

GENERAL INFORMATION

A. RENTAL PAYMENTS

All rental payments are due and payable by the payment date as outlined in your lease. Please ensure that rental checks are made payable to TR Denver Financial Center LLC and mailed to:

TR Denver Financial Center
PO Box 674309
Dallas, Texas 75267-4309

Or via ACH:

BBVA Compass
ABA 113010547
To Credit: TR Denver Financial Center LLC
Account #: 6768604760

Please contact the Management Office at 303-861-1404 if there are any questions.

B. LEASE RENEWALS & EXPANSIONS

The Building Management Office is happy to answer any questions regarding the terms and conditions of your lease, lease renewals, or expansions. Please call us at any time and we will be happy to discuss.

If we are unable to assist, you will be referred to our leasing agents who handle all new leasing, tenant lease renewals, and/or expansions.

C. RULES AND REGULATIONS

1. No part or the whole of the sidewalks, plaza areas, entrances, passages, courts, elevators, vestibules, stairways, corridors, or halls of the Project shall be obstructed or encumbered by Tenant or used for any purpose other than ingress and egress to and from the Premises. The tenant shall not have access to the roof of the building unless accompanied by a representative of the Landlord.
2. No equipment, furnishings, personal property, or fixtures shall be placed on any balcony of the Building without first obtaining Landlord's written consent. No awnings or other projections shall be attached to the exterior walls of the Building. No skylight, window, door, or transom of the Building shall be covered

or obstructed by Tenant, and no window shade, blind, curtain, screen, storm window, awning, or other material shall be installed or placed on any window or in any window of the Premises except as approved in writing by Landlord. If Landlord has installed or hereafter installs any shade, blind, or curtain in the Premises, Tenant shall not remove the same without first obtaining Landlord's written consent thereto.

3. No showcases or other articles shall be put in front of or affixed to any part of the exterior of the Building, nor placed in the Common Area.
4. Tenant shall not place or permit its Agents to place any trash or other objects anywhere within the Project (other than within the Premises) without first obtaining Landlord's written consent.
5. The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish bags, or other substances (including, without limitation, coffee grounds) shall be thrown therein.
6. Tenant shall not mark, paint, drill into, or in any way deface any part of the Project or the Premises. No boring, cutting, or stringing of wires shall be permitted.
7. Without Landlord's prior approval, no tenant shall install any radio or television antenna, loudspeaker, music system, or other devices on the roof or exterior walls of the Building or common walls with adjacent tenants.
8. No cooking shall be done or permitted in the Building by Tenant or its Agents except that Tenant may install and use microwave ovens. Tenant shall not cause or permit any unusual or objectionable odors to emanate from the Premises.
9. The Premises shall not be used for the manufacturing or storage of merchandise.
10. Tenant shall not make or permit any unseemly or disturbing noises or disturb or interfere with other tenants or occupants of the Project or neighboring buildings or premises by the use of any musical instrument, radio, television set, other audio devices, unmusical noise, whistling, singing or in any other way.
11. Nothing shall be thrown out of any doors, windows, or skylights or down any passageways.
12. No additional locks or bolts of any kind shall be placed upon any of the doors or windows of the Premises, nor shall any changes be made in locks or the mechanism thereof without prior notice to and the approval of the Landlord. Tenant shall, upon the termination of its Lease, return to Landlord all keys to the

Premises and other areas furnished to, or otherwise procured by, Tenant. In the event of the loss of any such keys or card keys, as applicable, the Tenant shall pay Landlord the cost of replacement keys.

