



TENANT HANDBOOK
For
SE BCC Building, LLC



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Welcome to SE BCC Building!

The management and ownership of the SE BCC Building welcome you as a tenant. We look forward to a mutually beneficial business relationship and hope to provide you with an attractive, comfortable and secure place to work.

This handbook has been prepared to assist you with your tenancy and to familiarize you with the building and its operations. The policies and forms will help us maintain consistency in the services we provide you, and give you a reference point for your questions or concerns. We ask that you retain this handbook and insert new information as it is provided.

As a new tenant, coordinating accurate communications between your staff and ours is of the utmost importance. Please take a moment to **fill out the Tenant Contact Form** located in the Forms Section of this Handbook, *Form A*. This contact information helps us to process your requests more efficiently. Please e-mail the form to karin@realtygp.com or fax it to 303-388-3508.

We look forward to working with you and hope that you find our property management staff efficient and responsive.

If you at any time experience problems during your occupancy, please visit our Tenant Login located on our website, www.realtygp.com. From there you can submit work requests, ask questions, or inform us of any problems you encounter. This is our preferred means of communication in terms of non urgent requests. If you would like to contact us about an urgent matter, please call us at (303) 388-3506.

Realty Management Group, LLC
3033 East 1st Avenue, Suite 210
Denver, Colorado 80206
(303) 388-3506 (phone)
(303) 388-3508 (fax)

Our Staff:

Robert Mattucci – Executive Vice President

bmattucci@realtygp.com

(303) 394-5363

Greg Wolff – Asset Manager

gwoff@realtygp.com

(303)394-5140

Antoinette Carlacci – Property Manager

acarlacci@realtygp.com

(303)394-5025

Karin Rosenberg – Property Assistant

karin@realtygp.com (303) 388-3506

GENERAL INFORMATION

Management Office

The Property Management Office is located at 3033 E. 1st Avenue, Suite 210 Denver, Colorado 80206. Office hours are Monday - Friday, 8:00 a.m. - 5:00 p.m.

Important Phone Numbers

We have compiled a list of phone numbers you may find helpful in your day to day operations. Please note that these numbers may change periodically. Updates will be provided as we are notified.

Building Management Office	303-388-3506
- Fax	303-388-3508
Building Parking Office	303-399-3003
Building Security (after hours)	720-313-1713
Century Link	800-603-6000
Xcel Energy	800-481-4700
Cherry Creek North Business Improvement District	303-394-2904
Police Dispatch, non-emergency	720-913-2000
Neighborhood Police Officer (voice-mail)	303-698-3333
Neighborhood Police Officer (cell phone)	303-754-7813
RTD	303-377-7086
City Public Works, Street Maintenance	303-640-3501
City Public Works, General	720-913-1311
Permits: Sidewalk, Parking	303-446-3759

Rental Payments

Rental payments and other amounts are due on or before the first of every month unless otherwise dictated in the lease. Make Check Payable and Remit To:

SE BCC Building, LLC
C/O Realty Mgmt Group, LLC
P.O. Box 173704
Denver, CO 80217-3704

Keep in mind that this address may be changed with notice to the tenants. Please contact Antoinette Carlacci with all of your billing questions at (303) 394-5140.

Lease Questions

The Property Manager is available to answer basic questions regarding the articles in your lease, or questions regarding renewal or expansion.

SERVICES

Building Access - Hours of Operation

The building is open to the public Monday through Friday from 6:00 am until 6:00 pm and on Saturday from 7:00 am until 1:00 pm. All building entrances are unlocked during these hours, with the exception of the northwest entrance, which corresponds with the hours of the ANB Bank. Please note that these hours may be modified if the safety or security of the building or its population is determined to be at risk. Should this situation occur, all tenants will be notified and employees given alternate access information.

The building is closed on Sunday and the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

For tenants in the building on these days, holidays are treated as Sunday's in terms of building operations.

Building Access

Building Access Cards are provided when you take occupancy of your space. Two cards for every 1,000 square feet of space occupied will be provided at no cost to you. **Please fill out *Form C* at the Back of this booklet for employees at the time of move-in.** Access to the building after hours can be obtained at the southeast doors and from the second and lower level entrances on the north side of the building. **Please fill out *Bldg Access Card Request Form*** found on our website www.realtygp.com when additional cards are needed, lost, or stolen. It is

the responsibility of the employer to track these cards and notify the Property Manager of any changes (i.e. cards that have been assigned to a new employee, or if an employee has been terminated). These cards are tracked through our computer system and should not be loaned or traded. The card is not only the responsibility of the individual to whom it is issued, but ultimately of the employer. Broken cards should not be discarded, but turned in to the Property Management Office and exchanged for a new card. If your access card does not function properly, please contact the Property Management Office through our Tenant Entrance located on the RMG website. There is a \$25.00 charge for lost and stolen cards and cards above the square feet allowance at move-in. The Bldg **Access Card Request Form** should be completed and authorized by the officer of your company.

HVAC - Hours of Operation

The Heating Ventilation and Air Conditioning equipment for the building operates from 6:00 am until 6:00 pm Monday - Friday, and from 7:00 am until 1:00 pm on Saturday. There are no HVAC services provided on Sunday. Additional services may be automatically provided during extreme temperatures but these services are not guaranteed.

