

# TENANT HANDBOOK



## **Village Center Station**

6380 S Fiddlers Green Circle

Greenwood Village, CO 80111

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IMPORTANT FORMS

# I. MOVE-IN INFORMATION

# I. MOVE-IN INFORMATION

In preparation for your move to Village Center Station we have included the following checklist of forms and other information required by the Management Office. These forms can be found in Section VII of this manual.

When using forms, please keep one copy for your records and return the original to the Management Office.

It is required that you complete the following forms and return them to the Management Office at least two weeks prior to your scheduled move-in. If you have any questions, please contact the Management Office at 303-867-3800.

## **FORMS REQUIRED PRIOR TO MOVE-IN**

- Move Information
- Authorized Individuals & After-Hours Emergency Contact List
- Online Service Request System Registration
- Access Card Request
- Parking Permit Request
- Suite Sign Order Form
- Electronic Directory Information
- Floor/Suite Emergency Response Team
- Physically Impaired Individuals
- Designated Relocation Site
- Emergency Procedures Acknowledgement

## *An Explanation of Forms For Your Move-In*

### **MOVE-IN DAY INFORMATION**

This form requests information regarding your move-in day. If there are any changes, please notify our office as soon as possible. We want to ensure that there will be no scheduling conflicts and that all the proper information has been received.

### **AUTHORIZED INDIVIDUALS & AFTER HOURS EMERGENCY CONTACT LIST**

These lists will be used by building management and security in the case of property removal questions, after-hours emergencies or after-hours access into the building. We will only allow the desired action to take place with the approval from an authorized individual.

### **TENANT ONLINE SERVICE REQUEST REGISTRATION FORM**

This form designates persons who are authorized to request services from the management office via our on-line system. The service requestor contacts shall be authorized to incur charges on behalf of the tenant for all building services (other than construction services) and grant access to your suite. We will only accept work orders or requests from the Tenant Authorized Service Requestors noted on this form.

### **ACCESS CARD REQUEST**

At Village Center Station an access card is issued to each employee for after-hours building access and access into the parking garage. Each form must be signed by an authorized individual. The first access cards are issued free of charge. There is a \$16.00 non-refundable fee for each replacement access card. Additionally, this fee applies to any access card purchase over the allotment prescribed in your lease agreement. Please complete the Access Card Request Form prior to move-in so that identification cards for access to the building can be issued for each employee.

### **SUITE SIGN ORDER**

Please fill out the enclosed form with the name of your company as you wish it to be displayed outside your suite door. This form should be filled out as soon as possible so the management office can get your order into the signage company.

### **ELECTRONIC BUILDING DIRECTORY**

Please indicate on the enclosed form exactly how you wish your company name to appear in the directory. This form should be filled out as soon as possible so the management office can get your company name added for visitors.

### **AFTER HOURS HVAC REQUEST FORM**

Use this form to order HVAC services after regular building hours of operation. This form can only be filled out by an authorized contact. After-hours HVAC is \$65.00 dollars per hour.

### **WORKOUT FACILITY WAIVER OF LIABILITY FORM**

Each employee wishing to take advantage of the on-site workout facility must sign the Fitness Center release form prior to utilizing the facility. Please return all original release forms to the management office.



### **VISITOR ACCESS REQUEST FORM**

Please use this form to request access for a visitor outside the regular building hours of operation. This form can only be filled out by an authorized contact.

### **FLOOR/SUITE EMERGENCY RESPONSE TEAM**

This form designates individuals from your staff who will serve as your response team in the event of a building emergency.

### **DESIGNATED RELOCATION SITE**

Please designate a relocation site in the event of an emergency that does not allow for assembly on the property.

### **EMERGENCY PROCEDURES ACKNOWLEDGEMENT**

Complete this form to acknowledge receipt of the Emergency Procedures information found in this manual.



## **VENDOR/CONTRACTOR INSURANCE REQUIREMENTS**

When moving into Village Center Station your moving company and any other vendors or contractors will be required to provide a Certificate of Insurance with the following coverages:

### **Commercial General Liability**

Combined Single Limit - \$1,000,000 per occurrence and \$2,000,000 annual aggregate per location. Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.

### **Worker's Compensation - Statutory Limits**

#### **Employer's Liability**

With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit; \$1,000,000 bodily injury each employee.

#### **Commercial Automobile Liability**

Combined Single Limit - \$1,000,000 per accident.

Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

#### **Additional Insured**

CGL and auto policies described above shall include the following as additional insured, including their officers, directors and employees. Additional Insured endorsements CG 20 10 10 01 and CG 20 37 10 01A or their equivalent shall be utilized for the policy (ies) described in Section I.A. above. Please note that the spelling of these parties must be exactly correct.

1. Jones Lang LaSalle Americas, Inc.
2. KBSIII Village Center Station, LLC

#### **Waiver of Subrogation**

Service Contractor waives any and all rights of subrogation with respect to its commercial property and workers' compensation liability insurance policies against the parties identified above.

#### **Best's Key Rating**

All policies will be written by companies licensed to do business in the State of Colorado and which have a rating by Best's Key Rating Guide not less than "A-/VIII."

#### **Cancellation Provision**

Certificate(s) of Insurance relating to policies required under this Agreement shall contain one of the following two provisions:

"Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail thirty (30) days' written notice to the Certificate Holder."

OR:

"Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."



The following should be named as the Certificate Holder: GK Peakview Tower LLC c/c Jones Lang LaSalle Americas, Inc., 6465 S. Greenwood Plaza Blvd., Suite 220, Centennial, CO 80111, Attn: Property Manager – Insurance.

Once completed, the insurance information may be emailed to [jesse.friedl@am.jll.com](mailto:jesse.friedl@am.jll.com) and/or faxed to (303) 867-3810.

### **LOADING DOCK ACCESS**

Access to the dock is first come, first served. All items must be brought into the building through the service corridor and up the freight elevator. At no time should any items be moved through the lobby, passenger elevators or glass doors.

### **MOVE-IN HOURS**

We request that your move be scheduled after 6:00 p.m. Monday through Friday, or anytime on Saturday and Sunday.





## Move-In Checklist

Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new offices.

- Order new stationary, envelopes and business cards with new address and numbers
- Contact the Telephone Company to regarding installation of phone service to your suite
- Notify the post office of your change of address
- Send a change of address card or note to clients, vendors and friends
- Complete required forms, keep a copy for yourself and return the original to the JLL Management Office
- Furnish your moving company with a copy of the Moving Company Guidelines included in this manual
- Provide building management with a list of employees who will need access cards
- Provide building management with how many keys to your suite will you need
- Provide building management with what size mail box will you need: small or large
- Provide building management with what you want on your suite signage or elevator directory

## II. MANAGEMENT OFFICE

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### IMPORTANT NUMBERS

**Management Office:**

6380 S. Fiddlers Green Circle, Suite 410  
Greenwood Village, CO 80111  
303-867-3800 Phone  
303-867-3810 Fax

### ONLINE SERVICE REQUEST SYSTEM

<http://www.ng1.angusanywhere.com>

### BUSINESS HOURS & HOLIDAYS

**Management Office Hours:**

Monday – Friday 8:00am – 5:00pm

**Management Office Holidays:**

New Year's Day  
Martin Luther King Jr Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve

### BUILDING HOURS

**Building Standard Hours:**

7:00 a.m. - 6:00 p.m. Monday - Friday  
8:00 a.m. - 1:00 p.m. Saturday

### MANAGEMENT STAFF

**Management Office Staff:**

Jill Rauske	General Manager
Katrina Stene	Assistant General Manager
Kylie Kaspar	Assistant General Manager
Jesse Friedl	Property Administrator
Justin Zimblis	Senior Operating Engineer
David Duis	Building Engineer



# III. BUILDING OPERATIONS

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## BUILDING ACCESS

### Access Card Request

At move-in, each employee is required to complete the **Access Card Request Form** so that identification cards for access to the building and after-hours access can be issued for each employee. Any time a new employee is hired, an access card is lost, or the access status of an employee changes, enter a request under "security/access cards" on the online tenant request system and then attach the form. Replacement access cards are \$16.00.

