

**Denver Energy Center
Electronic Tenant® Portal**

Created on April 30, 2025

Amenities & Services: Building News

[Smoking Restrictions at Denver Energy Center](#)

[Battery Recycle Information](#)

Amenities & Services: Cleaning

General Services

Denver Energy Center provides janitorial service Monday through Friday from 6:00pm until approximately 10:00pm.

The following are services regularly provided by our Night Cleaning staff at no additional cost to our tenants:

- All wastebaskets and other waste receptacles emptied this includes recycling bins.
- All horizontal surfaces that can be reached without a ladder are dusted (as long as they are clear of paperwork, etc.)
- Drinking fountains and sinks are cleaned, polished, and sanitized
- Carpeted areas are vacuumed
- Non-carpeted areas are swept
- Hard surfaced floors are spot damp mopped unless otherwise specified by tenant
- All restrooms are cleaned, sanitized, and stocked with paper products

If boxes or stacks of paper within tenant spaces are to be thrown away by the Night Cleaning staff, they must be flattened and marked "Trash/Basura".

Any large boxes that need to be disposed of during the day can be handled by the day services staff. We do have large rolling bins available for check out from our Dock Master, but they must be returned by the end of the day. Under no circumstances should boxes or trash be placed in the hallway; this is a fire hazard.

Any comments regarding the Night or Day Cleaning service in a tenant space should be directed to the Tenant Services Coordinator.

Restrooms are cleaned at least once per day by the day services staff, however, if any problems are noticed during the day (e.g. low supplies, overflows, continuous running water, etc.) please enter a work order via the Angus Work Order System so that we can correct the problem as soon as possible.

Special Services

If the tenant has any special cleaning requirements, they can be provided at an additional cost. Some of the special cleaning services provided include the following:

Carpets

- Shampoo carpet
- Spot clean carpet

Furniture

- Vacuum and/or shampoo upholstered furniture
- Wash metal desks, credenzas, and file cabinets

Floors

- Scrub and refinish resilient tile floors
- Clean and polish (wooden) parquet floors

Other

- Clean refrigerators
- Clean microwaves
- Clean mini-blinds throughout tenant space
- Clean glass partitions

The Tenant Service Coordinator will be happy to discuss the tenants' needs for these special cleaning services.

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Amenities & Services: Conference Room

Denver Energy Center's Conference Rooms are available for tenant use only. Reservations must be made in advance through the conference room reservation system in the Electronic Tenant® Portal.

Amenity Name: Conference Room - 1625 Broadway, Suite 820

Description: The conference room has a podium, wifi access, flip charts, telephone jack, and a drop-down projector screen. Any electronic equipment needed must be provided by tenant.

Max Capacity: 50 attendees, per Fire Code.

Reservations: Monday-Friday from 7:15AM-5:30PM

Amenity Name: 2nd Floor Conference Room - 1625 Broadway, Suite 220

Description: Floor 2 is a secure floor and requires each person to scan their building issued access card to get to floor 2.

Presentations: The Podium is equipped with a computer which will display presentations on the two TV's in the conference room. The computer also has USB inputs available for the transfer of files to the podium computer. Complete directions are available in the binder at the podium. Wi-Fi is available. Tenant must provide a microphone, if you wish to use one. Telephone is not available in Floor 2 conference room.

Room Set-up: The room has a static classroom style set-up which accommodates 90 people. Please do not move the tables and chairs around.

Reservations: Monday-Friday from 7:15AM-5:30PM

Reservation Alerts: IMPORTANT Conference rooms may be reserved for occupant tenant use only. No outside or affiliate groups may use the conference rooms. Thank you.

Amenities & Services: Exterminating

Occasionally, some tenants who have lunchrooms or food storage areas in their suites have problems with insect pests. Denver Energy Center employs an exterminator that services the public building space.

If tenants need an exterminator to come to their suite, they need to enter a work order in the [Angus system](#) to schedule this. They should be prepared to give the exact location of the problem. To assist with pest control at the building, tenants should store food located in cabinets or desk drawers in glass or metal containers with seals.

Amenities & Services: Forms

[Access Card Request Form](#)

[Additionally Insured](#)

[After-Hours HVAC Form](#)

[Bomb Threat Checklist](#)

[Building Access Authorization Form](#)

[Contractor Rules and Regulations](#)

[Emergency Contacts](#)

[Single Stream Recycle Program](#)

[Tenant Authorized Signers Form](#)

[Tenant Emergency Information – Persons Requiring Assistance Form](#)

[Tenant Property Removal Form](#)

Amenities & Services: HVAC

The HVAC systems in the Buildings are designed to keep the temperature between 70 and 74 degrees.

Tenants can help maintain a comfortable office temperature by taking the following actions:

- Close blinds on the south or west sides of the buildings on sunny days.
- Keep papers and other items off perimeter induction grills. (covering induction grills restricts air flow)
- Submit online work order to adjust the thermostat.

Heating and air conditioning are provided in season Monday through Friday, 7:00 AM to 6:00PM, and 8:00 AM to 1:00 PM on Saturday by written request. After-hours service can be arranged for an additional charge. Contact the Management Office for rate information.

Special Services

Heating and air conditioning are not regularly provided on Sundays, holidays, or after normal business hours. If Tenants would like heating or cooling service at these times, they need to send a written request notice to the Management Office at least 48 hours in advance to schedule this service.

Special air conditioning or ventilation may be needed for tenants' computer facilities, conference rooms, or personnel-intensive staff areas. We can aid the tenant with the design and installation of additional vents or equipment to meet special needs. Please contact the Management Office for details concerning the requirements for this service.

Amenities & Services: Location

Denver Energy Center is located at the top of the 16th Street Mall between Broadway and Court Street, and within close proximity to LoDo, providing tenants of the building easy access to downtown restaurants, retail and businesses.

The Denver Pavilions mall is two blocks north on 16th Street. RTD provides free shuttle service up and down the mall. The building is within blocks from the California and Champa Light Rail Stations for commuters serving both northbound and southbound lines and Civic center bus station is directly across Broadway.

Amenities & Services: Mail Service

U.S. MAIL

Mail delivery to Denver Energy Center is provided by the U.S. Postal Service via central mailrooms located in each Tower. Each mailroom is accessible via the concourse level in the service corridor.