Should you require heating or cooling during non-business hours, please contact the Property Management Office at least 48 hours in advance to make arrangements. An **After Hours HVAC Request Form** can be found on our website www.realtygp.com. The cost for after hours HVAC is currently \$89.00 per hour, with a 4-hour minimum, unless otherwise stated in your lease agreement.

Heating and Air Conditioning

The SE BCC Building utilizes a Variable Air Volume system to provide heating and cooling throughout the building. The perimeter system is controlled by thermostats located on various walls throughout your space and provides heating and cooling to maintain a consistent temperature at the building perimeter. Ceiling diffusers with internal thermostats provide cooling to interior areas and individual rooms. These diffusers must be adjusted by building staff and not by tenants. In addition, some areas throughout the building have baseboard and radiant heating.

The industry standard temperature range for commercial office buildings is between 68 and 74 degrees Fahrenheit. While the building equipment is designed to maintain these temperatures, a number of factors can affect the interior temperatures. Office equipment, sunlight, exterior ambient temperatures, crowded offices, poorly located thermostats and interior lighting all contribute to the overall temperature of your space. Should the temperature of your space be uncomfortable, please do not attempt to adjust the thermostats. The three systems in the building operate independently, but do affect one another. To assure the most comfortable environment possible, please contact the Property Management

office and a member of our maintenance staff will respond and make the necessary adjustments. Please note that space heaters and candles are not permitted.

Cleaning (For Office Tenants Only)

The building is cleaned nightly, Monday through Friday, by a contract cleaning service. This cleaning is performed in accordance with specifications created to maintain the building in a first class manner. Nightly service includes, but is not limited to, cleaning restrooms, vacuuming, and floor cleaning, refuse removal and spot dusting. Other cleaning is completed on a monthly or weekly basis.

For proper cleaning, desk tops and other flat surfaces should be cleared of papers and personal articles - the cleaning staff should not clean a surface that is cluttered with these items. Large items that don't fit into the trash receptacles should be placed next to the trash and clearly labeled "TRASH" and "BASURA." PLEASE NOTE, items left near the trash receptacles or on the floor may be disposed of by accident.

The building is also staffed with a Day Porter, whose primary responsibilities include restocking restroom supplies, spot cleaning common areas throughout the day, and trash pick-up around the building exterior. In the event a nightly cleaning item is overlooked, please contact the Property Management Office and our Day Porter will be dispatched to attend to your needs.

While spot cleaning of carpets is handled by the building staff, carpet cleaning is available at an additional charge. Please contact the Property Management Office to make arrangements for this service.

Deliveries

Small supply deliveries can be made during regular business hours through the southeast entrance of the building. Short term (20 minute) parking is available along the north side of the building in the yellow curbed zone or at the east parking lot. Trucks which are too large to fit into the east parking spots should park at the north side of the building only. No parking will be allowed in the red curbed zone. Vehicles are closely monitored in each of these areas and are subject to ticketing or towing. After-hours deliveries (before 7:00 a.m. and after 6:00 p.m.) can be made through the Southeast entrance of the building, with the use of your personal access card. The freight elevator should always be used when there is movement of furniture, equipment, supplies, etc. Please provide 48 hours notice to the management office. Please contact our office to schedule the freight elevator if you are expecting a large delivery.

Insurance Certificates are Required for ALL deliveries. Please be sure to have it provided to the management office PRIOR to any deliveries to this building.

Elevators

The building elevators are inspected and maintained by a professional elevator maintenance contractor and are for the daily flow of tenant personnel, clients and business associates of the tenants. There are four (4) passenger elevators located on the east side of the building. The southwest elevator also serves as the freight elevator. Large deliveries and moves should be accomplished after normal building hours, which is before 7:00 a.m. and after 6:00 p.m.

Should the elevator stop while you are inside, be assured that you are safe. Use the emergency button located on the operating panel to summon help, and then press the call button on the hands free emergency telephone unit. The elevator maintenance contractor is automatically dialed, your location identified, and help dispatched immediately. The industry standard response time for elevator entrapments is 30 minutes. If you are uncomfortable with the estimated wait time given to you, you may request immediate assistance from the fire department.

Please report any problems you experience with the elevators to the Property Management Office.

Floor Load

The building is designed to handle the weight of typical office equipment. Please contact the Property Management Office to arrange for a Building or Structural Engineer to determine the best location for heavier items (i.e. fish tanks, exercise equipment, large bookcases or filing systems), as some of these items are allowed only with prior written approval by the Property Manager.

Insurance

The building insurance policy does not cover loss or damage to tenant valuables, furniture and equipment, or those items that may belong to your employees. Please review the terms and conditions of your lease and obtain the required coverage. A sample Certificate of Insurance (Insurance Form) has been included at the end of this section for your convenience. The Property Management Office must receive proof of coverage prior to your occupancy, and then upon the annual renewal date of your policy. Proof of coverage should be sent to:

SE BCC Building LLC
c/o Realty Management Group, LLC
3033 E. First Avenue # 210
Denver, CO 80206

Keys

Suite keys are provided when you take occupancy of your space. Two keys for every 1,000 square feet of space occupied will be provided at no cost to you. **Please fill out *Form C* at the Back of this booklet for employees at the time of move-in** Mailbox Keys are provided by the post office; please contact them directly for all of your mailing needs, 303-355-7160. Additional suite keys can be purchased at a cost of \$5.00 per key and can be requested at this or any other time during your occupancy. **Please fill out a *Key Request Form*** found on our website www.realtygp.com when additional keys are needed, lost, or stolen. The **Key Request Form** should be completed and authorized by the officer of your company.