### After-Hours Access

An access card will be required in order to enter the building during non-business hours. If an individual requests access to the building or specific suite, the management office or security will notify the after-hours contacts to obtain approval prior to granting any access request.

### After-Hours HVAC

Persons seeking after-hours HVAC need to enter the request on the online tenant request system. Your company will be billed accordingly each month. After-hours HVAC is \$65.00 per hour.

## BUILDING SECURITY

### Lobby Attendants

7:00 a.m. – 11:00 p.m. Monday -Friday  
8:00 a.m. - 1:00 p.m. Saturday

For your protection, major office equipment may not be taken from the building without prior arrangements with our Property Management Team. This procedure is necessary to prevent unauthorized removal of major office equipment from your offices and the building.

## GENERAL SAFETY GUIDELINES

For your safety, your cooperation is asked in observing the following building safety guidelines:

1. Notify the Management Office of loiterers or suspicious persons in corridors or restrooms
2. Turn away all solicitors and report solicitors to the Management Office
3. Always lock your suite when there is no one in the office –even if you have just stepped out for a quick moment
4. Always remember to take your suite keys and building access card with you when you leave
5. Keep corridor doors closed at all times
6. Do not leave personal valuables unguarded in reception areas, on desk tops or in unlocked drawers
7. Refrain from using the stairways when alone except in emergency situations



8. Request a security escort to your car if you leave the building after dark
9. Notify the Police and the Management Office of any crimes
10. Collect keys and building access cards from employees who have resigned or have been terminated from your firm
11. Copy and distribute these general guidelines to your entire office staff

## **BUILDING MAINTENANCE**

Building Engineers are here to maintain building operations and to provide standard building maintenance. A designated office contact should be the person to place all maintenance requests.

### **Maintenance Requests**

Please submit an online work request via the online tenant request system. To get usernames and passwords for the tenant request website, complete the **Tenant Online Service Request Registration Form** and return it to the Management Office. We will notify you of your user name and password once your account has been set-up.

When requesting maintenance, please be prepared to provide the following information:

1. Your name, company name and suite number
2. Contact phone number
3. Clearly identify the nature and location of the problem

## **JANITORIAL SERVICE**

Janitorial service is provided Monday through Friday evenings after normal business hours. Routine office cleaning includes vacuuming, dusting and emptying wastebaskets. Service to your suite will commence on the first regular service day after your move-in unless you have requested otherwise.

As a reminder, please do not place any objects near or against trash cans if the material is not to be thrown away.

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives or keyboards; nor will they vacuum or dust near computer cables or wires. This is for your protection to avoid disrupting any sensitive computer equipment.

## **DAYPORTER**

Dayporters are on duty Monday through Friday from 7:00 AM to 4:00 PM to keep the lobbies, corridors, restrooms and the building perimeter clean during working hours. If you observe a janitorial problem in any of these areas or otherwise, please go to the online tenant request system to notify the dayporter.



## Special Requests

If you have any special requests or require emergency janitorial assistance, please direct your request to the online tenant request system.

## Recycling and Composting

Waste diversion is one of the most pressing issues of the new decade. The Management Office is eager to ensure that our building occupants do our part to help extend the life of current landfill areas. With that in mind, we have established a convenient three stream waste program in the building which includes recycling and trash.

Trash and recycling containers are emptied nightly from desks and community containers. Please use the attached form to order recycling containers.

Our waste diversion program is one of the most comprehensive programs available. Flyers showing what is applicable to each waste stream are included with the container order form at the end of this manual.

## PARKING

The attached parking structure is for tenant and visitor use. There are designated 2-hour limit (per day) visitor spaces in the garage on levels C & D and also along the front of the building on the west side. We ask that building employees please refrain from using these visitor spaces, so that building visitors will have easy access to the building at all times. If a tenant utilizes the visitor parking, a ticket will be issued. The number of tenant spaces is allocated in accordance with the lease agreement. Some leases do call for reserved spaces; these spaces are clearly marked in the garage. All vehicles in handicapped parking spaces must have state issued handicap hang-tags or will be subject to a \$100.00 fine per the City of Greenwood Village. Should you become temporarily disabled, please contact your physician to apply for a temporary handicap-parking tag.

Should you have a visitor that you know will be longer than two hours, please call the management office at (303) 867-3800 so that temporary parking pass can be issued. By having a temporary parking pass, visitors will be able to park in non-reserved parking spaces without receiving a ticket.

The parking garage is controlled by adhering to a strict vehicle registration policy. When completing your Building & Parking Access Card Request Form, there is a place to list all vehicles that you or your employees may drive. This is important information should there be a problem in the garage so that we can locate the rightful owner of a vehicle quickly. Please contact the management office should your license or vehicles change.

## Handicap Spaces

Parking stalls reserved for handicapped individuals are clearly marked. As a reminder, do not park in these spaces unless you have a valid handicapped license.



### **Visitor Spaces**

Parking stalls reserved for visitors to the building are clearly marked and may not be used by tenants for any reason.

### **Parking Rules & Regulations**

Please provide and encourage each of your employees to read the parking rules and regulations that are included with the Parking Permit Request Form. Each employee is required to sign this form stating that they have read and agree to abide by these rules and regulations.

### **Parking Guidelines & Reminders**

To ensure the safety and proper use of our parking facilities, please adhere to the following guidelines:

1. Phone the Management Office if you observe any hazards in the parking areas
2. Remember to always lock your vehicle and remove any valuables including cell phones. Village Center Station and Jones Lang LaSalle are not responsible for any damages or theft from your vehicle
3. Please ask your guests to be considerate of short term parking restrictions
4. Please observe all directional, speed limit and stop signs throughout the parking area
5. Do not park illegally or in fire lanes. Cars parked in these areas are subject to citation and/or towing
6. Overnight parking is not normally permitted. Please notify the management office if it is necessary to park your car overnight
7. Trailers and towed vehicles are not permitted in the parking areas
8. Handicapped spaces are reserved for disabled persons only. Cars illegally parked in these areas are subject to citation and/or towing
9. All vehicles must be parked in designated stalls and may occupy only one space

### **VENDOR REGULATIONS**

When arranging for services provided by an outside vendor for work in individual office suites, tenants and their vendors are asked to please comply with the following guidelines:

- Inform the Management Office via the online tenant request system or call 303-867-3800
- A vendor shall be permitted access to the building only pursuant to the request of the tenant and only for the purpose of direct deliveries to the specified suite.
- Tenant is responsible for ensuring building and suite access for all outside vendors.





- Vendors may not solicit work from other tenants in the building.
- Vendor must provide a Certificate of Insurance with the following coverages:

**Commercial General Liability**

Combined Single Limit - \$1,000,000 per occurrence and \$2,000,000 annual aggregate per location. Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.

**Worker's Compensation - Statutory Limits**

**Employer's Liability**

With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit; \$1,000,000 bodily injury each employee.

**Commercial Automobile Liability**

Combined Single Limit - \$1,000,000 per accident.

Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

**Additional Insured**

CGL and auto policies described above shall include the following as additional insured, including their officers, directors and employees. Additional Insured endorsements CG 20 10 10 01 and CG 20 37 10 01A or their equivalent shall be utilized for the policy (ies) described in Section I.A. above. Please note that the spelling of these parties must be exactly correct.

1. Jones Lang LaSalle Americas, Inc.
2. KBSIII Village Center Station, LLC

**Waiver of Subrogation**

Service Contractor waives any and all rights of subrogation with respect to its commercial property and workers' compensation liability insurance policies against the parties identified above.

**Best's Key Rating**

All policies will be written by companies licensed to do business in the State of Colorado and which have a rating by Best's Key Rating Guide not less than "A-/VIII".

**Cancellation Provision**

Certificate(s) of Insurance relating to policies required under this Agreement shall contain one of the following two provisions:

"Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail thirty (30) days' written notice to the Certificate Holder."

OR:



“Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.”

The following should be named as the Certificate Holder: KBSIII VILLAGE CENTER STATION, LLC c/c Jones Lang LaSalle Americas, Inc., 6465 S. Greenwood Plaza Blvd., Suite 220, Centennial, CO 80111, Attn: Property Manager – Insurance.

Once completed, the insurance information may be emailed to [jesse.friedl@am.jll.com](mailto:jesse.friedl@am.jll.com).

