and evaluate everyone's response to an emergency. During an actual emergency, the Fire Wardens serve as liaison between Fire Department personnel and employees, and provide invaluable assistance should an evacuation be necessary.

Individuals selected as Wardens should be trained on evacuation procedures and should be available on a daily basis.

In cooperation with the local authorities, Property Management will coordinate scheduled Fire Warden training sessions on the procedures within this manual.

Emergency Procedures: Active Shooter

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:

1. Your exact location (building, floor, suite/room number).
2. Specific location and direction of the assailant(s).
3. Number of assailant(s).
4. Sex, race and age of assailant(s).
5. Clothing color and style.
6. 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.
- Call 9-1-1 when you are safe.

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:

1. Remain calm.
2. Dial 9-1-1, if possible, to alert police to the active shooter's location.
3. 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:

1. Acting as aggressively as possible against him/her.
2. Throwing items and improvising weapons.
3. Yelling.
4. Committing to your actions.

Emergency Procedures: Bomb Threat

Action

See TELEPHONE OPERATOR'S CHECKLIST – BOMB THREAT for how to handle a telephoned bomb threat.

After you have received the call, you should:

1. Call police (911), and give them the following information:
 1. State: "I have received a bomb threat"
 2. Your name and type of business
 3. Building name, address and floor/suite
2. Call the management office and report the bomb threat. Inform them that you have notified the police department.
3. Clear all personnel from the premises. Search the area for suspicious objects or parcels. In the event one is found, do not touch or attempt to move it. Immediately leave the premises.
4. When the police arrive, inform them of the results of your search.

Results

1. Police and management personnel will respond.
2. A building search may be made by police and authorized personnel.
3. The police bomb squad will question the person(s) who received the bomb threat.
4. A building evacuation may take place (See EVACUATION PROCEDURES)
5. An "All Clear" message will be given when authorized by police.

If you have to dial an outside line first, remember to dial 9+911

TELEPHONE OPERATOR'S CHECK LIST: BOMB THREAT

Action

If you receive a bomb threat, keep calm. Have a prearranged signal to alert a manager or supervisory personnel to listen in and, if possible, record the call.

Advise the caller that the detonation of a bomb may kill or injure innocent people.

The following information may prove crucial to authorities in determining the identity of the caller and the location of the bomb.

- Where is the bomb located?
- What time is it set to go off?
- What is the method of activation of the bomb; mechanical, clock movement, chemical action, etc.?
- What does the bomb look like? What is it contained in?

TELEPHONE OPERATOR'S CHECK LIST: BOMB THREAT (Cont.)

Action (Cont.)

Keep the caller talking for as long as possible. In addition to the above questions, try to get answers to the following.

- The caller's name, address, and phone number.
- Is this call legitimate or a hoax?
- Has the caller phoned before or will try again?
- reason for setting the bomb.

Listen carefully to the caller's voice. Try to determine the following:

- The age and sex of the caller.
- Is the caller under influence of alcohol or drugs?

- Does the caller have an accent?

Pay attention to the background noises of the call. Check if you hear any of the following:

- music
- children
- people talking
- machine noises
- cars or trucks
- typing
- airplanes
- other (describe)

Emergency Procedures: Civil Disturbance

Should a riot or civil disturbance start outside the Building, call 911 and Property Management.

If a disturbance should occur in the main lobby, please lock your doors, call 911 and Property Management.

Emergency Procedures: Elevator Malfunction

Action

If you are in elevator that malfunctions, you should:

1. Press Emergency Button, which activates alarm. It will sound and alert building personnel of a problem.
2. Pick up elevator telephone, and it will automatically connect you to the elevator trouble-monitoring agency.
3. Remain calm. Do not try to force the doors or tamper with any electrical panels.
4. Provide the telephone contact with any information requested.
5. Should a medical emergency occur while in a malfunctioning elevator, have the telephone contact alert Fire/Police.

Results

1. Elevator personnel will respond.
2. You will be assisted as soon as possible

Emergency Procedures: Emergency Contacts

All Emergencies	911
Management Office	303-721-7600
After Hours Emergencies	303-688-7261
Denver Fire Department Non emergency	(720) 913-2400
Denver Police Department Non emergency	(720) 913-2000

If you have to dial an outside line first, remember to dial 9 + 911.