Lock Outs

Periodically, employees lock themselves out of their office or the building. If you are locked out, please contact the Property Management Office at 303-388-3506. Our staff will quickly respond to lockouts during regular business hours at no charge. There will be a minimum 2 hour overtime charge for lockouts after business hours, on weekends and holidays.

Security for the building and your suite are of major importance. It is for this reason that any person who is locked out of the building or their suite will be asked to produce identification and proof of employment. In addition, we may ask that a supervisor or our tenant contact verify your employment.

Mail Service

The U. S. Postal Service delivers mail Monday through Saturday, with the exception of federally observed holidays. Large items that will not fit in your box will be delivered to your suite. Outgoing mail may be deposited in the box at the main entrance of the building. Additional outgoing boxes are located at the northwest corner of 1st Avenue and Milwaukee, and on the northeast corner of 2nd Avenue and Milwaukee.

Moving

All moving in or out of the building should be coordinated through the Property Management Office. Due to limited parking and elevator availability, we ask that all moves be completed before or after normal business hours which is before 7:00 a.m. and after 6:00 p.m. Exceptions can be made for smaller moves. Upon approval of the times and dates involved, we will require a Certificate of Insurance from your moving company, naming both the building owner, SE BCC Building LLC, and Realty Management Group, LLC, as additional insured. A copy of the building Move Policy is located in this handbook.

Parking

Parking provisions are outlined in your lease agreement, and are administered and enforced by Republic Parking. Additional parking is available for your staff, visitors and associates on a space available basis. Questions regarding the parking provision of your lease, additional parking or garage access should be directed to Republic Parking at 303-399-3003. They are located in the parking management office next to the Fillmore garage, and their address is:

Republic Parking Company
175 Milwaukee
Denver, CO 80206

Parking payments should be sent to the address indicated on your statement. Payments not received by the fifth day of the month may result in deactivation of your garage access card.

For the safety and security of you and your possessions, please lock your vehicle and utilize only one parking space. Neither Republic Parking nor the Landlord is responsible for loss due to theft, vandalism or other such damage.

Parking in unauthorized reserved parking spaces, handicap spaces, or spaces not designated per the tenant agreement with Republic Parking and the lease agreement between Tenant and Landlord will be ticketed or towed.

Vehicles that will be parked for a consecutive 7 days and 7 nights must first get approval from the Property Management Office. If a vehicle is found to be parked without prior approval, it may be ticketed or towed

Public Transportation

RTD runs regular and shuttle services to Cherry Creek North from various locations throughout the Metropolitan Area. For current route information, please contact RTD directly at 303-377-7086 or visit their website at www.rtd-denver.com. In addition, you may visit Transportation Solutions website at www.transolutions.org for information on alternate transportation options.

Recycling

The building does participate in Single Stream Recycling. All recyclable items can be put in the same container. Please contact the Management Office and they will deliver the boxes for you to start the recycling program. Contact Waste Management with questions about recycling, 303-797-1600.

Trash Dumpster Policy

We have a common sense policy with trash: we allow any dumping allowed by Waste Management. We expect consideration for your fellow tenants and for management. We have regularly scheduled trash pick-ups designed to accommodate the number of tenants we have, and you are expected to call management if you have any unusual load or pick-up situations.

If the load is outside standard parameters, we pass the additional Waste Management charge on to you. In such cases, our regular monitoring of the dumpster areas and our regular contact with Waste Management insure a reasonable charge.

Please adhere to the following:

- Any hazardous materials, chemicals, or flammables are not permitted in regular dumpsters. You must make your own arrangements for the removal of such items from our premises. A list of such materials is located under Appendix I at the back of this handbook.
- If you have an exceptionally large load, please call the management office. We will need to work with you and the other tenants to ensure that everything gets picked up. (Frequently, Waste Management can arrange for extra bags.)
- Pieces of furniture and similar items which will not crush immediately and easily must not be placed in the dumpsters. Please contact management if you have such an item. We will coordinate with our removal service and charge you what Waste Management charges us. If Waste Management will not pick up the item, you are responsible for its removal.
- If you are disposing of liquid items, debris with “flyaway” dirt, food, items with a pungent odor, etc., make sure these items are bagged and tied.
- Pick up any spilled trash. Wipe up any spilled liquids – especially grease. We may have to charge you if you leave the area in a soiled and/or unsafe condition.
- Cardboard boxes should be broken down, packed together, bound and placed vertically in the recycling dumpsters.

With your common sense and consideration, we expect to maintain clean dumpsters and a clean trash area.

Restaurant Grease Policy

Restaurant grease removal involves health code and safety issues and should be discussed with management. Policy will not be prescribed here, but procedure for grease removal must be agreed upon with management. Regardless of whether your restaurant is using a grease trap or a tub disposal, you must dispose of all grease in a clean and safe manner. Never allow your grease to remain in anyone else’s path: in the hallways, sidewalks or dock floors. Any grease going into the dumpsters must be properly contained. Again – common sense and consideration

is really the policy. Keeping common areas safe and clean for everyone by being responsible for your own trash and waste items is a basic expectation.

Remodeling

All plans for remodeling must be submitted and approved by the Property Management Office prior to work commencing. Construction Rules and Regulations may be found in this handbook or at the Property Management Office. Moving, elevators and building access policies all apply during construction.