If you have any questions regarding the above requirements, please feel free to call the Management Office at 303-867-3800.

### **RENT PAYMENT INFORMATION**

Rent payments are due according to the terms set forth in your lease agreement.

KBSIII Village Center Station, LLC  
c/o JLL  
6465 S. Greenwood Plaza Blvd. Suite 220  
Centennial, CO 80111

Please make your checks payable to KBSIII Village Center Station, LLC. It is important that the remittance portion accompany your check. This will ensure the proper crediting to your account.

Other important points of reference to ensure the proper processing of your check:

- Indicate the amount being paid and the check number on the remittance.
- Notify the Management Office in writing of any billing address changes.

If you have any questions, please do not hesitate to call the Management Office at 303-867-3800.

### **MAIL & OTHER DELIVERIES**

#### **Incoming Mail**

All incoming mail should be addressed as follows:

Tenant Name  
6380 S. Fiddlers Green Circle  
Tenant Suite Number  
Greenwood Village, Colorado 80111

Please notify all clients and other business associates of your proper mailing address.



## **U.S. Mailbox Locations**

Mail boxes can be accessed via the mail lobby.

## **Pick-Up/Delivery Hours**

Mail delivery, distribution and pick-up hours are determined by the U.S. Postal Service.

## **Oversized Deliveries (Loading Dock)**

All oversized deliveries should be made via the building's loading dock. Items may not be moved through the lobby. The loading dock may be used for a maximum of 20 minutes unless previously approved by the Management Office.

## **SMOKING**

In compliance with State Law, smoking is prohibited inside the building. For the convenience of building employees who smoke, we have a designated smoking area located at the base of the jumbotron. Ash trays are provided in this area.

As a courtesy to non-smokers and all guests to our buildings, we ask that you please adhere to the following guidelines:

- Please use the designated smoking area and refrain from smoking at building entryways or in the parking lots or garage. It is unlawful to smoke within 15 feet of any building entrance.
- Please use the smoking trays provided for disposal of ashes and cigarette butts.
- Do not discard of cigarette waste on walkways, planters or building landscaping.
- Smoking and use of marijuana is strictly prohibited anywhere on the property.

## **SOLICITORS**

Village Center Station has adopted a "No Soliciting" policy. Please notify the Management Office via the online tenant request system or at 303-867-3800 of any solicitors on the premises.



## IV. BUILDING RULES & REGULATIONS

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Tenants shall faithfully observe and comply with the following Rules and Regulations:

1. Any signs, letterings, pictures, notices, or advertisements installed within the building 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 the landlord may approve in writing. No signs, letterings, pictures, notices or advertisements shall be placed on any outside window or in any position so as to be visible from outside the building. Tenants shall not place any signs, letterings, pictures, notices or advertisements on the exterior of the premises, building or project except in such place as may be designated by landlord and consented to by landlord in writing. All lettering and graphics on corridor doors shall conform to the Building Standard prescribed by the landlord.

2. The sidewalks, walks, plaza entries, corridors, concourses, ramps, staircases, escalators and elevators of the Building shall not be obstructed or used by tenant, or the employees, agents, servants, visitors or licensees of tenant for any purpose other than ingress and egress to and from the premises. No bicycle or motorcycle shall be brought into the building or kept on the premises without the prior written consent of landlord.

3. Tenant, its subtenants and its and their customers, invitees, licensees, and guests:

(a) 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 Premises;

(b) 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;

(c) 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;

(d) shall neither install nor operate machinery or any mechanical devices of a nature not directly related to Tenant's ordinary use of the Premises without the written permission of the Landlord;

(e) shall not use rest rooms or water fixtures for any purpose other than that for which they are designed;

(f) 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 Premises or of the Building;

(g) shall not unduly obstruct any pipes, conduits and ducts in the Premises; and

(h) shall use chair pads, to be furnished by Tenant, under all rolling and ordinary desk chairs in carpeted areas.



4. Only persons authorized by Landlord will be permitted to furnish newspapers, ice, drinking water, towels, barbering, shoe shining, janitorial services, floor polishing and other similar services and concessions to Tenant, and only at hours and under regulations fixed by Landlord.

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

6. Tenant shall not do any cooking (other than warming in a microwave oven) or conduct any restaurant, luncheonette, automat or cafeteria for the sale or service of food or beverages to its employees or to others, or permit the delivery of any food or beverage to the Premises, except by such persons delivering the same as shall be approved by Landlord and only under regulations fixed by Landlord. Tenant may, however, operate a coffee bar by and for its employees.

7. No birds, fish tanks, or animals, except service animals, are allowed in the Building.

8. No additional locks or bolts of any kind shall be placed on any door in the Building or the Premises and no lock on any door therein shall be changed or altered in any respect. Landlord shall furnish two keys for each lock on exterior doors to the Premises and shall, on Tenant's request and at Tenant's expense, provide additional duplicate keys. Tenant shall not make duplicate keys. All keys shall be returned to Landlord upon the termination of this Lease, and Tenant shall give to Landlord explanations of the combinations of all safes, vaults and combination locks remaining with the Premises. Landlord may at all times keep a pass key to the Premises. All entrance doors to the Premises shall be left closed at all times and left locked when the Premises are not in use. Landlord agrees to furnish to Tenant, at Landlord's expense, 2 CardKeys for access to the Building during such times as the Building is not open to the public. Upon written request from Tenant, or other parties authorized by Tenant, Landlord will furnish additional CardKeys to Tenant at Tenant's expense. Should any CardKeys be lost or stolen, Tenant will immediately notify Landlord and Landlord will issue replacement CardKeys with a different computer code number. Such replacement CardKeys will be at Tenant's expense (\$16.00).

9. Tenant shall not bring or permit to be brought or kept in or on the Premises or Building any inflammable, combustible, corrosive, caustic, poisonous, or explosive substance, or cause or permit any odors to permeate in or emanate from the Premises, or permit or suffer the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of light, radiation, magnetism, noise, odors and/or vibrations, or interfere in any way with other tenants or those having business in the Building.

10. Tenant shall use no other method of heating or cooling, including, without limitation, space heaters or fans, than that supplied by Landlord.

11. No freight, furniture or bulky matter of any description will be received into the Building or carried into the elevators except in such a manner, during such hours and using such elevators and passageways as may be approved by Landlord, and then only upon having been scheduled in advance. Any hand trucks, carryalls, or similar equipment used for the delivery or receipt of merchandise or equipment shall be equipped with rubber tires, side guards and such other safeguards as Landlord shall require.

12. Smoking of any kind (cigarette, pipe, marijuana, etc.) shall not be permitted in any areas of the Project, Premises, or the Building (including but not limited to the parking garage, stairwells, elevator lobbies, elevators, public corridors and restrooms), or within any other area



not specifically designated as a smoking area by Landlord. Notwithstanding the foregoing, the smoking and use of marijuana is prohibited at all times and in all areas of the Project, Premises and Building (including but not limited to the parking garage, stairwells, elevator lobbies, elevators, public corridors and restrooms). Tenant hereby agrees that violation of this smoking prohibition by Tenant, Tenant's employees, agents, visitors or invitees (individually and collectively, "Tenant Party") shall be subject to a fine in the amount of One Hundred and No/100 Dollars (\$100.00) for the first violation by a Tenant Party and Two Hundred Fifty and No/100 Dollars for each subsequent violation by a Tenant Party, whether or not the violation involves the same Tenant Party or a different Tenant Party. Repeated violations of this rule shall, at Landlord's discretion, constitute a default under this Lease.

13. 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 curtain, draperies and/or linings at all windows and hallways.

14. Landlord shall have the right to exclude any person from the Building other than during Business Hours, and any person in the Building will be subject to identification by employees and agents of Landlord. All persons in or entering the Building shall be required to comply with the security policies of the Building. If Tenant desires any additional security service for the Premises, Tenant shall have the right (with the advance written consent of Landlord) to obtain such additional service at Tenant's sole cost and expense. Tenant shall keep doors to unattended areas locked and shall otherwise exercise reasonable precautions to protect property from theft, loss or damage. Landlord shall not be responsible for the theft, loss or damage of any property or for any error with regard to the exclusion from or admission to the Building of any person. In case of invasion, mob, riot or public excitement, Landlord reserves the right to prevent access to the Building during the continuance of same by closing the doors or taking other measures for the safety of the tenants and protection of the Building and property or persons therein.