13. Tenant shall not use or occupy or permit any portion of the Premises to be used or occupied as an employment bureau or for the storage, manufacture, or sale of liquor, narcotics, or drugs. Tenant shall not engage or pay any employees in the Building except those working for Tenant in the Building, and Tenant shall not advertise for non-clerical employees giving the Building as an address. The Premises shall not be used or permitted to be used, for lodging or sleeping or any immoral or illegal purpose. No premises shall be used or permitted to be used, at any time, without the prior approval of Landlord, as a store for the sale or display of goods or merchandise of any kind, or as a restaurant, shop, booth, bootblack, or other stands, or for the conduct of any business or occupation with predominantly similar purposes. Landlord shall have the right to prohibit any advertising by any tenant or occupant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability as a building for offices and upon notice from Landlord, such tenant or occupant shall refrain from or discontinue such advertising.
14. The landlord reserves the right to control and operate the Common Area in such manner as it deems best for the benefit of the Project tenants. The landlord may exclude from all or a part of the Common Area at all hours, other than during Normal Business Hours, all unauthorized persons. "Normal Business Hours" shall be deemed to be between the hours of 7:00 A.M. and 6:00 P.M. Monday through Friday and between the hours of 8:00 A.M. and 12:00 P.M. Saturday, but excluding Building holidays. Tenant shall be responsible for all visitors, invitees, agents, and employees of Tenant who enter the Building and Project on Building holidays and during other than Normal Business Hours and shall be liable to Landlord for all acts of such persons.
15. Tenant shall have the responsibility for the security of the Premises and, before closing and leaving the Premises at any time, Tenant shall see that all entrance doors are locked and all lights and office equipment within the Premises are turned off, and Landlord shall have no responsibility relating thereto. Turning off lights and unnecessary equipment is not only a cost savings to the Tenants but is also an energy-efficient measure. The landlord will not be responsible for any lost or stolen personal property, equipment, money, or jewelry from the Tenant's area or Common Areas regardless of whether such loss occurs when the area is locked against entry or not.
16. Requests and requirements of Tenant shall be attended to only upon application at the office of Landlord. Project employees shall not be required to perform any work outside of their regular duties unless under specific instructions from Landlord.

17. Vending, canvassing, soliciting, and peddling in the Building are prohibited, and the Tenant shall cooperate in seeking their prevention.
18. In connection with the delivery or receipt of merchandise, freight, or other matter, no hand trucks or other means of conveyance shall be permitted, except those equipped with rubber tires, rubber side guards, or such other safeguards as the Landlord may require.
19. No animals of any kind shall be brought into or kept about the Building by Tenant or its Agents, except seeing-eye dogs for the visually impaired.
20. No vending machines shall be permitted to be placed or installed in any part of the Project by Tenant without the permission of Landlord. The landlord reserves the right to place or install vending machines in the Project (other than on the Premises).
21. Tenant shall not allow in the Premises, on a regular basis, more than one person for each two hundred fifty (250) leasable square feet of the Premises.
22. So that the Building may be kept in a good state of cleanliness, Tenant shall permit only Landlord's employees and contractors to clean its Premises unless prior thereto Landlord otherwise consents in writing. Tenant shall provide adequate waste and rubbish receptacles, cabinets, bookcases, map cases, etc. necessary to prevent unreasonable hardship to Landlord in discharging its obligation regarding cleaning service.
23. Tenant shall keep the windows and doors of the Premises (including, without limitation, those opening on corridors and all doors between any room designed to receive heating or air conditioning service and room(s) not designed to receive such service) closed while the heating or air conditioning system is operating to minimize the energy used by and to conserve the effectiveness of, such systems.
24. The elevator designated for freight by Landlord will be available for use by all tenants in the Building during the hours and pursuant to such procedures as the Landlord may determine from time to time. The persons employed to move Tenant's equipment, material, furniture, or other property in or out of the Building must be acceptable to Landlord. The moving company must be a locally recognized professional mover, whose primary business is the performing of relocation services, and must be bonded and fully insured. A certificate or other verification of such insurance must be received and approved by Landlord before the start of any moving operations. Insurance must be sufficient in Landlord's sole opinion, to cover all personal liability, theft, or damage to the Project, including, but not limited to, floor coverings, doors, walls, elevators, stairs, foliage, and landscaping. Special care must be taken to prevent damage to foliage and landscaping during adverse weather. All moving operations will be conducted at such times and in such a manner as Landlord will direct, and all