Each tenant is designated a box number, to which all mail delivery will be made. Questions regarding US postal service mail delivery can be directed to the USPS by calling 303-313-5200.

We are not authorized to access the mailroom for any reason or receive delivery of any packages for tenants

Mail Pickup

Metered and stamped mail drop boxes are located in the lobby level of each tower opposite the elevator lobby side of the floor.

Pickup times are:

Monday through Friday 1:45 PM & 5:00 PM

Saturday No pick up

Courier Drop Boxes

The Denver Energy Center has an Overnight Courier Drop Box Center for tenant use. The Center is located in the C-1 level of the 1625 Building by the freight elevator. Each box is provided for express mail only. If you have an item that needs to be shipped ground service, it will need to be dropped off at a store location.

The overnight couriers who have placed drop boxes in this area are listed below, along with their daily pick-up times:

Federal Express 6:00 PM (last pick-up) Monday - Friday

Couriers and Deliveries

The Management office requests that couriers who bring mail or express mail abide by the Building's delivery procedures. Mailbags and large package deliveries should not be brought through the revolving doors into the main lobby. The loading dock entrance should be used for these deliveries.

Delivery personnel must also use the freight elevator for deliveries requiring the use of a dolly or cart. Some tenants of the Building have couriers who bring mail or express mail to their offices at times other than regular delivery times. If after hour deliveries are to be made, they must be coordinated through the Management Office.

Delivery personnel must be authorized to enter the building by the appropriate tenant contact with prior written notification.

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Amenities & Services: Parking

Denver Energy Center has 111 parking spaces in the on-site parking garage located underneath the buildings, with the garage entrance at the corner of 16th and Court Place. There are an additional 1,250 spaces available to Denver Energy Center tenants in the 15th & Tremont Parking Garage, located at Tremont and 15th Street. There are also a limited number of spaces available through the Sheraton Hotel located across the 16th Street Mall.

On-Site Parking

Availability is governed by the tenants leases. Access is 24 hours, seven days a week with the use of a transponder, which is placed inside the vehicle. Limited on-site monthly contract parking may be available at the current market rate on a first come first serve basis. Contracts for this parking are done on a month-to-month basis with payment due on the first day of the month in advance. Contracts may be terminated at the end of any month by either party with thirty (30) days advance written notice. The parking garage is managed by [Standard Parking](#).

Note: the height restriction for vehicles entering the on-site parking facility is 6 feet, 10 inches.

Tremont Parking Garage

Monthly parking may be available on a month-to-month basis at the 15th & Tremont Parking Garage located at 15th & Tremont. Contract terms are similar to those at Denver Energy Center on-site garage. The garage has 24 hour, 7 days a week access.

Note: the height restriction for vehicles entering the 15th & Tremont Parking Garage is 6 feet 9 inches.

For availability for either Denver Energy Center or the 15th & Tremont Parking Garage, please contact SP Parking at 303-628-9012.

Sheraton Hotel Parking Garage

Across the 16th Street Mall, the Sheraton Hotel accommodates monthly parkers in their garage. For availability, contact the Sheraton Hotel.

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Amenities & Services: Recycling

Denver Energy Center is a strong supporter of environmental efforts, employing single-stream recycling. This means that all recyclable items (paper, aluminum cans, plastic bottles, etc.) can be placed in the same bin. The night-time janitorial crew will then dispose of the recycling. Each tenant should supply desk side recycling containers for each person in the office. Items that can be put in the container are:

White & Colored Paper	Magazines, newspapers (and inserts)
Brochures & Pamphlets	Photocopy & Typing Paper
All envelopes, including junk-mail	Office Correspondence
Books (hard or soft cover)	Paper Clips
Coated Paper (shiny)	Plastic Tabs
Adding Machine Tape	Manuals with Glue Bindings
File Folders (even the hanging style with metal)	Carbonless Receipts
Post-It Notes	Staples and Clamps
Legal & Steno Pads	Wire & Plastic Spirals
Cardboard boxes (must be broken down)	Aluminum Cans
Glass bottle and jars only	Soup Cans, small metal pieces
Plastic bottles only, no tubs	

If Tenants have questions regarding the recycling of a particular item, please contact the Management Office.

Each desk-side can should be recycling only, with one main “wet” trashcan located in a central location within each office. Wet trash or food waste, consists of any item that cannot be recycled and ultimately contributes to the landfills. Please be conscious of what is thrown away vs. what is recycled. It is imperative that the recycling containers contain only the categories described above.

The Management Office appreciates our tenants’ participation in this important recycling program!

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Amenities & Services: Signage and Directory

Tenant Signage

Tenants occupying multi-tenant floors are initially provided building standard suite entry signage and floor directory strips at no charge. The floor directory is located in the elevator lobby of your floor and identifies the individual tenants occupying that floor. This will include the tenant company name, suite number and directional arrows. Subsequent signage changes are a charge to the tenant and must be approved and coordinated through the Management Office.

Full floor tenants are responsible for signage on their floor.

Directory Identification

An electronic directory is located in each of the main building lobbies. Tenants must notify the Management Office, in writing, of the proper listing of the firm name. Additions or corrections to the tenant listing must be submitted in writing to the [Management Office](#).

Amenities & Services: Storage

Denver Energy Center has a number of storage units on the 29th floor of the 1675 building. These storage units are available for tenant use on a month-to-month leased basis (subject to availability).

Amenities & Services: Telecommunication

Telephone line installation, modifications or repairs must be arranged through the Property Management Office. Vendors may obtain electrical closet / phone room keys by providing a photo ID at the dock Security desk.

In addition, vendors must leave personal or work photo identification with Security while keys are checked out. No work in the electrical closet / phone rooms may be done without permission from the Property Management Office. Tenants must verify that the vendor has been contracted to do work.

Emergency Procedures: Active Shooter Video

Emergency Procedures: Water Interruption or Flood

Water Interruption

A temporary interruption of the water supply may result in the disruption of building services. Without water, it is not possible to maintain sanitary conditions or building cooling systems. Additionally, water interruption limits the Fire Department's ability to extinguish fires.