15. Only workmen employed, designated or approved by Landlord may be employed for repairs, installations, alterations, painting, material moving and other similar work that may be done in or on the Premises. Tenant will refer all contractors, contractor's representatives and installation technicians rendering any service on or to the Premises for Tenant to Landlord for Landlord's approval and supervision before performance of any contractual service. This provision shall apply to all work performed in the Building including installation of cabling, telephones, computer equipment, electrical devices and attachments and installations of any nature affecting floors, walls, woodwork, trim, windows, ceilings equipment or any other physical portion of the Building.

16. Tenant shall give notice to Landlord, as soon as reasonably practicable, in case of theft, unauthorized solicitation or accident in the Premises or in the Building or of defects therein or in any fixtures or equipment, or of any known emergency in the Building.

17. The requirements of Tenant will be attended to only upon application of Landlord in the Building or at such other address as may be designated by Landlord in the Lease. Employees of Landlord shall not perform any work or do anything outside of their regular duties, unless under special instructions from the office of Landlord.

18. Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the Rules and Regulations of the Building.



19. Tenant, its employees, agents, contractors, and invitees will comply with the rules and regulations, including smoking areas, of the Association regarding the use and occupancy of the common areas of the Building.

20. The "UPS/Battery Backup System Rules and Regulations" attached hereto are incorporated in these Rules and Regulations.

21. Tenant and its agents, employees and invitees shall observe and comply with the driving and parking signs for the Building.

22. 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 Premises and preservation of good order therein.





## V. AMENITIES

## V. AMENITIES

### **BUILDING AMENITIES & SERVICES**

- **Shower and Locker Room Facilities On-Site Workout Facility**  
Village Center Station is equipped with a secure, state-of-the-art workout facility. There is no charge to utilize this workout facility, however, you must be an employee working in the building. The Workout Facility Waiver of Liability Form must be signed in order to utilize the facility and your existing security access cards must be activated before gaining entry.
- **Building Conference Room**  
There is a conference room available for all tenants to use. Contact your property Management Team for date and time availability.
- **On-Site Dining**  
Chinook, Roberts Deli, The Kitchen Table and Tokyo Joe's are all located on the lower level of the building for tenants' convenience and leisure.

# VI. EMERGENCY PROCEDURES

## VI. EMERGENCY PROCEDURES

### OVERVIEW

The Ownership and Management of Village Center Station take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe and comfortable working environment.

While the Fire and Life Safety Systems in the building are engineered to ensure the safety of all occupants in the building in the event of a fire, it is important that all individuals working in the building understand the building's emergency procedures. However, each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Please take the time to familiarize your entire staff with these procedures. A coordinated effort from Building Management, Floor/Suite Wardens, tenants, and Emergency Personnel is vital to the success of any emergency plan. If you have any questions regarding these procedures or any of the Fire and Life Safety systems in place at Village Center Station, please contact the Management Office at (303) 867-3800.

### EMERGENCY PHONE NUMBERS

Emergency:	911	Management Office:	303-867-3800
Fire Department: South Metro Fire Department	720-488-7200	After-Hours:	303-867-3800
Police Department:	303-773-2525		
Greenwood Village Police Department	720-913-2000		

### EMERGENCY RESPONSE TEAM

At the time of move-in, each tenant is asked to complete the **Emergency Response Team Form** designating personnel that will be responsible for taking charge in the event of an emergency. It is up to each tenant to assure that this form is updated when designated personnel leave employment of the firm or for other reasons are no longer able to perform the outlined duties of emergency personnel.

While the Management Office may periodically host Emergency Response Team training, the general responsibilities are outlined here. It is the responsibility of all Emergency Response Team personnel to familiarize themselves with these guidelines as well as all of the building's Emergency Procedures.

Emergency Response Team positions:

- **Floor Warden or Suite Monitor**
- **Runner**
- **Assistant to the Mobility Impaired**



Each member of the building's Emergency Response Team acts as a link between the Building Management and their respective employees and they have an extremely important job to perform in the event of an emergency.

### **FLOOR/SUITE WARDEN RESPONSIBILITIES**

- Appoints personnel to the emergency team, fills all vacant positions and maintains an updated roster of Floor Response Team personnel
- Maintains an up-to-date list of mobility impaired employees
- Keeps Management Office updated on any changes in Floor Response Team personnel and mobility impaired employees
- Alerts Floor Response Team designees of potential emergencies
- Responsible for informing and training Floor Response Team in emergency procedures
- Ensures that Floor Response Team know their assigned duties and locations in case of an emergency
- Pre-plans the handling of mobility impaired personnel during evacuation
- Responsible for the evacuation of Floor Response Team

### **RUNNER**

- Under the supervision of the Floor/Suite Warden, the Runner is responsible for notifying the Building Management Team stationed at the Command Post of any personnel that are not accounted for after an evacuation.
- Stays at the Command Post to wait for authorization to re-enter the building or other instruction that may come from the Fire Department.
- Informs Floor/Suite Warden, when this authorization or further instruction is given.

### **ASSISTANT TO THE MOBILITY IMPAIRED**

- Under the supervision of the Floor/Suite Warden, the Assistant to the Mobility Impaired is responsible for the safe evacuation of any mobility impaired personnel.
- Moves all wheelchair bound personnel to the stairwell area and waits with them until emergency personnel arrive.

### **FIRE**

#### **IF A FIRE IS DISCOVERED INSIDE YOUR SUITE**

1. Advise others and move everyone away from the fire.
  2. Confine the fire by closing all doors in the area.
  3. Notify the Fire Department (911) and provide the following information:
    - Building Name: **Village Center Station**
    - Building Address : **6380 S. Fiddlers Green Circle**
    - Nearest Cross Street: **S. Fiddlers Green Circle & East Peakview Ave**
    - Suite number or exact location of fire
    - Your call back number
- NOTE: Do not hang up until the Emergency Operator does so.
4. Call the Management Office and give your, floor and suite number.
  5. Attempt to extinguish the fire only under the following conditions:
    - The fire is small and can easily be extinguished.



- You are familiar with the operation of an extinguisher and it can be done safely.
  - You have someone with you.
  - You have your back facing an exit.
6. Proceed to the nearest exit to evacuate. Exit via stairwells; do not use the elevators.
  7. Once outside the building, move to a safe refuge area away from the building and Fire Department operations.

### **IF A FIRE IS DISCOVERED OUTSIDE OF YOUR SUITE**

If you are in your suite, smoke or heat is evident in the corridor, and you are not able to exit, proceed as follows:

1. Call 911 and provide the following information:
  - Building Name: **Village Center Station**
  - Building Address : **6380 S. Fiddlers Green Circle**
  - Nearest Cross Street: **S. Fiddlers Green Circle & East Peakview Ave**
  - Suite number or exact location of fire
  - Your call back number

NOTE: Do not hang up until the Emergency Operator does so.
2. Call the Management Office and give your, floor and suite number.
3. FEEL THE DOOR. If it is hot or warm, DO NOT OPEN IT!
4. CLOSE AS MANY DOORS AS POSSIBLE BETWEEN YOU AND THE FIRE.
5. IF SMOKE ENTERS YOUR SUITE FROM BENEATH THE DOOR, seal the area with a fire blanket, wet towel or other mist material.
6. IF YOUR TELEPHONE STOPS WORKING, display brightly colored material from the window. Wave it to make it more visible to rescuers.

### **FIRE SAFETY REMINDERS**

1. Post Emergency Phone Numbers for all employees.
2. Make sure all employees are aware of the location of fire extinguishers and are familiar with how an extinguisher operates.
3. In a fire or other emergency, follow the instruction of your designated Floor/Suite Warden and other Emergency Personnel.
4. Never use the elevators.
5. While it is usually advised to go downward in a building during a fire, there are occasions when it may be necessary to go to an upper floor or the roof. For example, if smoke enters the stairwell, you may be driven upwards toward cleaner air.
6. If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler near the floor. Crawl to the nearest stairwell and exit if it is safe to do so.
7. Few people are burned to death in fires. Most fire-related deaths are the result of smoke inhalation, poisonous gas or panic. Panic can be avoided by being well prepared for an emergency. Learn all the emergency procedures as if they were second nature.