moving will take place during non-business hours unless Landlord agrees in writing otherwise. The tenant will be responsible for the provision of Building security during all moving operations and will be liable for all losses and damages sustained by any party as a result of the failure to supply adequate security. The landlord will have the right to prescribe the weight, size, and position of all equipment, materials, furniture, or other property brought into the Building. Heavy objects will, if considered necessary by Landlord, stand on wood strips of such thickness as is necessary properly to distribute the weight. The landlord will not be responsible for loss of or damage to any such property from any cause, and all damage done to the Building by moving or maintaining such property will be repaired at the expense of the Tenant. The landlord reserves the right to inspect all such property to be brought into the Building and to exclude from the Building all such property that violates any of these Rules and Regulations or the Lease of which these Rules and Regulations are a part. Supplies, goods, materials, packages, furniture, and all other items of every kind delivered to or taken from the Premises will be delivered or removed through the entrance and route designated by Landlord, and Landlord will not be responsible for the loss or damage of any such property unless such loss or damage results from the negligence of Landlord or its Agents.

25. A directory of the Building will be provided for the display of the name and location of tenants only and such reasonable number of the principal officers and employees of tenants as Landlord in its sole discretion approves, but Landlord will not, in any event, be obligated to furnish more than one (1) directory strip for every 2,500 square feet of Rentable Area in the Premises. Any additional name(s) which Tenant desires to place in such directory must first be approved by Landlord, and if so approved, Tenant will pay to Landlord a charge, set by Landlord, for each such additional name. All entries on the building directory display will conform to standards and style set by the Landlord at its sole discretion. Space on any exterior signage will be provided at Landlord's sole discretion. No sign, advertisement, object, notice, or other lettering shall be exhibited, inscribed, painted, or affixed on any part of the outside or inside of the premises demised to any tenant or occupant of the Building without the prior consent of the Landlord. Interior signs and directories visible from outside the Premises, if any, shall be of a size, color, and style approved by Landlord.
26. Neither Landlord nor any operator of the Parking Facilities within the Project, as the same are designated and modified by Landlord, in its sole discretion, from time to time will be liable for loss of or damage to any vehicle or any contents of such vehicle or accessories to any such vehicle, or any property left in any of the Parking Facilities, resulting from fire, theft, vandalism, accident, the conduct of other users of the Parking Facilities and other persons, or any other casualty or cause. Further, Tenant understands and agrees that: (i) Landlord will not be obligated to provide any traffic control, security protection or operator for the Parking Facilities; (ii) Tenant uses the Parking Facilities at its own risk; and (iii) Landlord will not be liable for personal injury or death, or theft, loss of or property

damage. **Tenant indemnifies and agrees to hold Landlord, any operator of the Parking Facilities and their respective agents harmless from and against any and all claims, demands, and actions arising out of the use of the Parking Facilities by Tenant and its Agents, whether brought by any of such persons or any other person.**

27. Tenant (including Tenant's Agents) will use the Parking Space Allocation solely for parking passenger model cars, small vans, and small trucks and will comply in all respects with any rules and regulations that may be promulgated by Landlord from time to time with respect to the Parking Facilities. The Parking Facilities may be used by the Tenant or its Agents for occasional overnight parking of vehicles. Tenant will ensure that any vehicle parked in any of the Parking Space Allocation will be kept in proper repair and will not leak excessive amounts of oil or grease or any amount of gasoline. If any of the Parking Space Allocation is at any time used: (i) for any purpose other than parking as provided above; (ii) in any way or manner reasonably objectionable to Landlord; or (iii) by Tenant after default by Tenant under the Lease, Landlord, in addition to any other rights otherwise available to Landlord, may consider such default an Event of Default under the Lease.
28. Tenant's right to use the Parking Facilities will be in common with other tenants of the Project and with other parties permitted by Landlord to use the Parking Facilities. Landlord reserves the right to assign and reassign, from time to time, particular parking spaces for use by persons selected by Landlord provided that Tenant's rights under the Lease are preserved. Landlord will not be liable to Tenant for any unavailability of Tenant's designated spaces if any, nor will any unavailability entitle Tenant to any refund, deduction, or allowance. Tenant will not park in any numbered space or any space designated as RESERVED, HANDICAPPED, VISITORS ONLY, or LIMITED TIME PARKING (or similar designation).
29. If the Parking Facilities are damaged or destroyed, or if the use of the Parking Facilities is limited or prohibited by any governmental authority, or the use or operation of the Parking Facilities is limited or prevented by strikes or other labor difficulties or other causes beyond Landlord's control, Tenant's inability to use the Parking Space Allocation will not subject Landlord or any operator of the Parking Facilities to any liability to Tenant and will not relieve Tenant of any of its obligations under the Lease and the Lease will remain in full force and effect. Tenant will pay to Landlord upon demand, and **Tenant indemnifies Landlord against, any and all loss or damage to the Parking Facilities, or any equipment, fixtures, or signs used in connection with the Parking Facilities and any adjoining buildings or structures caused by Tenant or any of its Agents.**
30. The tenant has no right to assign or sublicense any of its rights in the Parking Space Allocation, except as part of a permitted assignment or sublease of the