Important notes

If you call 911 as a result of a medical emergency, please be sure also to notify property management with your name, callback number, and location.

If the audible alarm within the building sounds, please follow the evacuation procedures. Do not call the Management Office, unless you have something specific to report.

Emergency Procedures: Evacuation

Action

Each employee should be familiar with the evacuation procedures, the location of the fire stairs and exits accessible for impaired persons. If the fire alarm sounds, evacuate immediately.

In an event that an evacuation of your floor is necessary, you should:

1. Follow the instruction in this booklet for the applicable emergency situation.
2. Listen to directions of fire wardens for evacuation.
3. Follow the predetermined procedures for evacuating any impaired persons.
4. Close the door to your office as you leave. Do not return for coats, purses, etc.
5. Use enclosed stairwell. Do not use elevator.
6. Keep talking to a minimum. Listen for instructions from authorized personnel and follow them.
7. Use handrails on stairwells. Walk, do not run.
8. When you reach the lobby, be prepared to merge with other people evacuating the building.
9. Once out of the building move to open ground.
10. Keep calm.

Impaired Persons

Fire Wardens should be aware of all impaired persons within their suite. Impaired people may include permanently or temporarily impaired persons and pregnant women.

Each impaired person should be assigned two "buddies":

One to stay with the impaired person and other will report to the fire department as to where the impaired person is located. In the event of an emergency, the impaired person should never be left alone.

Note: Fire Wardens should make sure that hearing and visually impaired persons are aware of an evacuation.

Emergency Procedures: Fire and Life Safety

Overview of Life Safety Systems

8181 E. Tufts was designed in accordance with Building Department and Fire Department codes at the time of construction.

1. The central fire alarm system is activated whenever a fire alarm condition exists.
2. The building does have a public address system
3. In the event of a power outage, all building systems will be powered by an emergency generator.
4. A telephone is present inside each elevator that directly rings to the monitoring agency. Persons trapped in an elevator can get assistance through this means of communication. In addition, a button labeled "EMERGENCY ALARM" can be pushed by a trapped occupant during business hours. A siren can be heard to alert building occupants that someone is trapped inside.
5. Because the facility is not considered a high-rise office building, the entire building will go into alarm status, and no air pressurization or other containment action is provided during an alarm. Therefore, all occupants are encouraged to evacuate out and away from the building in the event of an alarm.

Fire / Life Safety

Action

In an event of fire, you should evacuate the building immediately.

Warnings

1. Do not attempt to fight fire.
2. A fire alarm will sound throughout the entire building when the following occurs:
 - A smoke detector is activated
 - A water flow (sprinkler) alarm is activated
3. Coffee Pots - Please do not leave coffee pots on over night, since it causes a serious fire hazard. We request that you assign one person in your office the responsibility to ensure that all coffee pots are turned off at the end of the day.
4. Candles are another serious fire hazard and should not be used at the building.

Results

1. The fire department will arrive
2. Fire Wardens should account for all personnel.
3. Fire Wardens report any unaccounted for personnel and/or location of personnel remaining in the building to fire department upon immediate arrival of fire department.

Emergency Procedures: Flooding

In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by Property Management personnel, regardless of the time of day.

The first priority is to ensure that no personal injury occurs as the result of a flood. The second priority is to discover the cause and prevent or minimize additional flooding.

Once the flooding has been contained, clean-up operations will commence. Tenants will need to contact their insurance carrier for any damage to their property.

Emergency Procedures: Homeland Security

Transwestern Properties recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security

<http://www.dhs.gov/dhspublic>

Federal Emergency Management Association

<http://fema.gov/>

American Red Cross

<http://www.redcross.org/>

Center for Disease Control and Prevention Emergency Preparedness and Response

<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency situation.

Emergency Procedures: Medical Emergency

Action

In the event that an employee or visitor should become injured or seriously ill in your office area, you should:

1. Call paramedics (911)
2. Give paramedics the following information:
 - Your name and company and the building in which you are located.
 - Floor and/suite number where the medical emergency is located.
3. Do not attempt to move the injured or ill person. Try to make him/her comfortable.
4. Fire Wardens should meet the emergency unit on your floor or in the lobby in order to direct them to the scene of the accident/illness.
5. Someone should stay with the victim until arrival of paramedics.