### **FIRE PREVENTION TIPS**

1. Replace any electrical cord that has cracked insulation or a broken connector.
2. Do not pinch electrical cords under or behind furniture.



3. Do not run electrical extension cords under chair mats or across doorways where they can be stepped on or chaffed.
4. Leave space for air to circulate around heaters and other heat-producing equipment such as copiers and computer terminals.
5. Turn off or unplug all appliances, such as coffee makers, at the end of each workday.
6. Keep exits, storage areas and stairways free from waste paper, empty boxes, dirty rags and other fire hazards.
7. Know the locations of fire extinguishers in the building and your work area.
8. Remove trash on a regular basis.
9. Close all doors after working hours.
10. Discard all flammable liquids.
11. Observe the building's NO SMOKING policies. Never throw matches or cigarette butts into waste containers (inside or outside of building).

### **FIRE EXTINGUISHER LOCATION & BASIC OPERATION**

There are two (2) fire extinguishers on each floor located near each stairwell entrance. All extinguishers in the buildings may be used on fires originating from wood, paper, plastic, grease, oil and electricity.

#### **Operating A Fire Extinguisher:**

- Pull open the cabinet and remove fire extinguisher.
- Remember the "P-A-S-S" method for effective fire extinguisher use:

**P** – Pull the safety pin. This is usually the pin with a string attached.

**A** – Aim the hose, nozzle or horn at the base of the fire.

**S** – Squeeze the trigger handle

**S** – Sweep from side to side and watch for the re-flash of the fire.

### **EVACUATION**

In the event of an emergency, it may become necessary to evacuate the office building. All Floor Response Team personnel as well as general personnel should be completely familiar with the following evacuation procedures.

- In an emergency situation evacuate the building.
- Do not exit via the elevators.
- Exit via stairwells.
- Familiarize yourself with the location of all stairwell exits; in the event a stairwell is blocked, proceed to an alternate stairwell.
- Use safe stairwell exit procedures including:
  - Remain calm and quiet
  - Remove high heeled shoes
  - Use hand rails
  - Move quickly, but do not run
  - Assist those who may have trouble on the stairs or who have been injured
  - Treat injuries on stairwell landings only and only when safe to do so



## POWER FAILURE

If electrical service is lost:

- A. Contact Excel Energy at (800) 895-1999 and report the power outage.
- B. Call the management office to report the situation.

## CIVIL DISTURBANCES

Although riots and civil disturbances are rare, there is still a need for a planned course of action in the event a civil disturbance erupts. Should a disturbance start outside the building, the Management Office will:

- Secure all building entrances.
- Notify the police.

In the event that a civil disturbance initiates inside the building:

- Make sure all occupants are in your office and lock your suite doors including the main entrance.
- Immediately notify the Management Office and provide the following information:
  - Exact location of the disturbance, demonstrators and/or rioters
  - Approximate number of demonstrators or rioters
  - Your name, company name and call back number

## EXPLOSIONS

If an explosion occurs, please adhere to the following procedures:

1. Call 911 and provide the following information:
  - Building Name: **Village Center Station**
  - Building Address : **6380 S. Fiddlers Green Circle**
  - Nearest Cross Street: **S. Fiddlers Green Circle & East Peakview Ave**
  - Suite number or exact location of explosion
  - Your call back number

NOTE: Do not hang up until the Emergency Operator does so.
2. IMMEDIATELY report the explosion to the Management Office. Remain calm and provide the following information:
  - Your name, location (building and suite number) and phone number
  - Your company name
  - Exact location of explosion
  - Cause (if known) of explosion
  - Extent of casualties, and number and type of injuries
  - Whether explosion caused fire and if so, location of fire
3. Evacuate all persons from the area if necessary.

## MEDICAL EMERGENCIES

Should a medical emergency situation develop which requires immediate intervention by trained personnel, proceed as follows:





1. Call 911. Reassure the injured person that help is on the way. Remain calm and provide the following information:
  - Nature of medical emergency.
  - Building Name: **Village Center Station**
  - Building Address : **6380 S. Fiddlers Green Circle**
  - Nearest Cross Street: **S. Fiddlers Green Circle & East Peakview Ave**
  - Exact location and name of sick or injured person.

**NOTE:** Do not hang up until the emergency operator does so.
2. Call the Management Office at 303-867-3800  
Provide the following information:
  - Your name and company name
  - Nature of medical emergency
  - Exact location and name of sick or injured person
  - Whether or not you have called for trained assistance
  - A number where you can be reached
3. Direct any on-lookers away from the area of the injured person. Clear the area of any objects that might impede the rescue or interfere with emergency personnel.
4. Remain with the victim. DO NOT move the victim unless there is immediate danger of further injury. Keep the victim comfortable and warm.

Designate a responsible person to do the following:

- Wait at the building's main entrance for medical personnel. When they arrive, direct them to the injured person.
- Whenever possible, have an elevator standing by for the rescue team.

## TORNADOS

### Tornado Preparedness

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event that a tornado leaves you temporarily stranded in the office building:

- Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- Emergency Lighting** – flashlights, flares, light sticks.
- Batteries** – keep a fresh supply
- Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat tornado related injuries such as heavy bleeding, shock and broken bones.
- Blankets** – lightweight fire and shock retardant emergency blankets.
- Radios** – portable transistor radios with extra batteries and two-way radios.
- Fire Extinguisher**
- Medications** – persons on medication should keep a 72-hour supply in their desk.

### Additional Supplies to Consider

- Heavy work gloves
- Catalytic heater
- Chemical toilets, waste bags



- |                                              |                                           |                                                     |
|----------------------------------------------|-------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Hard Hats & Goggles | <input type="checkbox"/> Dust masks       | <input type="checkbox"/> Water purification tablets |
| <input type="checkbox"/> Work shoes          | <input type="checkbox"/> Eating utensils  | <input type="checkbox"/> Sleeping bags & Cots       |
| <input type="checkbox"/> Generator           | <input type="checkbox"/> Portable stove   | <input type="checkbox"/> Pre-moistened towelettes   |
| <input type="checkbox"/> Shovels, crowbars   | <input type="checkbox"/> Instant ice pack |                                                     |

There are two designations placed on a Tornado: a **WATCH** and a **WARNING**. A Tornado **WATCH** indicates weather conditions are right for a tornado. A Tornado **WARNING** indicates that a tornado has been sighted in the immediate area.

### IN THE EVENT OF A TORNADO WATCH

1. Whoever is made aware of the threatening weather should notify the designated Floor/Suite Warden and the Management Office.
2. Floor/Suite Warden should alert all staff of the watch.
3. Once you have been notified of the watch, please do the following:
  - Immediately close the blinds in your office.
  - Once this is accomplished, stay away from the windows.
  - Remain at your normal work station.
  - Tune in any battery operated radios to a station with weather updates.
  - If possible, you should remain in the building until the weather has cleared.

### IN THE EVENT OF A TORNADO WARNING

1. Whoever is made aware of the threatening weather should notify the designated Floor/Suite Warden and the Management Office.
2. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
3. Floor/Suite Wardens will direct you towards corridors, stairwells and elevator lobbies.
4. Do not exit these designated areas or use elevators.
5. Protect yourself by placing your head close to your knees and covering your neck with your hands.
6. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
7. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
8. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Manual.
9. If any portion of your offices or surrounding building areas have been damaged, please notify building management immediately.

## EARTHQUAKES

### Earthquake Preparedness

While the office building is structurally designed to minimize earthquake damage, it is wise for all occupants to be well prepared as well as keenly aware of the earthquake emergency procedures.

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event of an earthquake:



- ❑ **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- ❑ **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- ❑ **Emergency Lighting** – flashlights, flares, light sticks.
- ❑ **Batteries** – keep a fresh supply
- ❑ **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake related injuries such as heavy bleeding, shock and broken bones.
- ❑ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ❑ **Radios** – portable transistor radios with extra batteries and two-way radios.
- ❑ **Fire Extinguisher**
- ❑ **Medications** – persons on medication should keep a 72-hour supply in their desk.