Flood

In the event of a flood, we will evacuate and close the affected areas of the building. Flooding can cause great harm to electrical equipment that serves the building and disrupts the sanitary water supply.

If there is a slow water leak (not considered a flood) in the restroom or a tenant space, please inform the Building Management Office or immediately. Notify the Fire Command Center if after hours by calling 303-595-7049.

Because of the extreme danger generated by floods and subsequent electrical problems, in the event of an actual flood:

1. Evacuate the area to a dry and safe place.
2. Call Building Management at 303-595-7025.
3. Call 911 for the Fire Department.
4. Explain the location of flood and probable cause, giving the building's address.

Follow these same procedures should the sprinkler system release within the building.

Emergency Procedures: Earthquake

Earthquakes are one of nature's most frightening natural phenomena. When an earthquake occurs, the ground will shake perceptively for a relatively short time, perhaps only for a few seconds or for as long as a minute in a great earthquake.

Precautions to Take During an Earthquake

1. Try to remain calm and to reassure others.
2. If you are in a high-rise office building, get under a desk. Do not run for exits, since stairways may be broken and jammed with people. Power for elevators may fail and stop operating. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.
3. Do not be surprised if the electricity goes out or if elevator, fire and burglar alarms start ringing, or if sprinkler systems go on. Expect to hear noise from breaking glass, cracks in walls and falling objects.
4. Do not be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. (This phenomenon is merely the arrival of different seismic waves from the same earthquake.) Also, aftershocks may occur -- these are separate quakes that follow the main shock. Aftershocks may occur several minutes, several hours, or even several days afterwards. Sometimes, aftershocks will cause damage or the collapse of structures that were already weakened by the main earthquake.

Precautions to Take After an Earthquake

When the shaking stops, there may be considerable damage, and people may be injured. It is especially important that everyone remains calm and begins the task of taking care of one another. The first concern is for those who are hurt, and the next concern is to prevent fires. The risk of fire after an earthquake is very high.

1. Everyone must be aware of fire procedures. After that, damage can be assessed and remedial measures begun.
2. Remain calm and take time to assess your situation.
3. Check for fires and fire hazards. Put out fires immediately if it is safe to do so.
4. Help anyone who is hurt and administer emergency first aid when necessary. Cover injured persons with blankets to keep them warm. Seek medical help (911) for those who need it.
5. Check for damage to utilities and appliances. Shut off electricity if there is any chance of damage to wiring.
6. Shut off water lines in your suite if breakage has occurred.
7. Do not turn on electrical switches or appliances.
8. Do not touch power lines, electric wiring or objects in contact with them.
9. If you detect a natural gas odor, vacate the area immediately. Do not activate any type of device that could create a spark. Once in a safe area call 911 and report a natural gas leak.
10. Do not use the telephone except to call for help or to report serious emergencies (medical, fire or criminal) or to perform some essential service. When the emergency is clearly over, contact relatives and friends so they will know you are safe.
11. Be certain that sewer lines are not broken before resuming regular use of toilets.
12. Clean up and warn others of any spilled materials that are dangerous.
13. Listen to the radio for information about earthquake and disaster procedures.
14. Be prepared to experience aftershocks. They often do additional damage to buildings weakened by the main shock.
15. Use great caution when entering or moving about in a damaged building. Collapses can occur without much warning and there may be dangers from gas leaks, electric wiring, broken glass, etc.

There are no rules that can eliminate all earthquake danger. However, damage and injury can be greatly reduced by following the simple rules outlined above.

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Emergency Procedures: Elevator Emergency

- In the event of an elevator malfunction, it is possible that you may be detained in the elevator. It is important to be prepared for such an occurrence.
- Communication from the elevators to the Fire Command Center is possible by handless speaker system located in the elevator
- If you are trapped in the elevator during business hours, push the “Emergency Alarm” button inside the elevator, located on the panel to the right and left of the door ONCE to alert building security.
- Instructions on Use of Elevator Phone
- Push “Emergency Alarm” button once
- A dial tone will be heard
- Red light indicates Security Desk is being called
- Security Guard will respond to you
- Two-way voice communication is now possible
- Do not push button a second time unless you become disconnected.
- Security can call the elevator back from the Fire Command Center
- Inform the service company operator of your location:
 - Do not try to force open the elevator doors.
 - Never attempt to leave the elevator if it is stopped between floors, unless specifically instructed by emergency personnel.
 - Relax and stay calm until help arrives. Please allow approximately 20 minutes from the time of your call for help to arrive.

ELEVATOR EMERGENCY REQUIRING FIRE DEPARTMENT ASSISTANCE

- During an elevator emergency, 911 should only be called if the person(s) inside is/are trapped, as defined by the Denver Fire Department. The Denver Fire Department defines the word “trapped” as used in the UFC Denver Amendments Section 206-E. A situation involving one or more of the following would warrant a call to 911:
 - The ability to communicate with the person(s) is lost
 - The person(s) request that 911 be called
 - There is a medical emergency (panic included)
 - There is an environmental emergency (e.g. fire, chemical, bomb threat, etc.)
 - Wall has to be breached or person(s) must be removed by any means other than normal passenger exit door or under their own power
 - Building Management personnel, Engineering, Security, etc. deem it necessary to call 911
 - The responding elevator company or mechanic deems it necessary to call 911
 - Due to weather or other conditions (e.g. mechanic responding from home), the response time will be longer than thirty (30) minutes (and none of the other conditions above apply)

Emergency Procedures: Fire and Life Safety Video

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Emergency Procedures: Power Failure

Emergency Generator

- Due to the possibility of a failure of utility electrical service from the electric power company, the building is equipped with an emergency generator, which starts within 10 seconds in the event of an electrical power failure.
- In the event of a power failure, the emergency generator will supply electrical power to the following areas within the building:
 - Emergency lighting system:
 - Stairwells
 - Exit lights
 - Exit corridors
 - Tenant suites (limited lighting only)
 - Fire Department one-way and two-way emergency communication systems
 - Fire alarm and detection system
 - A minimum of one elevator in the low-rise and one elevator in the high-rise in each Tower.
 - Fire pump
 - Sump pumps
 - Supply air fans when used as a component of the building smoke management system
 - Exhaust air fans when used as a component of the building smoke management system

Power Failure Procedures

- The emergency generator will start automatically and supply emergency power to the above-mentioned systems within ten (10) seconds.
- All elevators will stop and then return to the first floor, one at a time, where the doors will open and allow all passengers to exit. Once all elevators have returned to the lobby, one low-rise and one high-rise elevator will operate in a normal capacity on emergency power.