Results

1. The paramedics will arrive and administer first aid.
2. If necessary, an ambulance will then take the victim for further assistance.

If you have to dial an outside line first, remember to dial 9 + 911.

Emergency Procedures: Natural Gas Leak

Action

If a natural gas odor is present in the building:

1. Leave the area immediately and call (911)
2. Contact Xcel Energy at (303) 571-7511 and report the gas leak.
3. Call the management office to report the situation.

Warnings

1. Do not stop to turn off anything.
2. Do not close or open anything.
3. Do not return to the building for any reason until the fire department has issued an "All Clear."

Results

1. The fire department will issue an "All Clear" when it is safe for everyone to return to the building.

If you have to dial an outside line first, remember to dial 9+911

Emergency Procedures: Pandemic Preparedness

What you Need to Know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

Importance and Benefits of Being Prepared

The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.

When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.

A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.

As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at www.pandemicflu.gov/plan/checklists.html.

The Department of Health and Human Services (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:

Pandemicflu.gov

This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference.

Centers for Disease Control and Prevention (CDC)

The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline—1-800-CDC-INFO (1-800-232-4636)—that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to inquiry@cdc.gov.

Department of Homeland Security (DHS)

DHS is working on a "Business Planning Guide," which will be posted on the DHS home page and on Pandemicflu.gov as soon as it is completed. Also, for business-specific questions, the DHS has created an e-mailbox—DHSPandemic@dhs.gov.

BOMA Resources

BOMA/Greater Toronto Pandemic Flu Report

The report addresses the threat to commercial buildings from an avian flu pandemic.

The resources above will provide a lot of information, but we also encourage you to:

- Listen to local and national radio
- Watch news reports on television
- Read your newspaper and other sources of printed and Web-based information
- Look for information on your local and state government Web sites
- Consider talking to your local health care providers and public health officials.

Emergency Procedures: Power Failure

Action

If electrical service is lost:

1. Contact Xcel Energy at (800) 895-4999 and report the power outage.
2. Call the management office to report the situation.

Emergency Procedures: Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Property Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

Emergency Procedures: Tornado Procedures

Tornado Warnings

By definition, a tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time of detection and direction of movement. Wind will be 75 mph or greater.

Public Warning

A public warning will come over the radio, TV, or National Weather Service.

Action

1. Move away from the perimeter of the building and exterior glass.
2. Leave your exterior office and close the door.
3. Go to the restrooms or building core.
4. Sit down in shelter and protect yourself by putting your head as close to your lap as possible, or kneel protecting your head.
5. Stairwells are safe. If crowded, move down to a lower level.
6. If you are trapped in an outside office, seek protection under a desk.
7. Keep your radio tuned to a local station for information.
8. Do not use the telephone to get information or advice.

Warnings

1. Do not use the elevator
2. Do not go to the first floor lobby or outside the building.
3. Do not use the telephone to get information or advice.

Emergency Procedures: Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor, suite number and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

Green Building: Energy Star

8181 East Tufts is an Energy Star certified building. Buildings become Energy Star certified by achieving a score of 75 or higher on the Environmental Protection Agency's energy performance scale and by meeting relevant requirements for indoor air quality. Energy Star certified buildings typically use about 35% less energy than average buildings. In order to maintain the Energy Star certification, the building's energy and water usage is tracked and assessed on a regular basis to ensure maximum building efficiency.

Energy Efficiency

Energy Efficiency is accomplished by using less energy while maintaining the same level of comfort and productivity. This can be achieved on many levels from strictly monitoring the Heating and Air Conditioning equipment to replacing existing computer equipment with Energy Star rated equipment (see electronics recycling section for proper disposal of electronics). There are also easy and no-cost energy conservation methods, such as shutting off lights when leaving a room. Our combined effort to improve energy efficiency reduces building energy costs and directly benefits each tenant.

Water Conservation

Water conservation can be achieved by using water efficient appliances and fixtures, such as:

- Low flow toilets
- Low flow urinals
- Sink aerators
- Rain sensors
- Irrigation clocks
- Drip irrigation

Water conservation is good for the environment and the cost reduction directly benefits each tenant.