#### **Additional Supplies to Consider**

- |                       |                    |                                      |
|-----------------------|--------------------|--------------------------------------|
| ❑ Heavy work gloves   | ❑ Catalytic heater | ❑ Chemical toilets, waste bags, lime |
| ❑ Hard Hats & Goggles | ❑ Dust masks       | ❑ Water purification tablets         |
| ❑ Work shoes          | ❑ Eating utensils  | ❑ Sleeping bags & Cots               |
| ❑ Generator           | ❑ Portable stove   | ❑ Pre-moistened towelettes           |
| ❑ Shovels, crowbars   | ❑ Instant ice pack |                                      |

#### **During An Earthquake**

While Earthquake Emergency Procedures are similar to those of a fire, one specific difference should be communicated to all building occupants: Evacuation during fire is highly probable, whereas **EVACUATION DURING AN EARTHQUAKE IS NOT PROBABLE.**

Please adhere to the following safety procedures during an earthquake:

1. Take shelter away from windows and seek protection under tables, desks, or other objects that offer shelter from flying glass and debris.
2. Do not leave the sheltered area or exit the building until the quake is over. Seek safety where you are and leave calmly afterward if evacuation is necessary.
3. Do not dash for exits – stairwells may be unsafe.
4. Never attempt to use elevators during an earthquake. Afterwards, do not use elevators until they are checked for safety.
5. Stay clear of bookcases, file cabinets, windows and other heavy objects.
6. Turn off electrical equipment. Do not be surprised if electricity goes off or alarm systems are activated.
7. Do not smoke or use matches in case of gas leaks. If power fails, use battery operated lights.

#### **If You Are Outside of the Building When An Earthquake Occurs**

1. Move away from buildings, utility wires and poles, debris and areas subject to falling glass.
2. If you are unable to reach a clear area, stand in a doorway or archway.
3. If threatened by falling debris, cover face with one forearm and the back of the head with the other.
4. The most dangerous place to be is on a sidewalk subject to falling debris such as glass and masonry.

## After an Earthquake

1. Check for injured persons. DO NOT attempt to move a seriously injured person unless they are in immediate danger.
2. DO NOT use matches, candles or other open flames.
3. DO NOT turn on electrical switches or appliances.
4. Inspect your area for damage. Check for fire. Check utilities for gas and water leaks or electrical shorts. Stay clear of wires that are shorting out.
5. If you smell gas evacuate the building if possible and report the leak to the Fire Department first, if possible, and then Building Management.
6. Replace telephone receivers to restore communications. However, do not use telephones, except to reach Management Office or the Fire Department.
7. Listen to the radio for emergency reports.
8. DO NOT spread false rumors regarding the condition of the building or anything else that may cause panic.
9. Cooperate with Management personnel and Fire Department representatives.
10. Be prepared and stay alert for aftershocks.

## HURRICANES

### Hurricane Preparedness

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event that a hurricane leaves you temporarily stranded in the office building:

- ❑ **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- ❑ **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- ❑ **Emergency Lighting** – flashlights, flares, light sticks.
- ❑ **Batteries** – keep a fresh supply
- ❑ **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat hurricane related injuries such as heavy bleeding, shock and broken bones.
- ❑ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ❑ **Radios** – portable transistor radios with extra batteries and two-way radios.
- ❑ **Fire Extinguisher**
- ❑ **Medications** – persons on medication should keep a 72-hour supply in their desk.

### Additional Supplies to Consider

- ❑ Heavy work gloves
- ❑ Catalytic heater
- ❑ Chemical toilets, waste bags, lime
- ❑ Hard Hats & Goggles
- ❑ Dust masks
- ❑ Water purification tablets
- ❑ Work shoes
- ❑ Eating utensils
- ❑ Sleeping bags & Cots
- ❑ Generator
- ❑ Portable stove
- ❑ Pre-moistened towelettes
- ❑ Shovels, crowbars
- ❑ Instant ice pack

There are two designations placed on a Hurricane: a **WATCH** and a **WARNING**. A Hurricane **WATCH** indicates weather conditions are right for a hurricane. A Hurricane **WARNING** indicates that a hurricane has been sighted in the immediate area.

### IN THE EVENT OF A HURRICANE WATCH

1. Whoever is made aware of the threatening weather should notify the, designated Floor/Suite Warden and the Management Office.
2. Floor Warden or office managers should alert all staff of the watch.



3. Once you have been notified of the watch, please do the following:
  - Immediately close the blinds in your office
  - Once this is accomplished, stay away from the windows
  - Remain at your normal work station
  - Tune in any battery operated radios to a station with weather updates
  - If possible, you should remain in the building until the weather has cleared

### **IN THE EVENT OF A HURRICANE WARNING**

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
2. Floor Wardens will direct you towards corridors, stairwells and elevator lobbies.
3. Do not exit these designated areas or use elevators.
4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
5. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
6. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
7. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Manual.
8. If any portion of your offices or surrounding building areas have been damaged, please notify building management immediately.

### **BOMB THREATS**

Bomb threats should always be taken seriously. Do not assume that a bomb threat is a prank call or that they are only made to the Management Office. Anyone can receive a bomb threat and all building occupants should be prepared.

#### **Telephone Bomb Threats**

1. The person receiving the call should try to get as much information as possible from the caller and should **WRITE OUT THE MESSAGE EXACTLY AS RECEIVED FROM THE CALLER**.
2. **LISTEN CAREFULLY**. You may be able to help authorities identify the caller, his location, or the location of the explosive by his comments, vocal characteristics and any background noise.
3. Keep the caller on the phone for as long as possible. Ask the caller to repeat the message. Obtain as much information from the caller as possible such as location of bomb, time of detonation, appearance of bomb, and callers' reason for planting the bomb (please see the **Bomb Threat Questionnaire** found in this manual).
4. Remind the caller that the building is occupied and that the bomb might cause the deaths of innocent people.
5. Once the caller has hung up, immediately call 911 then contact the Management Office at 303-867-3800 and provide the following information:
  - Your name
  - Your location (building and suite number)
  - Your phone number
  - Name of any other person who heard the threat



- Name of any employee threatened by the caller and his/her work location
  - Time the bomb is to detonate if known
  - Location and description of the bomb if known
  - Any reason given for planting the bomb
  - Any other information received from the bomb threat perpetrator
6. Complete the Bomb Threat Questionnaire and provide it to emergency and management personnel as soon as possible after the call was received.

### Written Bomb Threats

Upon receipt of a written bomb threat:

1. Immediately call 911 then notify the Management Office
2. Do not destroy the note
3. Do not let others handle the note
4. Turn the note over to building management or emergency personnel

### Personal Receipt Of Bomb Threats

When a bomb threat is directed to a specific individual, he/she should immediately search his/her own workstation or office for unidentifiable or suspicious items. Please remember the following:

- Look for anything out of the ordinary or out of place.
- Look high and low – not just at eye level.
- Methodically search from one end of your work area to the other.

### Searching Your Suite For A Suspected Bomb

Once a telephone or written bomb threat has been reported to the Management Office, occupants should search their suites for any suspicious packages. Here are some search guidelines:

- Do not rely on random searches in logical places.
- Explosives are concealed most easily in areas that have the easiest access
- Be aware of out of the ordinary articles that are foreign to the area.
- The bomb is likely to be packaged in a common container such as a shoe box, cigar box, a book, a grocery bag, an athletic bag, and airline bag, a suitcase or briefcase.
- Anything that does not belong, such as a book in the restroom, should be considered a suspicious object.
- When searching individual rooms/offices, start at the outside walls and move towards the center of the room.

**NOTE:** If a suspicious object is found, **DO NOT TOUCH IT**. Report the finding immediately to your designated emergency personnel and to building management.

### Suspicious Packages

Upon the delivery of all packages always be aware and:

- Do not accept the contents of any container as bona fide simply because it was delivered in a routine manner.



- Do not assume that container marking and/or appearance is sole evidence of its content, identification or legitimacy.
- Be aware of packages with incorrect titles or those marked "Confidential" or "Personal."
- Do not open any suspicious package. Do not cut any cord, rope or wire on a suspicious package.