The emergency lighting system will turn on within ten (10) seconds of a power failure. The emergency lighting system will provide limited light in the office areas, corridors and stairwells to enable people to see where they are going.

Emergency Procedures: Tenant Responsibilities

1. Tenants must assign specific employees to serve as Fire Wardens, Drill Coordinators, and other emergency staff.
2. In accordance with Fire Department guidelines, responsibility for the planning and conduct of drills shall be assigned to the Building Management Team.
3. Those assigned as Drill Coordinators, Fire Wardens or Assistants must attend training sessions (Fire Warden Training) a minimum of once a year. These trainings are coordinated / scheduled by Building Management. Attendance at all training sessions will be recorded by building management.
4. Tenants are responsible for keeping a list updated weekly of employees with mobility impairments at the Management Office. A copy will be provided to the Fire Command Center.
5. Per the Denver Fire Department's recommendation, Building fire drills are held annually. The Denver Fire Department's Fire Prevention Bureau attempts to observe and make recommendations on one drill per year.

Emergency Procedures: Tornado

The bathrooms and stairway areas of all this building's levels will provide the best protection in a tornado. If you hear a Civil Defense siren and/or tornado advisory announcement in your building, please proceed to one of those areas and follow the procedures outlined below.

Tornado Procedures

1. When a tornado watch is announced, this means that conditions exist that may result in a tornado in, or near, your area. Keep your radio or television set tuned to a local station for information and advice from your local government and the weather service. Also, keep watching the sky, especially to the south and southwest. If you see any revolving, funnel-shaped clouds, report them immediately by telephone using the 911 emergency number.
2. When a tornado warning is issued, it means that a tornado has actually been sighted, or has been indicated by radar, and this or other tornadoes may strike in your vicinity. Public warning will come over the radio, TV, or by five-minute steady blasts of siren by the Civil Defense warning system. Take the following actions immediately!

Actions to Take

An announcement shall be made by using the public address system to warn tenants that a tornado warning has been issued for the area and that it is advisable to have all occupants move to a safe location in the building away from the exterior glass and not to exit the building until all clear is given.

Take the following actions immediately:

1. Get away from the perimeter of the building and exterior glass. Close drape, blinds, etc., if time permits.
2. Leave your office if located on the building perimeter - close the door.
3. Go to the center of the building or the stair enclosures.
4. Sit down and protect yourself by putting your head as close to your lap as possible, or kneel, protecting your head.
5. Do not use elevators and do not go to the first floor lobby or outside the building.
6. If you have a portable radio, tune to a local station for information.
7. Do not use the telephone to get information or advice. This only ties up circuits. Updated information will be passed on to you via the building public address system as often as possible.
8. If you are trapped in an outside office, seek protection under a desk. Keep calm.

Introduction: Welcome

Thank you for your tenancy at Denver Energy Center!

This tenant handbook has been designed to provide you with all the building information, procedures and policies that will assist you in operating your business here at Denver Energy Center. Should you have any questions or need additional information, please contact the Management Office at 303-595-7025.

All of your employees should read and keep up to date with this handbook so that they may be prepared to effectively deal with any given situation. In an effort to be GREEN, we recommend that you do not print this handbook but rather utilize this tool often. We will keep it as current as possible.

We look forward to working together to create a productive and enjoyable atmosphere for your company and clients. Although the procedures that follow have been developed using Jones Lang LaSalle's in-depth knowledge of building management, changes will inevitably occur. Therefore, we will be providing updates and revisions as necessary.

If you have any ideas, suggestions, compliments or complaints, please feel free to call us. We are always happy to hear from you.

Neighborhood: Transportation

Denver Energy Center is easily accessible by a number of transportation options. For your convenience, we have included general information about the public transportation options in and around Denver Place. For more detailed information please visit <http://www.rtd-denver.com/>.

Taxis

- Metro Taxi: 303-333-3333
- Yellow Cab: 303-777-7777
- Union Taxi: 303-922-2222
- Freedom Cab: 303-444-4444

Operations: Building Management

The Management Office is located in 1625 Broadway, Suite 1430. It is open from 8:00AM to 5:00PM, Monday through Friday, and is closed on Saturdays, Sundays, and holidays. To contact the Management Office, please call 303-595-7025. During non-business hours, the phone will be answered by security on-site and will be routed to the correct person. The Office will respond to inquiries at the earliest opportunity.

The Management & Leasing Team at Denver Energy Center includes, who can be reached at the following numbers:

<i>Senior Vice President</i>	Matt Vadovic	303-595-7025	Matt.Vadovic@am.jll.com
<i>General Manager</i>	Verna Pottle	303-595-7025	Verna.Pottle@am.jll.com
<i>Chief Engineer</i>	Thomas Mahala	303-595-7048	Thomas.Mahala@am.jll.com
<i>Property Accountant</i>	Nathan Selak	720-573-3080	Nathan.Selak@am.jll.com

Security On-Site FOR DAYTIME AND AFTER HOURS BUILDING EMERGENCIES:

Chief of Security **Ben Buethe** 303-595-7049 Ben.Buethe@aus.com

Operations: Hours and Holidays

Denver Energy Center operates 24 hours a day, 7 days a week. Normal hours for building entry are 7:00AM to 6:00PM, Monday through Friday. Access to the building at other times is restricted and is monitored by the building's security systems and personnel.

To provide tenants with the most effective safety, all tenants entering the building after normal hours are required to use their photo access card to access not only the building, but also their respective tenant suite or floor. Emergency procedures are reviewed in detail in a later section in this Manual.

Denver Energy Center will be officially closed on the following holidays:

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

Should tenants require any cleaning, heating, ventilating, air conditioning or other special services on any of the above holidays, please contact the Management Office at least 48 hours in advance since the Building Staff and service providers also observe these holidays. Tenants will be charged for building services on these days.

Operations: Leasing

The leasing company for Denver Energy Center is JLL. The main phone number is 303-260-6504.