Lease; however, the Tenant may allocate the Parking Space Allocation among its employees.

31. Tenant shall cooperate with Landlord in keeping its Premises neat and clean.
32. Smoking of cigarettes, pipes, cigars, or any other substance is prohibited at all times within the Premises, elevators, common area restrooms, any other interior common area of the Building or Project, and within twenty-five (25) feet of all entrances to the Building. However, the Landlord may permit smoking in certain areas outside the Building by designating "Smoking Areas," in which case no smoking will be allowed in any exterior Common Area other than in such designated Smoking Areas. The landlord reserves the right to eliminate or change the location of any Smoking Area from time to time.
33. Each tenant is required to participate in the Building's single-stream recycling or other trash management program in effect from time to time. This includes compliance with all instructions from the Building's recycling or other vendors which Landlord shall distribute to each tenant from time to time. Please ensure all recyclable items such as paper/cardboard, plastic #1-7, aluminum, and glass are recycled. Recyclables are kept separate from the trash as there are separate receptacles provided. Please recycle business computers, electronics, and ink/toners in the bins provided in the dock. The recycling program is provided for tenants of the building only. Each tenant shall store all trash and garbage within its premises or in such other areas specifically designated by Landlord. No materials shall be placed in the trash boxes or receptacles in the Building unless such materials may be disposed of ordinarily and customarily of removing and disposing of trash and garbage and will not result in a violation of any law or ordinance governing such disposal. All garbage and refuse disposal shall be only through entryways and elevators provided for such purposes and at such times as Landlord shall designate.
34. No tenant shall have lights on real or artificial trees in the premises due to safety and energy precautions.
35. These Rules and Regulations are in addition to, and shall be construed to modify and amend the terms, covenants, agreements, and conditions of the Lease; provided, however, in the event of any inconsistency between the terms and provisions of the Lease and the terms and provisions of these Rules and Regulations, the terms and provisions of the Lease shall control.
36. Tenant shall give Landlord prompt notice of any accidents to or defects in the water pipes, gas pipes, electric lights, and fixtures, heating apparatus, or any other service equipment.
37. Tenant and its Agents shall not bring into the Building or keep on the Premises or any Common Area any bicycle or other vehicle without the written consent of

Landlord, except on bicycle racks that are provided for tenants in the building garage. The landlord is not responsible for bicycles or related equipment.

38. The landlord reserves the right to amend these Rules and Regulations and to make such other and further reasonable Rules and Regulations as in its judgment may from time to time be needed and desirable.
39. Tenant will refer all contractors, contractors' representatives, and installation technicians rendering any service for Tenant to Landlord for Landlord's supervision and/or approval before the performance of any such contractual services. This shall apply to all work performed in the Building, including, but not limited to, installation of telephones, telegraph equipment, electrical devices and attachments, and installations of any and every nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment or any other physical portion of the Building. None of this work will be done by the Tenant without first obtaining Landlord's written approval.

SERVICES

A. ACCESS CARDS

The building is open to the public Monday through Friday from 6:00 a.m. to 6:00 p.m. Should you access the building after hours, you must use an Access Card that has been provided for this purpose. Access card readers are located on the Sherman Street side, Lincoln Street side, and in the parking garage on the stairwell doors. Parking Garage elevators are also available after hours. Access the building through these elevators to the Lobby.

It is a requirement of all after hour's access that you sign in and out with the Security Desk located in the Main Lobby. Building Security is stationed in the Main Lobby 24 hours a day.