Be aware of the following signs that a package may include a bomb:

- Excessive postage
- No return address
- Excessive weight
- Incorrect titles
- Restrictive markings (such as "Confidential" or "Personal")
- Oily stains or discoloration

### **Upon Receipt Of A Suspicious Package**

1. Do not allow anyone to handle the package.
2. Immediately call 911 then contact the Management Office

### **SUSPECTED BOMB SAFETY PRECAUTIONS**

The following safety precautions will acquaint all occupants with the dangers inherent in a bomb threat, bomb search, discovery and handling of all suspected bombs, or if you have any other reason to suspect a bomb is in the building.

While some of the precautions may seem elementary, do not dismiss them as unimportant. Adequate knowledge of these precautions may save your life as well as the lives of other persons working in or visiting the building.

1. If it is suspected that a bomb is in the building:
  - Do not use radio equipment to transmit messages
  - Do not change lighting conditions
  - Remove all flammables
2. Please make only necessary phone calls. Open phone lines are essential to effectively controlling the emergency.
3. If a suspected bomb is identified:
  - Do not touch it
  - Do not attempt to move or carry it
  - Remove all flammable from the area
4. During a bomb threat emergency, cooperate with all fire department instructions, including building evacuation.

### **CHECKLIST FOR BUSINESS SURVIVAL FOLLOWING AN EMERGENCY**

Businesses face many hurdles in recovering from emergencies. A key to survival is looking ahead and planning for recovery before an emergency strikes. The following checklist identifies areas that can reduce the impact of an emergency by enabling your company to continue normal business operations.



- ❑ Make agreements with vendors and suppliers to assure continued business or identify alternate sources in the event your normal vendors are unable to function after an emergency.
- ❑ Develop and maintain inventories for critical supplies, equipment and employee skills.
- ❑ Develop a plan for informing clients, the general public and the media about company operations following an emergency.
- ❑ Store duplicates of vital company records and important documents off-site.
- ❑ Take steps to "emergency proof" your computer facility and equipment.
- ❑ Establish contracts with engineers and suppliers to survey damage and perform clean up following an emergency.
- ❑ Develop a plan for business restoration including securing alternate work sites for personnel, restoring damaged utility systems, and controlling access to company facilities.
- ❑ Develop alternate marketing strategies for your products or for moving into other markets under post earthquake conditions.
- ❑ Create post-emergency financing and investment strategies to protect corporate assets.
- ❑ Make sure your bank is informed about your disaster contingency planning to assure quick response to your post-emergency needs.
- ❑ Review existing inter-company mutual aid agreements to establish what needs might be following an emergency.



## VII. FORMS

## VII. FORMS

### MOVE-IN

The following forms should be completed and returned to the Management Office two weeks prior to your scheduled move. Send an original, completed copy to the Management Office and retain one copy for your records. For replacement forms, please contact the Management Office at 303-867-3800.

- A. Move Information
- B. Tenant Contact Information
- C. Tenant Online Service Request Registration
- D. Access Card Request
- E. Suite Sign Order Form
- F. Directory Listing Form
- G. Recycling and Compost Container Order Form
- H. Authorized Individuals & After-Hours Emergency Contacts
- I. Floor Response Team
- J. Emergency Procedures Acknowledgement

# VILLAGE CENTER STATION | TENANT MOVE INFORMATION

Tenant Name: \_\_\_\_\_

Tenant Moving Coordinator: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Phone #: \_\_\_\_\_

Moving Date: \_\_\_\_\_

Moving Time: Start: \_\_\_\_\_ Completion: \_\_\_\_\_

Moving Company: \_\_\_\_\_

Moving Company Telephone: \_\_\_\_\_

Moving Company Supervisor: \_\_\_\_\_

Moving Company Contacted for Certificate of Insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of Movers: \_\_\_\_\_ Oversized Furniture or Equipment: \_\_\_\_\_

Special Move-In Cleaning Requirements: \_\_\_\_\_

Additional Security Requirements : \_\_\_\_\_

Emergency Tenant Names and Phone Numbers during Move:

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

# VILLAGE CENTER STATION | INSURANCE GUIDELINES

The following are insurance guidelines for those that provide services at properties managed by Jones Lang LaSalle.

These are minimum recommended limits:

1. Workers Compensation - Statutory Coverage in accordance with the laws of your state. As the laws vary, it is important to know what the requirements in your state are. For instance, Workers' Compensation is not required in Texas, and in Illinois, Workers' Compensation is not required if you have less than three employees. In these situations, we suggest that rather than using the statutory limits, a minimum \$1,000,000 per occurrence.
2. Employers Liability - With limits of not less than \$1,000,000 each accident/occurrence, \$1,000,000 each employee/disease, \$1,000,000 disease/policy limit.
3. General Liability - Bodily injury and property damage in an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. This can be made up through primary coverage or a combination of primary and umbrella.
4. Automobile Liability - including owned, non-owned, leased and hired car coverage, providing primary (and not contributing) coverage, and containing cross-liability and severability of interest clauses- \$1,000,000 combined single limit per occurrence. This can be made up through primary coverage or a combination of primary and umbrella.
5. Fire Legal Liability - limit of at least \$100,000.

All of the above insurance policies must be placed with insurance companies reasonably acceptable to Owner and must be endorsed to require 30 days' written notice to Owner prior to any cancellation or material changes in coverage. Prior to the commencement of any the work, Contractor will deliver to Owner original certificates of insurance evidencing the insurance coverage required above. Contractor shall obtain certificates or evidence of similar insurance from each of Contractor's subcontractors before their work commences and deliver such certificates or evidence to Owner. Each subcontractor must be covered by insurance of the same character and in the same amount as specified for Contractor above, except that so long as Contractor's builders risk policy covers all of the work, no subcontractor will be required to maintain builders risk Contractor and Owner may agree to lesser limits in writing because of the nature of the particular subcontract work.

**Hold Harmless** The certificates of liability insurance shall state that the policy insures the Owner and Manager against liability for all claims arising out of or in connection with work to be performed by the Contractor, and the policy insures the performance of the Contractor's obligation to indemnify and to hold the Owner and Manager free and harmless from liability for injury to persons or damages to property.

**Waiver of Subrogation** Each policy, including any umbrella or excess policies, will contain waivers of right of subrogation in favor of Owner and Manager as only relates to liability arising out of Contractor's obligations.

Additional Insured – Peakview Tower

All Certificates of Insurance must state the type of work being done and the location of said work and have the following wording in the “Description” section:

KBSIII VILLAGE CENTER STATION, LLC and Jones Lang LaSalle Americas, Inc. is additional insured to the general liability evidenced per the limits inclusive and not to exceed as required by written contract. A waiver of subrogation is granted to the certificate holder as respects the Insured's workers compensation insurance evidenced.

Certificate Holders

KBSIII VILLAGE CENTER STATION, LLC  
c/o JLL  
6465 Greenwood Plaza Blvd, Suite 220  
Centennial, CO 80111

Please request that your insurance carrier send the insurance certificate to the attention of the Property Manager as soon as possible via ONE of the following:

Fax: (303) 867-3810  
Mail: Jones Lang LaSalle Americas, Inc.  
6465 Greenwood Plaza Blvd  
Suite 220  
Centennial, CO 80111

# VILLAGE CENTER STATION | TENANT CONTACT INFORMATION

Please provide us with the information requested below, which will be kept on file at the Management Office and used for informational and emergency notification purposes only:

**Company Name:**

\_\_\_\_\_

**Business Address:**

\_\_\_\_\_

**Phone No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

**Type of Business:**

\_\_\_\_\_

**Estimated # of Employees:** \_\_\_\_\_

**Daily Contact:** (this is the person who will be contacting us with day to day issues)

Name: \_\_\_\_\_

E Mail: \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Accounting Contact:** (this is the person who should receive rental statements and correspondence)

Name: \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Executive Contact:** (this is the decision-maker)

Name: \_\_\_\_\_

Phone Number (s) \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Emergency Contact #1**

Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Emergency Contact #2**

Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Home Phone: \_\_\_\_\_

# VILLAGE CENTER STATION | TENANT ONLINE SERVICE REQUEST REGISTRATION FORM

## Service Requestor Contacts

Please list persons who are authorized to request services from the Property Team. The service requestor contacts shall be authorized to incur charges on behalf of the tenant for all building services (other than construction services) and grant access to your suite. **We will only accept work orders or requests from the Tenant Authorized Service Requestors noted on this form.**