Security

A contract security company provides roving security patrol. The responsibility of this security patrol includes periodic patrol of the building common areas, both interior and exterior. The guard is also responsible for escorting building occupants to their cars, spot checking offices for occupants, and securing building and tenant doors at the end of each shift. General security of the property and observing behavior of building occupants and visitors is reported to the Property Management Office nightly. Although the hours may change from time to time, currently the building is patrolled as follows:

Monday - Friday	2:30pm - 2:30am
Saturday	10:30am - 2:30pm
Sunday	not available

The guard can be reached during these hours at 720-313-1713.

Signage

Tenant suite and directory identification signage are provided at the beginning of your lease term. One suite sign (indicating one tenant) and tenant information in the electronic directory on main floor and physical directory on second floor will be provided at no charge. Additional signage can be purchased at any time (the cost of which varies at the discretion of our vendor) and is subject to Property Manager review and approval. Please fill out and return Form D on page 41 of this handbook.

Retail signage is the sole responsibility of the tenant and is addressed in the signage provision of your lease document.

Soliciting

Although we do allow deliveries from requested snack vendors, there is no soliciting in the SE BCC Building. Please report all solicitors to the Property Management Office. They will be escorted from the building.

Smoking

The SE BCC Building is a non-smoking building. This includes all tenant spaces and common areas. Smoking is allowed in your vehicle or in the designated smoking area. This area is located on the southwest corner of the second level of the parking garage. Seating is located in this area and ash cans have been located throughout the property so that you may conveniently extinguish your smoking materials prior to entering the building.

Tenant Assistance

Occasionally you may have the need for light maintenance or handy-work in your office that is outside the scope of service that our engineers provide. Should their schedules allow, our staff is more than willing to assist you with projects such as picture hanging, cabinet and desk repair, shelving installation, etc. Projects that take less than 15 minutes to complete will be performed at no charge to the tenant. Items requiring additional time will be billed at \$45.00 per hour, with a minimum one hour charge. Material costs will be billed to you at the rate purchased. Please contact the Property Management Office to schedule these services at least 24 hours in advance.

Tenant Contact Information

Prior to your move in date, and then periodically over the course of your lease term, you will be asked to provide us with a contact in your office for day to day issues, as well as accounting issues. In addition, we require an after-hours contact person with whom we can communicate in the event of a building emergency. This person should be someone who is authorized to make decisions in the event the building or your office is damaged or needs to be closed. A Tenant Contact Information Sheet is included in the Forms Section, *Form A*. Although you may be asked to update this information for us periodically, it is your responsibility to insure that the information we have is correct. Please contact us at any time if the employee listed for contact purposes leaves your company or if the contact person changes.

AREA AMENITIES

ANB Bank
3033 E. 1st Avenue
M – F 9 AM – 6 PM
S 9 AM – 12 noon
303-394-5100

Available in the SE BCC (ANB) Building at 2nd Avenue

Hair/Nail Salons

JUA Salon
Nails. Facial Waxing. Spray Tan
M 9 AM – 6 PM
T-Th – 9 AM – 6 PM
F 9 AM – 7 PM
S 8 AM – 6 PM
303-320-4323

Nails

Luxury Nails
M – F 8:30 AM -7 PM
S 9 AM – 6 PM
303.331.1898

Men's Clothier's

Jos A. Bank
M – F, 9 AM – 8 PM; S – 12 – 6 PM
303-394.2451

Tailor

June's Tailor
Tailor. Shoe Repair. Leather Repair
M – F 8:30 AM -7 PM
S 9 AM – 6 PM
303.331.1898

Postage/Packaging

Fed Ex / Kinko's
At the SW corner of 2nd Ave and St. Paul
Photocopying. Binding. Reproduction (including Blueprints). Signs. Posters.
Banners. Batteries. Greeting Cards
24 / 7
303-322-4261

Available in Fillmore Place

Health Club – at 1st Ave and Fillmore Plaza

Pura Vida
2955 E. 1st Avenue
303-525-5392

Furniture – on 1st Ave

West Elm
M - S 10 AM – 8 PM
S 11 AM – 6 PM
303-320-1001

Furniture – on 2nd Ave

Jonathan Adler
10-7 M-F
10-8 S
12-5 S

Eyewear – in Fillmore Plaza

Europtics
Eye Glasses and Eye Exams
M - F 9 AM – 8 PM
S 10 AM – 6 PM
S 12 PM – 5 PM

Athletic Clothing

lululemon athletica
158 Fillmore Street

AREA SERVICES

Dry Cleaning

Revolution Cleaners will come to your office to pick up/drop off dry cleaning. They come by the building on Mondays and Thursdays. Please call 303-458-0404 to arrange for this service.

Postage/Packaging

United States Postal Services
245 Columbine
1-800-275-8777 303-399-9355

UPS Store
191 University Blvd

Federal Express
3030 East 2nd Ave. (at 1st and St. Paul)
(303) 322-4261

TELECOMMUNICATIONS POLICY

Colorado is an MPOP (Minimum Point of Presence) state. This means that the telecommunications carrier is only required to establish a single point in the building where it will provide its service to the end user. The MPOP is typically established in the basement, and within 50 feet of where the telecom cable enters the building. The MPOP is where the carrier installs service according to the fee allowed by the PUC.