PLEASE NOTE: THE SIGNING OF THE IN/OUT ROSTER IS A REQUIREMENT OF THE FIRE DEPARTMENT AND IS FOR YOUR SAFETY AND SECURITY.

B. AIR CONDITIONING AND HEATING

Building heating, ventilation and air conditioning (HVAC) are normally provided between:

Monday – Friday	6:00 a.m. – 6:00 p.m.
Saturday:	8:00 a.m. – 12:00 p.m.
Sunday and Holidays:	None

HVAC operations are to maintain a comfort level from 7:00 a.m. to 6:00 p.m., Monday through Friday. In addition, HVAC will also operate from 8:00 a.m. to 12:00 p.m., on Saturday.

In the event, you should experience difficulties with the HVAC system, use our online work order system, Angus Anywhere for prompt engineering assistance. Please contact your office contact, Tenant Contact, to enter the request. This allows the request to immediately and electronically be sent to Engineering. Please contact Building Management for questions. We will send an engineer to make the appropriate adjustments to the heating/cooling of your suite. Also, you may contact the Building Management Office at 303-861-1404. **PLEASE DO NOT ADJUST THE HEATING AND COOLING YOURSELF. AN ENGINEER IS NECESSARY TO ASSURE YOUR MAXIMUM COMFORT.**

After-hours air conditioning/heating is available beyond the hours previously discussed. However, to provide after-hours service, we must have an Engineer schedule the equipment. Therefore, if you should require HVAC after normal business hours, we ask that you provide at least 24 hours advance notice. **For weekend service, please contact the Management Office no later than noon, Thursday for scheduling; THERE MAY BE AN ADDITIONAL CHARGE FOR AFTER HOURS HVAC.**

C. BUILDING ACCESS CARDS

Employees requiring access to the Building during non-business hours must first obtain authorization in writing from the Tenant Coordinator / Office Contact in their company to obtain an Access Card from the Building Management Office.

Please use the Access Card Request form provided in the **Forms** section of this handbook to obtain an Access Card. In addition, if an employee is terminated, the access card must be returned to the Building Management Office. Please do not assign it to a new employee without Building Management completing the proper paperwork for a name change. **THIS WILL AVOID CONFUSION AND AID IN MANAGEMENT'S SECURITY EFFORTS.**

If your Access Card does not function properly, return it to the Building Management Office or call us at 303-861-1401. You will receive a replacement access card. **PLEASE DO NOT DESTROY ANY ACCESS CARDS.**

Once again, all requests for Access Cards and any subsequent changes to these Access Cards must be provided to Building Management in written form and signed by an authorized signatory of your organization.

Please note that a replacement cost of \$15.00 is charged for each lost or damaged Access Card.

D. BUILDING HOURS

Normal hours will be 6:00 a.m. to 6:00 p.m., Monday through Friday, and from 8:00 a.m. to 12:00 p.m. on Saturdays. The building is locked to the public on Saturdays (afternoon), Sundays, holidays, and during non-building hours.

The following are Building holidays:

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

Access to the building during non-business hours and holidays will be available to only those individuals who have been assigned an Access Card and have keys to their respective offices. **PLEASE NOTE THAT NEITHER SECURITY NOR MANAGEMENT PERSONNEL ARE AUTHORIZED TO PROVIDE ACCESS TO YOUR SUITE OR TO ANY OF YOUR EMPLOYEES UNLESS A LIST IS PROVIDED REQUESTING US TO DO SO.** (This is for your protection as we are not privy to hiring and firing practices within your organization.)

E. BUS SERVICE/CARPOOLING

RTD is continually increasing and updating its service. Please contact RTD directly at 303-299-6000 for information regarding bus routes and schedules.

Information may be obtained concerning carpooling by calling 303-458-7665.

F. CARPET SHAMPOOING

Carpet shampooing is available through our cleaning contractor, [at an additional charge](#). Please call the Building Management Office and we will arrange to have your carpets cleaned. You will be charged for this service on your next monthly statement.

G. CLEANING/JANITORIAL

Our Building is cleaned by a professional cleaning contractor with instructions from Management to maintain your office and the building in a first-class manner. If you have questions or problems concerning the cleaning, we request that you call the Building Management Office at 303-861-1404 immediately.