Green Building: LEED

LEED (Leadership in Energy and Environmental Design)

The building is also LEED Gold certified. To obtain this level the building has to earn at least 60-79 points in the following categories:

1. Energy and Atmosphere
2. Indoor Environmental Quality
3. Innovation in Operations
4. Materials and Resources
5. Regional Priority
6. Sustainable Sites
7. Water Efficiency

LEED is an internationally recognized voluntary, consensus-based, market-driven program that provides third-party certification of green buildings. Participation in the LEED process demonstrates leadership, innovation, environmental stewardship and social responsibility on the part of the building owner and the building tenants.

LEED certified buildings are designed to:

1. Lower operating costs and increase asset value
2. Reduce waste sent to landfills
3. Conserve energy and water
4. Be healthier and safer for occupants
5. Reduce harmful greenhouse gas emissions

Green Building: Recycling

According to the Environmental Protection Agency (EPA), the average American produces 4.5 pounds of trash per day or 251 million tons per year. Many of the items that end up in the landfills could be recycled. Recycling has multiple benefits:

- Reduce land filling and incineration
- Prevent air and water pollution
- Save Energy
- Decrease greenhouse gas emissions
- Conserve natural resources

For more information please visit the EPA's website at <http://www.epa.gov/wastes/index.htm>

RECYCLING PROGRAM

Single Stream Recycling

Tenant is encouraged to use their regular desk waste receptacles for recycling. Landlord will provide recycle stickers to be placed on the receptacles, if required, and small waste baskets that can be attached to the receptacles to be used for non-recyclable trash. The janitors will empty the recycling and trash receptacles.

Recyclable Items

- Soda, water and juice bottles (caps are ok)
- Liquid detergent and other cleaning supply bottles
- Condiment bottles
- Yogurt containers, milk jugs, plastic tubs
- Newspaper, magazines, phone books & office paper
- Soda cans, steel or tin cans (i.e. soup cans etc.)
- Aluminum foil
- Corrugated cardboard (please flatten boxes)
- Chipboard (cereal boxes, tissue boxes etc.)

Non-Recyclable Items (Trash)

- Plastic bags
- Styrofoam
- Food
- Packaging peanuts or bubble wrap
- Tyvek (polyethylene fiber) plastic envelopes
- Waxed lined cardboard (i.e. Starbucks cups)

- Brown paper bags, bulk and junk mail
- Glass bottles and Jars
- Plastic to-go containers

Battery Recycling

We also recycle batteries. A battery collection bin is located in the elevator lobby on B-4. To guard against possible fire, we ask that plastic non-conductive electrical tape is placed over the battery terminals or that each battery is placed in a separate plastic bag. Packaging the batteries in this manner will prevent the terminals from contacting other batteries or metal surfaces during storage and transport. Once the bin is full the batteries will be shipped to a battery recycling facility.

Electronics Recycling

Disposing of electronic waste properly is a pressing issue for all of us and Transwestern Properties is committed to providing an environmentally sound solution to the problem. We have teamed up with Genesis Recycling to provide this service at no charge to our tenants.

The following items are accepted:

- Computers/Monitors (desktops, laptops, mainframes)
- Peripherals (keyboards, mice, cables, modems)
- Telecom Equipment (phones, cell phones, radios, switchboards, telecom systems, switches, and fax machines)
- TVs and Games (any TV, DVDs and DVD players, audio and stereo equipment, games)
- Parts (electronic circuit boards and cards, cables, connectors, relays)
- Other Equipment (printers and copiers, scientific testing or hospital equipment, UPS)

Each computer hard drive is put through a process in which the memory is completely erased and the hard drive is deemed unusable. This method is fully approved by the Department of Defense. All electronic devices are manually disassembled to the component level and re-introduced into the industrial manufacturing stream to produce new products. What can't be reused is sent to appropriate licensed smelters for commodity recovery i.e. metals and plastics companies (local only). Nothing gets shredded or ends up in a landfill. For more information, please visit www.genesisrecycling.net.