The building management engineers can guide the tenant's telecommunications carrier to the MPOP. However, tenants should rely on their vendors to supply information that relates to voice, data, and security of their system and video applications.

Tenants' telecommunications vendors are responsible for advising their clients about their needs and designing a system for that purpose. If the vendor comes across an issue which he or she feels may impact the property in some way, it is that vendor's responsibility to notify the management office and/or the building engineers.

It is recommended that you work with your vendor and the Property Manager when implementing a new system or changes in your existing system. At minimum, the property engineers should know the locations of any hook-ups your vendor plans to install.

1. Upon vacating leased space, all telecommunications wire and cable should be left in a reusable manner or removed entirely by the vacating tenant. No cables shall be left unterminated at either end or cut off at the wall and abandoned. All wire and cable installed above ceilings shall be plenum rated, properly supported on their own hangers designed specifically for low voltage wire support. Installations not meeting this requirement are not conforming to the local building code. At the sole expense of the tenant, the Property Manager will remove equipment left behind after a tenant has vacated the premises.
2. The tenant shall provide the Property Manager an updated (as built) set of drawings upon completion of any new cable systems. This diagram is especially important prior to the space being vacated, because it may assist the tenant and the Property Manager in deciding whether there is any value in leaving the cable system.
3. Any installation not documented or not deemed valuable by the Property Manager shall be removed at the tenant's expense.

A more detailed version of this policy is available through the property management office upon request.

SE BCC BUILDING, MOVE POLICY

The intent of this policy is to protect the building, our tenants, and the building owner. We have set forth the following specifications for the movement of office furniture and equipment into or out of the building. This policy should be presented to all tenants and their moving company no later than one week prior to the move in/move out date.

INSTRUCTIONS TO MOVERS

General

The mover shall perform all services required to move the property of the tenant as contracted. These services shall include pickup and transfer of the property to the designated location on the appropriate floor of the new building location.

Each employee of the moving company shall be bonded and required to have identification showing the moving company's name in order to maintain the security of the premises and to provide easy identification to the building's personnel.

Supervision of Movers

A building engineer may be required during the move to insure that the proper procedures are followed and to limit the chance of damage to the property. Should supervision by the building engineer be necessary, or should our staff respond to any problems created by the move, the tenant may be billed the current overtime billing rate of the responding staff member.

Inspection of the Premises

A walk-through inspection should be made with the building management representative, the mover, and the tenant representative before and after the move to prepare a punch-list for damage existing prior to the move, including the common areas.

The mover shall be responsible for inspecting the property to be moved and the facilities of the new location. The mover shall be thoroughly acquainted with the conditions existing at the building, including verifying various access dimensions (i.e., freight elevator, door opening, etc.) so that he may furnish such equipment and labor necessary to provide for the orderly, timely and efficient movement of the property. Any damage shall be repaired by a designated contractor at tenant's expense.

Building Entry:

Movers are to use the designated service entrance, which is located at the southeast side of the building for all loading and unloading. The property will be moved from that area to the elevator designated for freight. The freight elevator will be the only elevator available for moving purposes.

Freight Elevator:

It will be necessary for the tenant to notify the property management office of the move at least one week prior to the scheduled move and at least forty-eight (48) hours prior to the move to reserve the freight elevator. Moves should be completed at the following times:

Monday – Friday (AM): completed before 7:00AM

Monday – Friday (PM): begin after 6:00PM

Saturday: after 1:00PM

Sunday: no time limitations

Common Area Interface:

1. The moving company is required to install mastic floor protection with an adhesive step surface or like materials / products to protect finished floor surfaces in all common areas including elevator lobbies.

Any debris tracked into corridors must be cleaned up immediately by the moving company and any damage to corridors, elevators or other parts of the building must be repaired at the mover's expense. Should the moving company, after notification, not correct the situation, it shall be corrected by Building Management at the moving company's sole expense.

ELEVATOR AND BUILDING CLEARANCE

Elevator Clearance: **The door is 41-3/4" width x 83-1/2" height**

The cab interior is:

Door Width – 41-3/4"

Door Height – 83-1/2"

Cab Width – 69-1/2"

Cab Height – 114" (freight only)

Cab Depth – 57-1/2"

Cab Diagonal – 141-3/16"

Weight capacity 3,000 lbs

Building Clearance: **The door measurements (southeast double doors) are:**

Outer Doors - 72" width x 106-1/4" height

Inner Doors - 71" width x 102-3/4" height

PERMITS, FRANCHISES, LICENSES OR OTHER LAWFUL AUTHORITY

The General Contractor, at their expense, will obtain and maintain any necessary permits, franchises, licenses or other lawful authority required for services to be performed. Before the move is approved, the mover will be required to produce evidence of such authorities to the property management office.

INDEMNITY/INSURANCE

The mover shall, at his sole cost and expense, obtain, maintain and keep in full force and effect the following types of insurance:

Commercial General Liability:

Mover shall maintain commercial general liability insurance covering all operations by or on behalf of Mover on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use).