Listed below is the contact information for the authorized representatives:

Vice President
Vice President

Andy Ross
Michael Crain

303-260-6504
303-260-6504

Operations: Lease Terms and Conditions

Please contact the Property Manager if you have any questions regarding the terms and conditions of your lease, building rules and regulations or space expansions.

Operations: Rules and Regulations

[Click here to view the Building Rules and Regulations](#)

Operations: Security

Security plays an extremely important role in the overall operation of the Building. Security protects the Building against carelessness, negligence, malicious mischief, theft, safety hazards, sabotage and fire.

Denver Energy Center has security personnel on the premises 24 hours per day, 7 days per week. They are easily recognized as they are always dressed in dark suits and have I.D. badges. Our Security Officers act as a deterrent to the would-be criminals as well as enforce building regulations, maintain order, and are on the alert for any unusual activities within the building.

Operations: Telephone Numbers

Emergency (All Types)	911
Denver Fire Department (Non-Emergency)	720-913-2400
Denver Police Department (Non-Emergency)	720-913-2000
Denver Health Medical Center / Paramedic Dispatch	303-913-2200
Poison Control Center	303-739-1123
Property Management	303-595-7025
Fire Command Center / Security	303-595-7024 or 303-595-7049

Property Management, Security, and Engineering are in communication via radio.

For any questions or concerns please call the [Property Management office](#). Outside of normal business hours Fire Command Center can be of assistance.

Operations: Tenant Emergency Contact Numbers

Prior to your move-in date, please supply the [Property Management Office](#) with a list of people who should be called in case of an emergency. Please list these contacts in the order they are to be called with both office and home / cell phone numbers.

It will be your responsibility to keep the Property Management Office informed of any changes to this list.

Policies & Procedures: After Hours Activity

After-hours activity refers to activities taking place after normal business hours or on weekends / holidays that involve special services of the building. These activities include construction, deliveries, move-in / out, special cleaning services, equipment maintenance, installation etc.

An [Building Access Authorization Form](#) must be completed and is required for afterhours activity and outlines:

- The activity
- Who is performing the activity?
- What area of the building might be affected?
- Special instructions to our staff
- Outside contractors and visitors will not be permitted access to tenant or building areas without prior approval.

Policies & Procedures: Tenants

DENVER ENERGY CENTER BUILDING RULES AND REGULATIONS

Landlord has adopted the following Building Rules and Regulations for the care, protection and benefit of your Premises and the Building and for the general comfort and welfare of all tenants. These Rules and Regulations are subject to amendment by the Landlord from time to time:

- **Security.** Landlord may from time to time adopt appropriate systems and procedures for the security or safety of the Building, any persons occupying, using or entering the same, or any equipment, furnishings or contents thereof, and Tenant shall comply with Landlord's reasonable requirements relative thereto.
- **Locks.** Landlord may from time to time install and change locking mechanisms on entrances to the Building, common areas thereof, and the Premises, and (unless 24-hour security is provided by the Building) shall provide to Tenant a reasonable number of keys and replacements therefor to meet the bona fide requirements of Tenant. In these rules keys include any device serving the same purpose. Tenant shall not add to or change existing locking mechanisms on any door in or to the Premises without Landlord's prior written consent. If with Landlord's consent, Tenant installs lock(s) incompatible with the Building master locking system:
 - Landlord, without abatement of Rent, shall be relieved of any obligation under the Lease to provide any service to the affected areas which require access thereto,
 - Tenant shall indemnify Landlord against any expense as a result of forced entry thereto which may be required in an emergency, and
 - Tenant shall at the end of the Term and at Landlord's request remove such lock(s) at Tenant's expense.
- **Return of Keys.** At the end of the Term, Tenant shall promptly return to Landlord all keys and access cards for the Building and Premises which are in possession of Tenant, its employees, agents or invitees.
- **Windows.** Tenant shall observe Landlord's rules with respect to maintaining window coverings at all windows in the Premises so that the Building presents a uniform exterior appearance, and shall not install any window shades, screens, drapes, covers or other materials on or at any window in the Premises without Landlord's prior written consent. Tenant shall ensure that window coverings are closed on all windows in the Premises while they are exposed to the direct rays of the sun. No awnings or other projections shall be attached to the outside walls or surfaces of the Building nor shall the interior or exterior of any windows be coated without the prior written consent of Landlord.
- **Repair, Maintenance, Alterations and Improvements.** Tenant shall carry out Tenant's repair, maintenance, alterations and improvements in the Premises only during times agreed to in advance by Landlord and in a manner which will not interfere with the rights of other tenants in the Building.
- **Water / Restroom Fixtures.** Tenant shall not use water or restroom fixtures for any purpose for which they are not intended, nor shall water be wasted by tampering with such fixtures. Any cost or damage resulting from such misuse by Tenant shall be paid for by Tenant.
- **Personal Use of Premises.** The Premises shall not be used or permitted to be used for residential, lodging or sleeping purposes or for the storage of personal effects or property not required for business purposes.
- **Heavy Articles.** Tenant shall not place in or move about the Premises without Landlord's prior written consent any safe or other heavy article which in Landlord's reasonable opinion may damage the Building or the Premises, and Landlord may designate the location of any heavy articles in the Premises.
- **Carpet Pads.** In those portions of the Premises where carpet has been provided directly or indirectly by Landlord, Tenant shall at its own expense install and maintain pads to protect the carpet under all furniture having casters other than carpet casters.
- **Bicycles, Animals.** Tenant shall not bring into or keep within the Building any motor vehicle or bicycle, and no animals or pets, other than those assisting handicapped persons.