Large items, which will not fit into the trashcans, should be marked "TRASH/BASURA" and placed near the trash containers in your suite or near the front door. Do not leave items that are not to be thrown away near other "trash" to be discarded or placed on top of trashcans.

Coffee grounds must be placed in plastic-lined trashcans for disposal and **NOT** washed down any plumbing facility. The liquid in cups should be disposed of in the proper drainage facility.

Special requests such as restroom supplies, removal of spots from carpet, removal of large packing cases or shipping boxes, or special cleaning should be directed to the Building Management Office at 303-861-1404. You may also use our online work order system, Angus Anywhere, to report or request janitorial concerns.

H. DELIVERIES

DOCK DELIVERIES:

A loading dock is located under the atrium area of the building accessed from E. 18th Avenue between Lincoln and Sherman. We ask that you schedule vendor deliveries between 8:00 a.m. and 12:00 p.m., or between 1:00 p.m. and 4:00 p.m., Monday through Friday to avoid congestion in the loading dock.

Large size deliveries (i.e. furniture, boxes, etc.) must be performed during non-business hours or after hours. Please complete an after-hours form or send an email to Building Management. This is for building Safety and Security.

Please be advised that Building and Security personnel are not permitted to accept any deliveries or mail on behalf of tenants without prior written authorization from the Tenant.

FOR INFORMATION REGARDING MOVING FURNITURE IN OR OUT OF THE BUILDING PLEASE REFER TO SECTION N. ON PAGE 7.

I. ELEVATOR SERVICE

TOWER I: 1775 SHERMAN STREET

Eleven elevators service the Tower I Building. Two shuttle elevators provide elevator service from the B-1 and B-2 parking levels to the Street Level (Lobby-ST) and from the Street Level to the Tower-Parking Garage (2 – 7-½).

Four passenger elevators service the lobby and floors 9 through 20 (low rise) with all having access to the street level/lobby. Four passenger elevators service the Lobby and floors 20 through 31 (high rise), with all having access to Street Level/Lobby.

One freight elevator services the B-2 level through the Penthouse Level via Access Card only. Use of the freight elevator must be pre-approved by the Building Management Office.

TOWER II: 1776 LINCOLN STREET

Three elevators service the Tower II Building, from Lobby Level to the 13th floor. Tower II does not have a freight elevator.

In compliance with local fire codes, all elevators will return to the Street Level/Lobby during a fire alarm. **IN THE EVENT OF AN EMERGENCY ALL PERSONNEL MUST EXIT BY USE OF THE STAIRWAY** unless otherwise directed. Please wait for instructions over the Public Address System. Emergency communication is available from the elevator to Building Security by pushing the alarm button.

Please call Building Security at 303-860-9006, if you should experience any elevator malfunction. Trained elevator technicians will be contacted to handle emergencies. Please remember to remain calm.

J. FLOOR LOADING

Pursuant to your lease, the building is designed for a certain amount of weight based on a per square foot basis. Any large safes, filing systems, UPS systems, or other heavy objects must be cleared through the Building Management Office. If we are unable to determine the safety or best location, we will recommend a structural engineer to review plans and make recommendations. **This would be an additional charge to your company and would be reflected on your next month's statement.**

K. INSURANCE

Prior to your move, Lincoln Crossing requires a Certificate of Insurance for general liability in the amount of \$2,000,000 from your moving company naming Lincoln Crossing and TR Denver Financial Center, LLC as additional insured.

Pursuant to your lease, your firm is to provide the Building Management Office with a Certificate of Insurance for general liability, loss/injury, personal property, etc., etc. **Our building master insurance policy does not cover loss or damage to Tenant valuables, furniture, or equipment and does not cover accidents of employees, invitees, clients, etc. which occur on the premises and/or the Tenant's occupied space.** Please be advised that you are required under the terms of your lease to obtain insurance for protective coverage. Also, please continue to supply the management office with an updated Certificate of Liability Insurance on a yearly basis.

L. KEYS

Due to personnel changes or other activities, lock changes and duplicate keys can be obtained through the Building Management Office. Where applicable, a charge may be incurred. The prevailing rate will be charged to re-key locks. Please use the appropriate form provided in the **Forms** section of this handbook.