To schedule a pick up, please call 720.881.7238 or email cs@genesisrecyclingco.com

Green Building: Sustainable Purchasing

A sustainable purchasing policy that considers the full lifecycle impact of the products can help reduce pollution and preserve resources. Many supplier now include this information with their products (such as recycled content) making it easier to implement sustainable purchasing. There are also several third party organizations to assist you with determining the sustainability of a product:

Green Seal – Green Seal is a non-profit organization that uses science-based programs to empower consumers, purchasers and companies to create a more sustainable world. For more information, please visit www.greenseal.org

Energy Star – Rates energy-efficient products such as computers, monitors, copiers, appliances and lighting. Look for the Energy Star Label! To learn more, please visit www.energystar.gov

Introduction: Welcome

The tenant information provided in this Electronic Tenant® Handbook is meant to provide you with a better understanding of 8181 East Tufts Avenue and to facilitate your company's operations. There is a great deal of information contained within this handbook; take the time to familiarize yourself with this handbook and it will become a valuable resource for you and your company. Please note that the Management Office is available to help in any way possible. Your first call for any problem or question can always be directed to the Management Office, and we will assist you from there.

Every attempt has been made to provide current and accurate information in this handbook, but it is possible that some items will change over time. The Management Office will promptly notify you of any such changes. Please feel free to contact the Management Office with any questions you may have. We are here to serve you.

Introduction: About 8181 East Tufts Avenue

The property is a six-story, Class "A" office building consisting of 185,256 square feet constructed in 2001. 8181 E. Tufts is located in the north portion of the prestigious Denver Tech Center (DTC), the premier location in the Southeast market and one of Denver's largest and most dynamic business parks.

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 [Service and Maintenance Request System](#) and [Search engine](#). 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: Contractors

Vendor / Contractor Access

There may be instances when your vendors or contractors need to perform work in your suite during non business hours. In such instances, please provide at least 24-hour advance notification in writing to your Property Manager. Depending upon the type of activity, after hours vendor/contractor work must be supervised by property management personnel, with the personnel's time to be charged to the tenant. Advance notification and approval must be obtained from the Property Manager for such work.

Prior to any work being done by Tenant's vendor, the Tenant should obtain a certificate of insurance from their vendor listing the Tenant as the "Additional Insured." Please email evidence of this insurance to Terri.Redman@transwestern.com or fax to 303.721.1122. In the event of any damage, Landlord would look to Tenant Insurance to be made whole.

Construction Guidelines

In situations where non-building personnel will be used to do work within your suite, please contact your Property Manager and consult pertinent terms of your lease to obtain proper construction guidelines. This policy includes all types of construction including, heating, electrical, plumbing, and general contracting.

Prior to any work being done by Tenant's vendor, the Tenant should obtain a certificate of insurance from their vendor listing the Tenant as the "Additional Insured." Please email evidence of this insurance to Terri.Redman@transwestern.com or fax to 303.721.1122. In the event of any damage, Landlord would look to Tenant Insurance to be made whole.

Policies and Procedures: General Rules and Regulations

The following rules and regulations shall be and are hereby made a part of the Lease 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. Tenant shall not obstruct the sidewalks, entries, passages, corridors, stairways, and elevators of the Building Complex or interfere with the rights of other tenants of the Building Complex, or of persons having business in the Building Complex or in any way injure or annoy such tenants or persons. Tenant shall not disturb the other occupants of the Building 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.
2. Tenant shall not commit any act or permit anything in or about the Building which shall or might subject Landlord to any liability or responsibility for injury to any person or property by reason of any business or operation being carried on in or about the Building Complex or for any other reason.
3. Tenant shall not use the Building for lodging, sleeping, or for any illegal purposes or for any purpose that will damage the Building Complex, or the reputation thereof, or for any purposes other than those specified in the Lease.

Rules and Regulations

4. Canvassing, soliciting, and peddling in the Building Complex are prohibited, and Tenant shall cooperate to prevent such activities. Tenant shall not grant any concessions, licenses or permission for the sale or taking order for food or services or merchandise on the Premises, nor install or permit the installation or use of any machinery or equipment for dispensing goods or foods or beverages in the Building Complex, except beverage machines intended for the use only by Tenant's employees, nor permit the preparation, serving, distribution or delivery of food or beverages in the Premises, except for the warming of pre-prepared food by Tenant's employees in microwave ovens, without the approval of Landlord and in compliance with the Lease and arrangements prescribed by Landlord. Only persons approved by Landlord shall be permitted to serve, distribute, or deliver food and beverages within the Building Complex, or to use the elevators or public areas of the Building Complex for that purpose.
5. Tenant shall not bring or keep within the Building or in any Common Areas any bicycle, motorcycle or animal except helping animals allowed by law.