- **Deliveries.** Tenant shall ensure that deliveries of materials and supplies to the Premises are made through such entrances, elevators and corridors and at such times as may from time to time be designated by Landlord, and shall promptly pay or cause to be paid to Landlord the cost of repairing any damage in the Building caused by any person making such deliveries.
- **Furniture and Equipment.** All removals or the carrying in or out of any safes, freight, furniture, or bulky matter of any description must take place during the hours which Landlord may determine from time to time which is currently after 6:00 PM and prior to 7:00 AM on weekdays and at all times on weekends. If security staff is needed to manage or secure the dock area during these times, the Tenant shall be billed back the hourly rate of that personnel. The moving of safes or other fixtures or bulky matter of any kind must be made upon previous notice to the manager of the Building and under his or her supervision, and the persons employed by any tenant for such work must be acceptable to Landlord. Landlord reserves the right to inspect all safes, freight or other bulky articles to be brought into the Building and to exclude from the Building all safes, freight or other bulky articles which violate any of these Rules and Regulations or the Lease of which these Rules and Regulations are a part. Landlord reserves the right to prohibit or impose conditions upon the installation in the Premises of heavy objects which might overload the building floors. Landlord will not be responsible for loss of or damage to any safes, freight, bulky articles or other property from any cause, and all damage done to the Building by moving or maintaining any such safe or other property shall be repaired at the expense of the tenant.
- **Solicitations.** Landlord reserves the right at all times to exclude loiterers, vendors, solicitors, and peddlers from the Building and to require registration of satisfactory identification or credentials from all persons seeking access to any part of the Building. The Landlord will exercise its judgment in the execution of such control but will not be liable for the granting or refusal of such access. Landlord shall furnish a Building pass to persons for whom any tenant requests the same in writing. Each tenant shall be responsible for all persons for whom he requests passes and shall be liable to Landlord for all acts of such persons. Landlord shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In the case of invasion, mob, riot, public excitement or other commotion, Landlord reserves the right to prevent access to the Building during the continuance of the same, by closing of the gates and doors or otherwise, for the safety of the tenants and others and the protection of the Building and the property therein. Landlord may charge a reasonable fee for Building access cards.
- **Food and Beverages.** Only persons approved from time to time by Landlord may prepare, solicit orders for, sell, serve or distribute foods or beverages in the Building, or use the elevators, corridors or common areas for any such purpose. Except with Landlord's prior written consent and in accordance with arrangements approved by Landlord, Tenant shall not permit on the Premises the use of equipment for dispensing food or beverages or for the preparation, solicitation of orders for sale, serving or distribution of food or beverages. No cooking shall be done or permitted by any tenant on the Premises except that microwave cooking in a UL-approved microwave oven and the preparation of coffee, tea, hot chocolate and similar items for the tenant and its employees and business visitors shall be permitted. Tenant shall not cause or permit any unusual or objectionable odors to escape from the Premises. Such odors include, but are not necessarily limited to, cooking fumes, food odors, cleaning agents, chemicals, or substances of any kind. If Landlord receives a complaint regarding objectionable odors, the complaint will be investigated and if necessary, the offender will be asked to cease and desist from the action causing the objectionable odor(s).
- **Refuse.** Tenant shall place all refuse in proper receptacles provided by Tenant at its expense in the Premises or in receptacles (if any) provided by Landlord for the Building, and shall keep sidewalks and driveways outside the Building, and lobbies, corridors, stairwells, ducts and shafts of the Building, free of all refuse.
- **Obstructions.** Tenant shall not obstruct or place anything in or on the sidewalks or driveways outside the Building or in the lobbies, corridors, stairwells or other common areas of the Building, or use such locations for any purpose except access to and exit from the Premises without Landlord's prior written consent. Landlord may remove at Tenant's expense any such obstruction or thing (unauthorized by Landlord) without notice or obligation to Tenant.
- **Dangerous, Immoral or Illegal Activities.** Tenant shall not make use of the Premises which involves the danger or injury to any person, nor shall the same be used for any immoral or illegal purpose.
- **Proper Conduct.** Tenant shall not conduct itself in any manner which is inconsistent with the character of the Building as a first quality building or which will impair the comfort and convenience of

other tenants in the Building.

- **Employees, Agents and Invitees.** In these Rules and Regulations, the term "Tenant" includes the employees, agents, invitees and licensees of Tenant and others permitted by Tenant to use or occupy the Premises.
- **Housekeeping.** Tenant shall prevent paper, books, magazines, and other obstructions from being placed on heat, ventilating and air conditioning convectors, or within 18 inches of the ceiling, and any other interference with the heat, ventilating and/or air conditioning system within the Premises.
- **Energy Conservation.** Tenant shall make every effort to practice energy conservation within the Premises including turning off lights and equipment, etc. at the end of the day, and will cooperate with Landlord in establishing and implementing such conservation programs as Landlord may from time to time develop. Tenants shall cooperate with Landlord in the conservation of energy used in or about the Building, including without limitation, cooperating with Landlord in obtaining maximum effectiveness of the cooling system by closing drapes or other window coverings when the sun's rays fall directly on windows of the Premises, and closing windows and doors to prevent heat loss. Tenant shall not obstruct, alter or in any way impair the efficient operation of Landlord's heating, lighting, ventilating and air conditioning system and shall not place bottles, machines, parcels or any other articles on the induction unit enclosure so as to interfere with air flow. Tenant shall not tamper with or change the setting of any thermostats or temperature control valves, and shall in general use heat, gas, electricity, air conditioning equipment and heating equipment in a manner compatible with sound energy conservation practices and standards.
- **Weapons; Explosives.** Tenant, its employees, agents and invitees shall not bring any illegal weapons, or any explosives into the Project for any reason.
- **Tenant(s) Telecommunications Equipment.** Tenant may utilize the telephone closet located in the Building core for the necessary connections to the riser system. All of Tenant's telecommunications equipment shall be located in Tenant's Premises. Tenant shall not utilize the telephone closet for its equipment.
- **Tobacco Use.** Tenant and its employees, agents, subtenants, contractors and invitees shall comply with all applicable "no-smoking" ordinances and, irrespective of such ordinances, shall not smoke or permit smoking of cigarettes, cigars or pipes outside of Tenant's Premises (including plaza areas) in any portions of the Building except areas specifically designated as smoking areas by Landlord. If required by applicable ordinance, Tenant shall provide smoking areas within Tenant's Premises, and in such event if such smoking by Tenant or its employees, agents, invitees, construction workers, or vendors in the Premises cause complaints from adjacent tenants, and the behavior continues after written notice from Landlord, Landlord may make the necessary changes to the improvements in order to eliminate the migration of tobacco smoke and/or odors to the adjacent premises at Tenant's sole expense, which shall be considered Rent due hereunder. Smoking will not be permitted in Common Areas (specifically including without limitation, elevators) unless Landlord specifically designates a portion or portions of the Common Areas in which smoking is to be permitted, in which case smoking will be permitted only in those portions of the Common Areas specifically designated by Landlord. Such designation of smoking areas, if any, is intended as an accommodation on the part of the Landlord and can be changed or eliminated at any time by Landlord with or without prior notice from Landlord.
- **Freight.** Landlord reserves the right to designate the time when freight, furniture, goods, merchandise and other articles may be brought into, moved or taken from Premises or the Building. Tenants must make arrangements with Landlord when the freight elevator is required for the purpose of carrying any kind of freight though elevators shall not be locked off for any one tenant.
- **Ingress / Egress.** The sidewalks, entrances, passages, courts, elevators, vestibules, stairways, corridors or halls shall not be obstructed or used for any purpose other than ingress and egress. The halls, passages, entrances, elevators, stairways, balconies and roof are not for the use of the general public, and Landlord shall in all cases retain the right to control or prevent access thereto by all persons whose presence in the judgment of Landlord shall be prejudicial to the safety, character, reputation or interests of Landlord and its tenants, provided that nothing herein contained shall be construed to prevent such access by persons with whom the tenant normally deals in the ordinary course of its business unless such persons are engaged in illegal activities. No tenant and no employees of any tenant shall go upon the roof of the Building without the written consent of Landlord.