Such insurance shall provide minimum limits and coverage as follows:

- A. Minimum Limits:
 - 1. \$1,000,000 Each Occurrence (Combined Single Limit Bodily Injury and Property Damage)
 - 2. \$1,000,000 General Aggregate
 - 3. \$1,000,000 Products / Completed Operations Aggregate
 - 4. \$1,000,000 Personal & Advertising Injury aggregate
 - 5. \$50,000 Fire damage – any one fire
 - 6. \$5,000 Medical Expense – any one person
 - 7. \$50,000 Comprehensive Dishonesty Bond – each employee
- B. Coverages:
 - 1. Policy with a best rating of A or higher
 - 2. Additional Insured: **SE BCC Building LLC**, owner, its partners, managers, officers and directors, employees, agents, subsidiaries, affiliates and, **Realty Management Group, LLC** property manager/agent for owner.

Automobile Liability:

Mover shall maintain business auto liability covering liability arising out of any auto (including owned, hired and non-owned autos).

- A. Minimum Limits: 1. \$1,000,000 Combined single limit each accident
- B. Coverages: 1. Additional Insured: **SE BCC Building LLC**, owner, its partners, managers, officers and directors, employees, agents, subsidiaries, affiliates and, **Realty Management Group, LLC**, property manager/agent for owner.
- 2. Waiver of Subrogation in favor of Owner and Property Manager

Workers Compensation:

Mover shall maintain worker compensation and employers liability insurance.

- A. Minimum Limits: 1. Workers Compensation – Statutory Limits
- 2. Employers Liability: \$1,000,000
 - a. Bodily Injury for Each Accident - \$100,000
 - b. Bodily Injury by Disease for Each Employee - \$100,000
 - c. Bodily Injury Disease Aggregate - \$500,000
- B. Coverages: 1. Additional Insured: **SE BCC Building LLC**, owner, its partners, managers, officers and directors, employees, agents, subsidiaries, affiliates and, **Realty Management Group, LLC**, property manager/agent for owner.
- 2. Waiver of Subrogation in favor of Owner and Property Manager

Proof of Insurance:

Before Mover performs work at or on premises or delivers materials to site, whichever comes first, Mover shall furnish Property Manager with certificates of insurance evidencing the coverage outlined above and the Other Insurance Provisions outlined below. Insurance is to be placed with insurers with a Best's rating of no less than A. No such policy shall be cancelable or modified except after thirty (30) days written notice to Property Manager. Mover shall maintain all of the foregoing insurance coverages in full force and effect until the work is fully completed. The requirements for carrying the foregoing insurance shall not release Mover from the provision for indemnification of Owner by Mover.

Other Insurance Provisions:

SE BCC Building LLC, its partners, managers, officers and directors, employees, agents, subsidiaries, affiliates and **Realty Management Group, LLC**, the Property Manager, shall be named as additional insured with respect to liability arising out of

the activities performed by or on behalf of Mover on all policies, except Workers Compensation. Mover's insurance shall be primary insurance over any insurance carried by Owner. Mover's Workers' Compensation insurer shall agree to waive all rights of subrogation against the Owner, its partners, managers, property manager, officers and directors, employees, agents, subsidiaries and affiliates for losses arising from work or activities performed by Mover. The terms and provisions of this Exhibit shall control over any conflicts.

Indemnification:

All States, except California

To the fullest extent permitted by law, Mover shall indemnify, defend and hold harmless the Owner, its partners, managers, property manager, officers and directors, subsidiaries, affiliates, employees and agents from and against any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, but only to the extent caused in whole or in part by negligent acts or omissions of Vendor, subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

Approved Contractors

These contractors are approved, but not required unless noted. Contractor is responsible to ensure a certificate of insurance is forwarded to building management for all subcontractors. Presence on this list does not ensure a current certificate of insurance is on file. Contractors not listed below will be accepted, but must be approved by building management prior to award of the work.

Exterior Vendors

Lighting/ Electrical

Vendor: Electrical Innovations Contracting
Contact: Jason Richards
Address: 12779 W. Belleview Ave., Littleton, CO, 80127
Phone #: Office- 303-972-5884
E-mail: wshuch@electricalinnovationscontracting.com

Signage

Vendor: Sign-A-Rama
Contact: Sean Yager
Address: 7255 South Havana Street Suite 180, Centennial, Co. 80112
Phone #: Office- 303-721-8803. Cell- 720-840-5008
E-mail: yager@signaramadtc.com

Windows

Vendor: Grand View Glass
Contact: Steve Berry
Address: 5985 Lamar St, Unit E, Arvada, CO, 80003
Phone #: Office- 303-424-8022
E-mail: grandviewglass@gwestoffice.net

Security

Vendor: Advantage Security
Contact: Chris Read
Address: 13693 East Iliff Avenue, Suite 200, Aurora, CO, 80014
Phone #: Office- 303-755-4407
E-mail: cread@advantagesecurityinc.com

Interior Vendors:

Plumbing

Vendor: Total Plumbing

Contact: Chris Tanner

Address: 4701 N. Colorado Blvd., Denver, Co 80216-3218

Phone #: Office- 303-933-7271. Cell- 303-356-2176

E-mail: ctanner@totalplbg.com

Vendor: A Mile High Drain

Contact: Kevin

Address: 1835 W. Union Ave, Suite 7, Sheridan, CO, 80110

Phone #: Office- 303-726-3888. Cell- 720-621-4710

E-mail: N/A

Doors

Vendor: Door Specialties

Contact: Ron Davis

Address: 4410 Steele Street, Denver, CO, 80216

Phone #: Office- 303-292-5080

E-mail: N/A

Locks/Keys

Vendor: Englewood Locks

Contact: Maggie

Address: 4310 S. Broadway, Englewood, CO, 80113

Phone #: Office- 303-789-2568

E-mail: N/A

Wood Finishing

Vendor: Heggem-Lundquist Paint Company

Contact: Jeff

Address: 1391 South Cherokee Street, Denver, CO, 80223

Phone #: Office- 303-778-1373

E-Mail: (Milo Fritts) milo@heggem-lundquist.com

Wood Retouching

Vendor: Conscientious Wood Care
Contact: Joe Eldredge
Address: 3451 W. 104th Place, Westminster, CO, 80031
Phone #: Office- 303-451-0777. Cell- 303-909-4745
E-mail: cwwoodcare@aol.com