Rules and Regulations

6. Tenant shall not conduct mechanical or manufacturing operations, or place or use any flammable, combustible, explosive or hazardous fluid, chemical, device, substance or material in or about the Building Complex without the prior written consent of Landlord, except as associated with Tenant's Permitted Use. Tenant shall comply with the statutes, ordinances, rules, orders, regulations and requirements imposed by governmental or quasi-governmental authorities in connection with fire and panic safety and fire prevention and shall not commit any act or permit any object to be brought or kept in the Building Complex, which shall result in a change of the rating of the Building Complex by the insurance underwriters. Tenant shall not commit any act or permit any object to be brought or kept in the Building Complex which shall increase the rate of fire insurance on the Building Complex or on property located herein, constitute a nuisance or waste, or conflict with any of the rules or ordinances of the Department of Health of the City and County where the Building is located.

Rules and Regulations

7. Tenant shall not allow the use of space heaters. Space heaters are not allowed in the building for various reasons:
 1. Space heaters are a fire hazard and are against fire code.
 2. Space heaters are the main cause of blown breakers.
 3. Space heaters give the thermostats a false temperature reading causing the HVAC system to distribute cold air to that area. Since most thermostats control a zone consisting of several areas, the person using the space heater may be fine, but the other people in that zone will typically be cold.

Rules and Regulations

8. Tenant shall move all freight, supplies, furniture, fixtures, and other personal property into, within and out of the Building Complex only at such times and through such entrances as may be designated by

Landlord, and such movement of such items shall be under the supervision of Landlord. Landlord reserves the right to approve or disapprove the movers or moving company employed by Tenant, to inspect all such freight, supplies, furniture, fixtures and other personal property, to be brought into the Building and to exclude from the Building all such objects which violate any of these rules and regulations or the provisions of the Lease. Tenant shall not move or install such objects in or about the Building Complex in such a fashion as to unreasonably obstruct the activities of the other tenants, and all such moving shall be at the sole expense, risk, and responsibility of Tenant. Tenant shall not use in the delivery, receipt or other movement of freight, supplies, furniture, fixtures and other personal property to, from, or within the Building Complex, any hand trucks other than those equipped with rubber tires and side guards. In the event Tenant or Tenant's movers damage the elevator or any part of the Building Complex, Tenant shall forthwith pay to Landlord the amount required to repair said damage.

9. Tenant shall not place within the Building any safes, copying machines, computer equipment or other objects of unusual size or weight, nor shall Tenant place within the Building Complex any objects which exceed the floor weight specifications of the Building without the express prior written consent of Landlord. Tenant agrees that it is fully liable for any damages to the Building Complex or losses sustained by Landlord by reason of the placing within the Premises of equipment or property in excess of the floor weight specifications of the Building Complex either with or without the consent of Landlord. The placement and positioning of all such objects within the Building Complex shall be prescribed by Landlord and such objects shall, in all cases, be placed upon plates or footings of such size as shall be prescribed by Landlord.

Rules and Regulations

10. Tenant shall not deposit any trash, refuse, cigarettes, or other substances of any kind within or out of the Building Complex except in refuse containers. Tenant shall exercise its best efforts to keep the sidewalks, entrances, passages, courts, lobby areas, parking areas, vestibules, public corridors and halls in and about the Building Complex clean and free from rubbish. Tenant shall not allow anything to be placed on the outside of the Building, nor shall anything be thrown by Tenant out of the windows or doors or down the corridors, elevators shaft or ventilating ducts or shafts of the Building.
11. Tenant shall use the Common Areas only as a means of ingress and egress and other designed purposes, and Tenant shall permit no loitering by any of Tenant's employees upon Common Areas or elsewhere within the Building Complex. The Common Areas and roof of the Building are not for the use of the general public, and Landlord shall in all cases, retain the right to control or prevent access thereto by all persons whose presence in the reasonable judgment of the Landlord, shall be prejudicial to the safety, character, reputation or interests of the Building Complex and its Tenants. Tenant shall not go upon the roof of the Building without the express prior written consent of the Landlord.