Please return your keys to the Building Management Office upon the termination of your lease.

M. MAIL SERVICE

Mailboxes are available for tenant use in the Lincoln Crossing lobby area. Please contact the Building Management Office at 303-861-1404, for a mailbox number and key.

Your mailing address will be as follows:

YOUR COMPANY NAME

1775 Sherman Street or 1776 Lincoln Street, Suite Number
Denver, Colorado 80203

The Post Office has advised us that large items, which will not fit in your box, will be delivered to the tenant suites. USPS will **not** pick up mail or boxes left in the mailroom located in the lobby. If you have an item that won't fit in the maildrop, go to tools.usps.com/schedule-pickup-steps.htm to schedule a pick-up. Post office collection boxes are available in the mailroom and on the corner of 18th & Sherman Street.

N. MOVING FURNITURE, EQUIPMENT, LARGE ITEMS ETC,

To ensure a peaceful environment during the work/week for all tenants and employees, **MOVING MUST BE COMPLETED BEFORE 8:00 A.M., OR AFTER 5:00 P.M., ON WEEKDAYS OR AT ANY TIME ON SATURDAYS AND SUNDAYS. ANY MOVES MUST BE SCHEDULED WITH THE MANAGEMENT OFFICE BEFOREHAND.**

THE FOLLOWING RULES APPLY TO MOVING FURNITURE, EQUIPMENT, LARGE BOXES ETC, INTO THE BUILDING, PLEASE READ CAREFULLY.

Contact the Building Management Office at 303-861-1404 with dates you have chosen for your move as soon as possible.

1. Schedule large deliveries such as furniture, a large load of boxes, etc. through the Building Management Office.
2. Please use the freight elevator while moving large boxes or furniture. **Do not use passenger elevators.** Tenants must reserve the freight elevator with the Building Management Office before moving to avoid any conflict with other tenants.
3. Place Masonite on all hallway carpets and lobby tile on which carts, dollies, and furniture will be moved.
4. Do not block any hallways or doors while moving. Furniture, boxes, and equipment are to be either in the suite, in the freight elevator, or on the truck.
5. Before your move, Lincoln Crossing requires a Certificate of Insurance for general liability in the amount of \$2,000,000 from your moving company naming TR Denver Financial Center, LLC and Lincoln Property Company Commercial Inc. as additional insured.

In addition, the tenant must supply the Building Management Office with evidence of insurance coverage conforming to their lease requirements.

6. Have your mover make an appointment with the Building Management Office so that they can be shown how to work the elevator and familiarize themselves with the path of travel to your space.
7. Your mover will need to do a walk-through with a Building Engineer or representative from the Building Management Office to inspect for damage before and after the move.
8. When moving out of the building PLEASE NOTE: **Any items permanently attached to the walls are the property of the Landlord and are not to be removed.**
9. **THERE IS TO BE NO TENANT TELEPHONE EQUIPMENT INSTALLED IN ANY OF THE ELECTRICAL/TELEPHONE CLOSETS THROUGHOUT THE BUILDING.** Installation of cabling that will be run through the building corridors must be done before 8:00 a.m. or after 5:00 p.m. and notification of time and date scheduled with the Building Management Office.
10. Instruct your movers to park in the loading dock off of E. 18th Avenue during the course of the move. Please make sure that the movers know that semi-trucks will not fit into the dock area - suggest smaller trucks for your move. The dock height is 12' 10".
11. Your movers must clean all hallways, common areas, and restrooms that they have utilized. The building janitorial company does not clean on weekends so **it is the moving company's responsibility to clean these areas.**

O. OVERNIGHT/EXPRESS MAIL SERVICE

Several collection boxes for overnight mail service have been installed in the mailroom area. Route schedules may be obtained by calling the carrier of your choice or checking the schedules on the front of each overnight box.

Presently, the carriers are Federal Express, U.S. Postal Express/Airborne, and UPS.

P. PARKING

Questions and/or problems concerning parking rates, availability, and general operations should be made directly to the Building Management Office at 303-861-1404.