Flooring

Vendor: Advanced Flooring Solutions
Contact: Derek Eltzroth
Address: 3001 Larimer Street, Denver, CO 80205
Phone #: Office- 303-996-5506. Cell- 720-333-1784
E-mail: N/A

Carpet Cleaning

Vendor: Spectra
Contact: Ben Wyatt
Address: 221 S. Cherokee St., Denver, CO, 80223
Phone #: Office- 303-778-8483
E-mail: Ben_Wyatt@spectracf.com

Walls

Vendor: Provident Construction
Contact: Nate Richards
Address: 12424 East Weaver Place, Centennial, CO, 80111
Phone #: Office- 720-482-0200. Cell- 720-514-1758
E-mail: nrichards@providentconstruction.com

Painting

Vendor: Rocky MTN Spray Tech
Contact: Ronnie Vigil
Address: 4413 Mt. Harvard Street, Brighton, CO, 80601
Phone #: Office- 720-371-0150
E-mail: rockymtnspraytec@aol.com

Window Coverings

Vendor: Cloud 9 Design Window Coverings
Contact: Anette Yadgar
Address: 11497 E. Warren Place, Aurora, CO, 80014
Phone #: Office- 303-338-9938. Cell- 303-525-9938.
E-mail: cloud9designs@msn.com

Lighting

Vendor: CED
Contact: Judy Eaton
Address: 2405 W. 5th Ave, Denver, CO, 80204
Phone #: Office- 303-623-1233, Ext. 1529
E-mail: jeaton@ceddenver.com

Vendor: City Lighting Products Denver
Contact: Brenda Kern
Address: 7104 South Dillon Court, Englewood, CO, 80112
Phone #: Office- 303-699-3266. Cell- 866-699-3266
E-mail: bkern@citylighting.com

Mechanical/HVAC

Vendor: Tolin Mechanical
Contact: Graham Carssow
Address: 12005 E. 45th Ave, Denver, CO, 80239
Phone #: Office- 303-455-2825. Cell- 303-859-5540
E-mail: gcarssow@tolin.com

Vendor: Murphy Mechanical
Contact: Matthew Klingler
Address: 3790 Wheeling Street, Denver, CO, 80239
Phone #: Office- 303-371-6600. Cell- 720-323-4756.
E-mail: mklingler@murphy-den.com

Furniture, Fixtures, and Equipment

Kitchen Appliances

Vendor: Builders Appliance Center
Contact: Derek Haugen
Address: 1880 W. Oxford Ave, Englewood, CO 80110
Phone #: Office- 720-287-5808. Cell- 720-295-4307
E-mail: dhaugen@4bac.com

Cleaning

Vendor: MasterKlean
Contact: Larry Atherton
Address: 2149 S. Clermont St. Denver, CO
Phone #: Office- 303-753-6084
E-mail: latherton@masterklean.com

Tenant Forms

Please complete all of the following forms and return to:

Realty Management Group, LLC
3033 E. First Avenue Suite 210
Denver, CO 80206
karin@realtygp.com

- Tenant Move-In Information –Form A Page 29
- After Hours HVAC Request –Form B Page 30
- Access Card and Key Request –Form C Page 31
- Suite Signage/Building Directory-Form D Page 32

Copies of all forms can be found on our website,
realtygp.com.

Form A

SE BCC BUILDING TENANT INFORMATION

Please complete the information requested below and return it to us no later than _____. This information will update our records and help us to keep you informed in the event of an emergency. Your help is appreciated.

Business: _____

Address: _____ Suite #: _____

Day to Day Contact: _____

Phone: _____ Fax: _____ Email: _____

Accounting Contact: _____

_____ Phone: _____ Fax: _____ Email: _____

After Hours Emergency Contact

1st Call: _____ Phone: _____ Cell: _____

2nd Call: _____ Phone: _____ Cell: _____

Address for correspondence, statements (if different from above)

Name: _____ Phone: _____

Address: _____ Fax: _____

Can maintenance or building information be communicated via e-mail? Yes [] No []

Name: _____ E-Mail Address: _____

The following persons are authorized to request billable maintenance items:

Does your suite have a security system? Yes [] No []

Vendor Name: _____ Phone: _____ Access Code: _____

Designated Floor/Area Warden (For Future Emergency Use): _____

Floor Leader: _____ Searcher: _____

PLEASE RETURN THIS FORM TO:

Realty Management Group, LLC
3033 East 1st Avenue, Suite 210
Denver, CO 80206
(303) 388-3506 (office)
(303) 388-3508 (fax)

Form B

Request for HVAC, AFTER HOURS HVAC REQUEST

To request HVAC after regular business hours, please complete this form a minimum of 48 hours in advance of the time the service is needed. Please type or print this form, have it signed by an authorized officer of your firm and send it to the Property Management Office.