Rules and Regulations

12. Landlord reserves the right to exclude or expel from the Building Complex any person who, in the reasonable judgment of Landlord, is intoxicated or under the influence of liquor or drugs or who shall in any manner act in violation of the rules and regulations of the Building Complex.
13. Tenant shall not use the washrooms, restrooms and plumbing fixtures of the Building, and appurtenances thereto, for any other purpose than the purposes for which they were constructed, and Tenant shall not deposit any sweepings, rubbish, rags or other improper substances therein. Tenant shall not waste water by interfering or tampering with the faucets or otherwise. If Tenant or Tenant's servants, employees, contractors, jobbers, agents, licensees, invitees, guests or visitors, cause any damage to such washrooms, restrooms, plumbing fixtures or appurtenances, such damage shall be repaired at Tenant's expense, and Landlord shall not be responsible therefor.

Rules and Regulations

14. Tenant shall not mark, paint, drill into, cut, string wire within, or in any way deface any part of the Building Complex, without the express prior written consent of Landlord, and any defacement, damage, or injury caused by Tenant or Tenant's agents or employees shall be paid for by Tenant. Upon removal of any wall decorations or installations or floor coverings by Tenant, any damage to the walls or floors shall be repaired by Tenant at Tenant's sole cost and expense.
15. No blinds, drapes or other window coverings shall be detached from or installed in the Building without the express prior written consent of Landlord. In the event of the violation of any of the foregoing by Tenant, Landlord may remove the articles constituting the violation without any liability and Tenant shall reimburse Landlord for the expense incurred in such removal upon demand as additional rent under the Lease.

16. Tenant shall not use the name of the Building or the name of the Landlord in its business name, trademarks, signs, advertisements, descriptive material, letterhead, insignia or any other similar item without Landlord's express prior written consent.

Rules and Regulations

17. Subject to applicable fire or other safety regulations, all doors opening onto Common Areas and all doors upon the perimeter of the Premises shall be kept closed and, during non-business hours, locked, except when in use for ingress or egress. If Tenant uses the Premises after regular business hours or on non-business days, Tenant shall lock any entrance doors to the Building or to the Premises used by Tenant immediately after using such doors.
18. All keys to the exterior doors of the Premises shall be obtained by Tenant from Landlord, and Tenant shall pay to Landlord a reasonable deposit determined by Landlord from time to time for such keys. Tenant shall not make duplicate copies of such keys. Tenant shall not install additional locks or bolts of any kind upon any of the doors or windows of, or within the Building, nor shall Tenant make any changes in existing locks or the mechanisms thereof. Tenant shall, upon the termination of its tenancy, provide Landlord with the combinations to all combination locks on safes, safe cabinets and vaults and deliver interior doors, cabinets, and other key-controlled mechanisms therein, whether or not such keys were furnished to Tenant by Landlord. In the event of the loss of any key furnished to Tenant by Landlord, Tenant shall pay to Landlord the cost of replacing the same or of changing the lock or locks opened by such lost key if Landlord shall deem it necessary to make such a change. Landlord and/or Landlord's agent shall at all times keep a passkey to the Premises.

Rules and Regulations

19. Access may be had by Tenant to the Premises during hours of operation agreed upon by Landlord and Tenant. At other times access to the Building may be refused unless the person seeking admission has an access card or a pass if a watchman is present. Tenant shall be responsible for all persons for whom Tenant requests passes, and shall be liable to Landlord for all acts of such persons. Landlord shall in no case be liable for damages for the admission or exclusion of any person from the Building. In case of invasion, mob, riot, public excitement, or other commotion, Landlord reserves the right to prevent access to the Building Complex for the safety of tenants and protection of property in the Building Complex.
20. Except as otherwise provided in the Lease, Landlord shall not be responsible for, and Tenant hereby indemnifies and holds Landlord harmless from, any liability in connection with the loss, theft, misappropriation or other disappearance of furniture, furnishings, fixtures, machinery, equipment, money, jewelry or other items or personal property from the Premises or other parts of the Building regardless of whether the Premises or Building are locked at the time of such loss.
21. During the entire term of this Lease, Tenant shall, at Tenant's expense, install and maintain under each and every caster chair in office areas a chair pad to protect the carpeting.