Name (print)	Email Address
Title	Phone Number

Name (print)	Email Address
Title	Phone Number

Name (print)	Email Address
Title	Phone Number

# VILLAGE CENTER STATION | BUILDING ACCESS CARD REQUEST

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

Individual's Name: \_\_\_\_\_ Suite/Floor: \_\_\_\_\_

Access Card Number: \_\_\_\_\_

Lost Card Number: \_\_\_\_\_

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## **TYPE OF REQUEST (√ one)**

New Card     Replacement Card     Deactivate Card     Legal Name Change

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## **TYPE OF ACCESS (√ all that apply)**

Building & Garage

Shower Facilities:                       Men's                       Women's

Authorized Building Contact Approval: \_\_\_\_\_

Phone Number: \_\_\_\_\_

After entering this request into the online tenant request system, please return the completed form to the Management Office. (email to [jesse.friedl@am.jll.com](mailto:jesse.friedl@am.jll.com))

Requests received by 1:00 PM will be completed that day. All others will be completed during the next business day. Please plan accordingly.

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To be completed by the Management Office:

Building Authorization: \_\_\_\_\_

Request Processed: \_\_\_\_\_



# VILLAGE CENTER STATION | PARKING PERMIT REQUEST

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

Individual's Name: \_\_\_\_\_ Suite/Floor: \_\_\_\_\_

Car Make & Model: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Additional Car Make & Model: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

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New Permit:             Roof-Top             Surface             Covered

.....

Replacement Permit:  Roof-Top     Surface     Covered  
Lost Permit Number: \_\_\_\_\_

.....

Terminate Permit:     Roof-Top     Surface     Covered  
Permit Number: \_\_\_\_\_

.....

Temporary Permit:     Roof-Top             Surface             Covered

Reason for Temporary Permit:     Rental Car             Temp Employee             Injury

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

.....

**I have read and agree to abide by the Parking Rules and Regulations for Village Center Station.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Building Contact Approval: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# VILLAGE CENTER STATION | DOOR SIGNAGE ORDER FORM

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Suite #: \_\_\_\_\_

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\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Firm Name

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**Form Completed By:** \_\_\_\_\_  
**Name/Title**

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**Note:** Please attach camera-ready art layout if required and contact the Management Office for additional cost.

Please return completed form as soon as possible, as there is an approximate 3-week turnaround.

# VILLAGE CENTER STATION | DIRECTORY LISTING

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Suite #: \_\_\_\_\_

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Your Firm Name:

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Form Completed By: \_\_\_\_\_

**Name/Title**

# VILLAGE CENTER STATION | Fire & Life Safety Floor Response Team

(CIRCLE ONE)   Single-Tenant Floor   Multi-Tenant Floor

Tenant: \_\_\_\_\_ Floor/Suite #: \_\_\_\_\_  
Phone#: \_\_\_\_\_

## Floor/Suite Warden

Employee:	Department:
Work Schedule:	Work Phone:
Email Address:	
Percentage of time spent off site during business hours:	
Is the Emergency Evacuation Member presently certified in CPR/First Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Assistant Floor/Suite Warden

Employee:	Department:
Work Schedule:	Work Phone:
Email Address:	
Percentage of time spent off site during business hours:	
Is the Emergency Evacuation Member presently certified in CPR/First Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Runner

Employee:	Department:
Work Schedule:	Work Phone:
Email Address:	
Percentage of time spent off site during business hours:	
Is the Emergency Evacuation Member presently certified in CPR/First Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Alternate Runner

Employee:	Department:
Work Schedule:	Work Phone:
Email Address:	
Percentage of time spent off site during business hours:	
Is the Emergency Evacuation Member presently certified in CPR/First Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	

# VILLAGE CENTER STATION | Designated Relocation Site

**Must be at least 500 feet from the building and can not be at an establishment\***

Assembly Area: \_\_\_\_\_

Alternate Assembly Area: \_\_\_\_\_

Number of Employees at Evacuation Area: \_\_\_\_\_

**Note:** For your safety and the safety of all building tenants, please keep your Floor Response Team list updated.

# VILLAGE CENTER STATION | EMERGENCY PROCEDURES ACKNOWLEDGEMENT FORM

Each tenant is required by law to observe and cooperate with the Village Center Station Emergency Procedures and to enforce occupant participation in all related training and drills. It is the tenant's responsibility to review the Emergency Procedures with all employees and to ensure that the manual is available for immediate reference in the event of an emergency.

By signing this form, tenant acknowledges the receipt of the Village Center Station Emergency Manual; acknowledges that the information provided is clear; and acknowledges the responsibility to share the contents of the manual with tenant's entire staff and any new employees that join the company.

Tenant Company Name \_\_\_\_\_

Authorized Individual \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this form to the Management Office within 30 days of tenancy. Retain one copy for your records.**

# VILLAGE CENTER STATION | BOMB THREAT CHECKLIST

**CALL 911 IMMEDIATELY:** *(If possible, have someone else call 911 during the call.)* After calling 911, immediately contact The Management Office at 303-867-3800.

All employees, especially those answering phones, should keep a copy of this checklist on their desk or near their phone at all times in the event a bomb threat is received.

**Tenant Company Name:** \_\_\_\_\_  
**Name of Person Taking Call:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Phone number call came in on:** \_\_\_\_\_  
**Time call was received:** \_\_\_\_\_

## IF POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What will cause the bomb to explode? \_\_\_\_\_
4. Did you place the bomb? \_\_\_\_\_
5. Why did you place the bomb? \_\_\_\_\_
6. Sex of caller: \_\_\_\_\_
7. Approximate length of call: \_\_\_\_\_

## PLEASE CHECK ALL THAT APPLY TO THE SOUND OF THE CALLER'S VOICE:

- |                                                                  |                                              |                                               |
|------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Calm                                    | <input type="checkbox"/> Clearing Throat     | <input type="checkbox"/> House Noises         |
| <input type="checkbox"/> Laughing                                | <input type="checkbox"/> Stutter             | <input type="checkbox"/> Motor                |
| <input type="checkbox"/> Lisp                                    | <input type="checkbox"/> Deep Breathing      | <input type="checkbox"/> Factory or Machinery |
| <input type="checkbox"/> Disguised                               | <input type="checkbox"/> Soft                | <input type="checkbox"/> Local                |
| <input type="checkbox"/> Angry                                   | <b>Describe Threat</b>                       | <input type="checkbox"/> Long Distance        |
| <input type="checkbox"/> Crying                                  | <b>Language:</b>                             | <input type="checkbox"/> Telephone Booth      |
| <input type="checkbox"/> Raspy                                   | <input type="checkbox"/> Well spoken         | <input type="checkbox"/> Clear                |
| <input type="checkbox"/> Accent                                  | <input type="checkbox"/> Educated            | <input type="checkbox"/> Cell Phone           |
| <input type="checkbox"/> Excited                                 | <input type="checkbox"/> Foul                | <input type="checkbox"/> Music                |
| <input type="checkbox"/> Normal                                  | <input type="checkbox"/> Irrational          | <input type="checkbox"/> Animals              |
| <input type="checkbox"/> Deep                                    | <input type="checkbox"/> Incoherent Taped    | <input type="checkbox"/> Office               |
| <input type="checkbox"/> Familiar (who did it sound like?) _____ | <b>Describe Any Background Sounds Heard:</b> | <input type="checkbox"/> Other                |
| <input type="checkbox"/> Slow                                    | <input type="checkbox"/> Street Noises       |                                               |
| <input type="checkbox"/> Cracking Voice                          | <input type="checkbox"/> Crockery            |                                               |
| <input type="checkbox"/> Slurred Voice                           | <input type="checkbox"/> Voices              |                                               |
| <input type="checkbox"/> Loud                                    | <input type="checkbox"/> PA System           |                                               |
| <input type="checkbox"/> Nasal                                   | <input type="checkbox"/> Static              |                                               |
| <input type="checkbox"/> Rapid                                   |                                              |                                               |

**REMARKS:**