Date(s) Service is Needed: _____

Tenant Name: _____

Suite Number: _____

Hours Service is Needed (4-hour minimum): _____

AUTHORIZATION AND ACKNOWLEDGEMENT: I am authorized to sign this request form on behalf of the Tenant. I understand that the cost of after hours HVAC services is \$85.00 per hour with a four hour minimum, and that the price may change from time to time based on increases in vendor costs.

Date: _____

Tenant: _____

By: _____

Title: _____

PLEASE RETURN THIS FORM TO:

**Realty Management Group, LLC
3033 East 1st Avenue, Suite 210
Denver, Colorado 80206
(303) 388-3506 (office)
(303) 388-3508 (fax)**

Form C

ACCESS CARD/ Key Form REQUEST FORM

To request an Additional ACCESS CARD for the building, please complete (type or print) this form, have it signed by an authorized officer of your firm and send it to the Property Management Office.

Date: _____

Tenant Name: _____

Building: _____

Suite #: _____

Cardholder Name: _____

Card #: _____

Name of Person Requesting Cards: _____

IF THIS IS NOT A NEW CARD AND YOU WANT TO REASSIGN THE CARD TO SOMEONE ELSE,
PLEASE FILL OUT THE INFORMATION BELOW:

Card #: _____

Previous Cardholder Name: _____

AUTHORIZATION AND ACKNOWLEDGEMENT: I am authorized to sign this request form on behalf of the Tenant. I understand that the cost of a card is \$25.00 per card and \$5.00 per key, and that the price may change from time to time based on increases in vendor costs.

Date: _____

Tenant: _____

By: _____

Title: _____

PLEASE RETURN THIS FORM TO:

Realty Management Group, LLC
3033 East 1st Avenue, Suite 210
Denver, Colorado 80206
(303) 388-3506 (office)
(303) 388-3508 (fax)

Form D

TENANT IDENTIFICATION SIGNAGE

To request a listing on the building directory, please complete (type or print) this form, have it signed by an authorized officer of your firm and send it to the Property Management Office.

1. **Suite Sign – Indicate how the Tenant’s name should to read (one sign per suite):**

2. **Lobby Directory Strips – one directory strip per suite:**

3. **Are any persons or entities named in item two who are either a subtenant or an assignee of the Tenant?** Yes: _____ No: _____

4. **Are there any other individuals you would like acknowledged on the directory (you will be charged an additional amount per entry)?** Yes: _____
No: _____

5. **Would you like to be advised of the cost prior to the fabrication of the sign?** Yes: _____ No: _____

AUTHORIZATION AND ACKNOWLEDGEMENT: I am authorized to sign this request form on behalf of the Tenant. I understand that the Landlord’s approval of this request will not result in its waiver of any rights under the lease or under any applicable law, nor will the Landlord’s approval of this request constitute its acceptance of any person or entity listed in item two (2) as a subtenant or assignee of any part of all of the leased premises.

Date: _____

Tenant:

By: _____

Title:

PLEASE RETURN THIS FORM TO:

**Realty Management Group, LLC
3033 East 1st Avenue, Suite 210
Denver, Colorado 80206
(303) 388-3506 (office)
(303) 388-3508 (fax)**

Appendix I

Examples of Hazardous Materials

A. Combustible Liquids

- Alcoholic beverages (any single container exceeding one gallon capacity)
- Alcohols
- Antifreeze compounds
- Camphor Oil
- Fluid cleaners (containing combustible materials, e.g. spot clothing cleaners and office machine cleaners).

B. Corrosive Liquids

- Acids—muriatic, nitric, photographic, sulfuric
- Battery with acid
- Disinfectants
- Dyes
- Flame retardant compounds
- Iron/steel rust preventing/rust removing compounds
- Paint and paint related materials

C. Explosives

- Ammunition
- Black Powder
- Blasting Caps
- Dynamite, plastics or any similar explosives
- Explosive auto alarms
- Fireworks
- Fuse lighters
- Igniters
- Primers
- Propellants
- Signal flares
- Smokeless powder
- Souvenir explosive instruments of war
- Spear guns having charged heads
- Toy propellants or smoke devices

D. Flammables

- Acetone
- Adhesives (glues, cements and plastics)
- Ammonia
- Charcoal briquettes
- Cleaning fluids
- Compound 3 weed killers
- Denatured alcohol

- Enamel
- Gasoline
- Insecticides
- Kerosene
- Lacquer
- Leather dressing or bleach
- Lighter fluids (pocket, charcoal, camp stove, lamp or torch)
- Liquors (any single container exceeding one gallon capacity)
- Matches
- Oil stains for wood
- Paint
- Paint or varnish remover
- Petroleum products
- Polishes, liquid (metal, stove, furniture and wood)
- Propane or other gas used for cooking or heating purposes
- Propane tanks
- Shellac
- Shoe polish (liquid)
- Solvents, plastic
- Stains
- Turpentine
- Varnish
- Wood filler

E. Gases, Compressed

- Engine starting fluids
- Fire Extinguishers
- Gases used in welding
- Scuba diving tanks

F. Aerosol Can

- Containing a Flammable Gas, Flammable Liquid, Toxic, or Corrosive Substance

G. Chlorinated Hydrocarbons in Decorative Lamps

H. Other Regulated Material Termed Combustible, Corrosive, or Flammable.