Rules and Regulations

22. 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.
23. For purposes hereof, the terms "Landlord," "Tenant," "Building" and "Premises" are defined as those terms are defined in the Lease to which these Rules and Regulations are attached. Wherever Tenant is obligated under these Rules and Regulations to do or refrain from doing an act or thing, such obligation shall include the exercise by Tenant of its best efforts to secure compliance with such obligation by the servants, employees, contractors, jobbers, agents, invitees, licensees, guests and visitors of Tenant. The term "Building" and the "Building Complex" shall include the Premises, and any obligations of Tenant hereunder with regard to the Building and the Building Complex shall apply with equal force to the Premises and to other parts of the Building Complex.
24. Tenant agrees that Landlord may amend, modify, delete, or add new and additional reasonable rules and regulations of the use and care of the Premises and the Building Complex. Tenant agrees to comply with all such rules and regulations upon notice to Tenant from Landlord thereof. In the event of any breach of any of the rules and regulations herein set forth or any amendments, modifications, or additions thereto, Landlord shall have all remedies in this Lease provided for in the Event of Default by Tenant.

Policies and Procedures: Insurance Protection

Prior to any move or any work being done by Tenant's vendor, the Tenant should obtain a certificate of insurance from their vendor listing the Tenant as the "Additional Insured." Please email evidence of this insurance to Terri.Redman@transwestern.com or fax to 303.721.1122. In the event of any damage, Landlord would look to Tenant Insurance to be made whole.

Policies and Procedures: Moving and Delivery Guidelines

These moving and delivery guidelines have been developed to ensure a safe and efficient move for you and your business. Following these guidelines will expedite your move and protect the people handling the move as well as your property and the building itself. These guidelines are in no way meant to hamper or restrict your moving process, but rather to safeguard the elements involved in the process. Please call your Property Manager if you have any further questions or need assistance.

Moving Guidelines

1. Notify your Property Manager in writing at least seven to ten working days in advance of your scheduled move. All moving arrangements and schedules must be cleared by your Property Manager.
2. Prior to a move the Tenant should obtain a certificate of insurance from their vendor listing the Tenant as the "Additional Insured." Please email evidence of this insurance to Terri.Redman@transwestern.com or fax to 303.721.1122. In the event of any damage, Landlord would look to Tenant Insurance to be made whole.
3. Moves of any kind into or out of the building are permitted only before 7:30 a.m. and after 6:00 p.m. Monday through Friday, or on weekends.
3. All large moves including furniture, equipment and heavy supplies must be handled through the freight elevator. Your Property Manager will provide pads to protect the elevator. Also, masonite must be laid on lobby and corridor floors and should be provided by the mover.
4. The tenant or moving contractor will be responsible for protecting the building against any damage that may be incurred during the move. Minimum required protection is:
 - Padding or other protection of all entrances, doorways, and walls affected by the move.
 - Covering of all floors traversed during the move with masonite. All connecting edges must be taped together to prevent a tripping hazard.
5. Movers shall be responsible for removing all trash and bulky packing cartons from the premises. If property management has to remove trash, tenant will be charged for removal.
6. Your building has a strict "No Smoking" policy. Moving crew members are not permitted to smoke in any area of the building.
7. The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park moving vehicles in marked fire lanes.

Those responsible for the move are asked to inspect the property and access routes before the move. There is no existing damage along those routes, and any damage observed after the move will be repaired at the expense of the tenant or its moving company.

General Delivery Guidelines

Large deliveries may be taken by elevator from 9:30 a.m. to 11:30 a.m., and 1:30 p.m. to 4:30 p.m. Monday through Friday. Any exceptions must be authorized by your Property Manager.

Policies and Procedures: Parking

Please be courteous and park only in designated parking areas, and use only one spot. Do not park in front of the building entry at the curb line or in delivery or loading zones or visitor parking. If you observe a car violating these rules, please contact the Property Manager.

In order to minimize parking problems, cars incorrectly parked in reserved areas may be ticketed and/or towed without warning at the owner's expense.

When parking, please take all valuables with you and lock your car.

Policies and Procedures: Smoking

NO SMOKING POLICY

There is absolutely no smoking allowed in front of any of the building entrances, this includes all tobacco products, e-cigarettes and marijuana. This is not only a building policy but also Colorado State law and we ask for everyone's cooperation in keeping the building entries smoke free. There is a designated smoking area for the building located on the north side of the building. Please note, smoking of marijuana products is not allowed anywhere on the property, including the designated smoking area.