- **Signage.** No sign, picture, plaque, advertisement, notice or other material shall be exhibited, painted, inscribed or affixed by any tenant on any part of, or so as to be seen from the outside of, the Premises or the Building without the prior written consent of Landlord. In the event of the violation of the foregoing by any tenant, Landlord may remove the same without any liability, and may charge the expense incurred in such removal to the tenant violating this rule. Except as otherwise expressly provided in the Lease, interior signs on doors and the directory shall be inscribed, painted, affixed or programmed, as the case may be, for each tenant by Landlord at the expense of such tenant, and shall be of a size, color and style acceptable to Landlord.
- **Plumbing Fixtures.** The toilets and wash basins and other plumbing fixtures shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags or other substances shall be thrown therein. All damage resulting from any misuse of the fixtures shall be borne by tenant who, or whose servants, employees, agents, visitors or licensees shall have caused the same.
- **Defacing.** No tenant or its officers, agents, employees or invitees shall mark, paint, drill into, or in any way deface any part of the Premises or the Building. No boring, cutting or stringing of wires or laying of linoleum or other similar floor coverings shall be permitted except with the prior written consent of Landlord and as Landlord may direct.
- **Contractors.** All contractors or technicians performing work for Tenant within the Premises, Project or parking facilities will be referred to Landlord for approval in accordance with the Lease before performing such work. This will apply to all work including, but not limited to, installation of telephones, telegraph equipment, electrical devices and attachments, and all installations affecting floors, walls, windows, doors, ceiling, equipment or any other physical features of the Project or leased Premises. None of this work may be done by Tenant without Landlord's prior written approval. Any outside contractor employed by any tenant, shall, while in the Building, be subject to the prior written approval of Landlord and subject to the Rules and Regulations of the Building. Tenant shall be responsible for all acts of such persons and Landlord shall not be responsible for any loss or damage to property in the Premises, however occurring.
- **Merchandise; Laborers.** The Premises shall not be used for manufacturing or for the storage of merchandise except as such storage may be incidental to the use of the Premises for general office purposes. No tenant shall engage or pay any employees on the Premises except those actually working for such tenant on the Premises nor advertise for laborers giving an address at the Premises. The Premises shall not be used for lodging or sleeping or for any immoral or illegal purposes.
- **Noise.** No tenant or its officers, agents, employees or invitees shall make, or permit to be made any unseemly or disturbing noises, sounds or vibrations or disturb or interfere with occupants of this or neighboring buildings or Premises or those having business with them whether by the use of any musical instrument, radio, phonograph, unusual noise, or in any other way. All office equipment of any electrical or mechanical nature shall be placed by tenants in the Premises in setting approved by Landlord, to absorb or prevent any vibration, noise or annoyance.
- **Debris.** No tenant or its officers, agents, employees or invitees shall throw anything out of doors, balconies or down the passageways.
- **Services.** No tenant shall purchase or otherwise obtain for use in the Premises water, ice, towel, vending machine, janitorial, maintenance or other like services, or accept barbering or bootblacking services, except from persons authorized by Landlord, and at hours and under regulations fixed by Landlord.
- **Advertising.** Landlord shall have the right to prohibit any advertising by any tenant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability as an office building and upon written notice from Landlord any tenant shall refrain from or discontinue such advertising. No tenant shall use any graphic image of the Building or any part of the Building for advertising or public relations without Landlord's written permission.
- **Doors.** All doors opening onto public corridors shall be kept closed, except when in use for ingress and egress, and left locked when not in use.
- **Air Conditioning / Heating.** No air conditioning or heating unit or other similar apparatus shall be installed or used by any tenant without the written consent of Landlord.

- **Hand Trucks.** These shall not be used in any space, or in the public halls of the Building either by any tenant or others, any hand trucks except those equipped with rubber tires and side guards.
- **Wiring.** Landlord will direct electricians as to where and how telephone and telegraph wires are to be introduced. No boring or cutting for wires or stringing of wires will be allowed without written consent of Landlord. The location of telephones, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Landlord. All such work shall be affected pursuant to permits issued by all applicable governmental authorities having jurisdiction.
- **Transportation of Consumables.** No vendor with the intent of selling such goods shall be allowed to transport or carry beverages, food, food containers, etc., on any passenger elevators. The transportation of such items shall be via the service elevators in such manner as prescribed by Landlord.
- **Outside Areas.** All parking ramps and areas, pedestrian walkways, plazas, and other public areas forming a part of the Building shall be under the sole and absolute control of Landlord with the exclusive right to regulate and control these areas. Tenant agrees to conform to the rules and regulations that may be established by Landlord for these areas from time to time.
- **Expulsion.** 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.
- **Theft.** Landlord will not be responsible for lost or stolen property, equipment, money, or any article taken from the Premises or Building, regardless of how and when loss occurs.
- **Reserved Rights.** Landlord reserves and may exercise the following rights without affecting Tenant's obligations under the Lease:
 - to change the name and street address of the Building;
 - to install and maintain a sign or signs on the exterior of the Building;
 - to designate all sources furnishing sign painting and lettering, ice, drinking water, towels, coffee cart service and toilet supplies, lamps and bulbs used in the Premises;
 - to retain at all times pass keys to the Premises;
 - to add, remove or modify buildings, roadways, walkways, landscaping, lakes, grading and other improvements in or to the Project.
- **Density.** Tenant will not permit the number of people (including, without limitation, Tenant's employees and invitees) regularly occupying the Premises at any one time to exceed one per 200 rentable square feet of space in the Premises.
- **Condensation.** Any wallpaper or vinyl fabric materials that Tenant may install on painted walls will be applied with a strippable adhesive. The use of non-strippable adhesives will cause damage to the walls when materials are removed, and repairs made necessary thereby will be made by Landlord at Tenant's expense.