The two underground levels B-1 and B-2 (accessed from E. 18th Avenue) are for reserved parking only. Additional monthly and public parking are available in the upper levels, 2 through 7-½ and are accessible from Sherman Street. Access to all levels of the parking facility (for monthly parkers only) is via an Access Card. Please make sure to always use your Access Card when exiting the tower garage, as failure to do so will make it impossible to re-enter the garage.

PLEASE LOCK YOUR CAR! THE LANDLORD AND THE PARKING GARAGE OPERATOR ARE NOT RESPONSIBLE FOR LOSS DUE TO THEFT, VANDALISM, OR OTHER SUCH DAMAGE TO YOUR VEHICLE!

Please pay your parking charges promptly. If payment is not received by the 10th of each month your Access Card will be automatically canceled.

Parking is available for bicycles in the newly constructed Bike Box on the corner of 18th and Lincoln or in the Bike room on the B-2 level of the parking garage. Please remember, bicycles are not allowed in the building in office and commercial space. Please contact the Building Management Office at 303-861-1404 for details.

Q. RECYCLING/TRASH

We have a recycling program established for Lincoln Crossing which allows all recyclable items to be put into one container. For a list of recyclables and non-recyclable items please contact Building Management. Place trash in a Blue saddle basket which is available for a small fee and attaches to a small trash can. Lincoln Crossing has an all recycling program.

Lincoln Crossing also recycles batteries and electronics/computer equipment, The Electronic Recycling bins are located in the Loading Dock next to the Dock Master's office.

R. REMODELING

Tenant remodeling must be coordinated through the Building Management Office and only Building approved contractors will be allowed to perform the work.

S. SECURITY

The function of Building Security is to aid, instruct, coordinate, and inform tenants and building visitors whenever possible. **BUILDING SECURITY IS NOT TO BE CONSTRUED AS PROTECTION BUT AS A CONVENIENCE.**

Security functions are coordinated through the Security Desk located in the Lincoln Crossing Lobby. The Security Desk is monitored 24 hours per day and can be contacted by calling 303-860-9006 any time during the day or night.

Lincoln Crossing will be closed to the public during non-building hours. Access will be available to individuals who possess an Access Card and suite key. **The Fire Department requires that individuals entering the building during non-building hours sign in and out on the Sign-in Logs located at the Security Desk in the Building's lobby.**

Please call Building Security at 303-860-9006 immediately if you should experience any security or theft problems, or see any suspicious people in the Building. You may also call the Management Office at 303-861-1404.

For life-threatening situations, please call 911 for the Denver Police or Fire Department, and then call Lincoln Property Company at 303-861-1404, to notify Building Management of the situation. The Non-emergency number for the Denver Police Department is 720-913-2000.

T. SMOKING POLICY

Lincoln Crossing has a no smoking policy which includes e-cigarettes. Smoking is not allowed in the lobby, common areas, elevators, restrooms, stairwells, or tenant spaces. Please stand 25 feet away from all entrances, as required by LEED-EB Certification.

U. SOLICITING

It is a building policy that solicitors are **NOT** allowed in the building at any time. If a solicitor comes into your office, please contact Building Security at 303-860-9006 or the Management Office at 303-861-1404 immediately.

V. STORAGE SPACE

The design of our building has provided us with a reasonable amount of storage space. Storage space is available on a waiting list basis and charged at market rates. Please contact the Building Management Office at 303-861-1404 for details.

W. TENANT IDENTIFICATION SIGNAGE

All directory strips and suite signs must be ordered through the Building Management Office. To avoid any confusion regarding the spelling of names,

titles, etc., we ask that you complete and provide us with a copy of the form located in the **Forms** section of this Handbook. [To maintain continuity, only building signage can be placed in the common areas, etc.](#)

Additional directory strips, changes to the suite sign, or additional signage requested after the initial order will be at the tenant's expense. Your assistance is requested in reviewing the building directory on occasion to be sure that all outdated names have been removed and new information is provided.

X. TOOLS

For our tenant's convenience, we have a selection of tools down at the Security desk, which can be checked out on a first come first serve basis. In addition, we also have several dollies, both two-wheel and four-wheel, which can be checked out at the dock.