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Policies & Procedures: Contractors

The following Rules and Regulations have been adopted by Jones Lang LaSalle Property Management as agent for ownership at Denver Energy Center for the safety, benefit, and convenience of all individuals working or visiting in the Buildings. They are to be adhered to by all Contractors and their Sub-Contractors at all times.

The General Contractor shall be responsible for notifying and enforcing their subcontractors, workmen, and suppliers to observe all Rules and Regulations provided herein or promulgated from time to time. As a general rule, the General Contractor shall make all arrangements pertaining to the following with the [Property Management Office](#) located in Suite 1430, 1625 Broadway, phone number 303-595-7025.

- Loading dock and freight elevators
- Material and equipment storage
- Time and place of deliveries
- Building tie-ins (HVAC, electrical, plumbing, etc.)
- Core area access
- Special material handling and hoisting facilities
- Hours and coordination of work including after-hours activities
- Power, heating and restroom facilities
- Clean-up
- Discrepancies in plans
- Access to occupied tenant space

Policies & Procedures: COVID-19

[COVID-19 FAQ](#)

[DEC Health & Safety Protocol](#)

[Returning to DEC](#)

[Building Access and Deliveries](#)

[Stairwell Access and Use During Emergencies](#)

[Mask Guidelines](#)

Policies & Procedures: Floor Landing

Due to load limitations on tenant floors excessive weight i.e. files, computers etc., must be cleared with [Property Management](#) prior to placing materials on floors.

Policies & Procedures: Insurance Requirements

Denver Energy Center - Insurance Requirements for Vendors

INSURANCE:

1. Contractor shall obtain and maintain the following insurance coverages:
 - Worker's Compensation and Employer's Liability Insurance relative to all of Contractor's employees and agents engaged in performing the Services, with coverage as follows:
 - Worker's Compensation insurance with limits no less than that required by the laws of the state in which the Premises are located; and
 - Employer's Liability insurance with limits for bodily injury for each accident - not less than One Million Dollars (\$1,000,000.00), for bodily injury/disease each employee - not less than One Million Dollars (\$1,000,000.00).
 - Commercial General Liability insurance coverage, including personal injury, bodily injury (including wrongful death), broad form property damage, operations hazard, Owner's protective coverage and contractual liability. Such insurance coverage shall have limits as follows: general aggregate - not less than Two Million dollars (\$2,000,000.00), per occurrence - not less than One Million Dollars (\$1,000,000.00), and products and completed operations liability - not less than One Million Dollars (\$1,000,000.00) in the aggregate.
 - If not covered by Contractor's commercial general liability insurance, Automobile Liability including non-owned automobile liability insurance in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence insuring against any claims for bodily injury (including wrongful death) and property damage resulting from any automobile accident involving Contractor or any employee or agent of Contractor (even if the automobile being used by Contractor or by such employee or agent is not owned by Contractor) while performing Services.
 - Excess Umbrella Liability policy providing limits as follows: general aggregate -- not less than Two Million Dollars (\$2,000,000), per occurrence - not less than One Million Dollars (\$1,000,000).
 - Liability coverage for the dishonest acts of Contractor's employees and agents.
2. Each insurance policy (and certificate of insurance) obtained by Contractor pursuant to this Agreement shall contain a clause that the insurer will provide Owner and Manager at least thirty (30) days prior written notice of any material change, non-renewal, or cancellation of the policy, and such other provisions as Manager shall require. Each insurance policy shall be with an insurance company licensed to do business in the state where the Property is located and acceptable to Owner and Manager. A certificate evidencing the coverage under each policy shall be delivered to Manager prior to the Beginning Date. All policies of liability insurance shall name Owner and Manager as additional insureds and Manager as the certificate holder.
3. If any insurance policy is scheduled to expire during the Term, Contractor shall, at least 30 days prior to the expiration date provide Manager with a new certificate evidencing that the insurance policy has been renewed or replaced by a new policy. Should Contractor at any time fail to maintain any required insurance, Manager may (but shall not be required to) obtain the insurance and deduct the cost of the insurance from the Fee or recover the cost from Contractor.
4. Contractor waives its subrogation rights against Owner and Manager with respect to any claims (including claims for bodily injury and property damage), which are caused by, or result from, risks that would be covered under any insurance required to be maintained by Contractor under this Agreement. This waiver shall be in addition to, and not in limitation or derogation of, any other waiver or release contained in this Agreement with respect to any bodily injury or any loss or damage to property of the parties hereto. Each insurance policy obtained by Contractor under this Agreement shall provide that the insurer waives all rights of recovery by way of subrogation against Owner and Manager, and against the officers, employees, agents, and authorized representatives of Owner and Manager, and such waiver shall be indicated in any insurance certificate to be provided pursuant to this Agreement. Regardless of the foregoing, no waiver of subrogation shall be required in connection with Worker's Compensation insurance or Employer's Liability insurance for Contractor.

Additional insureds:

WELLS FARGO BANK, NATIONAL ASSOCIATION, AS TRUSTEE, FOR THE REGISTERED HOLDERS OF J.P. MORGAN CHASE COMMERCIAL MORTGAGE SECURITIES TRUST 2013-LCI 1, COMMERCIAL MORTGAGE PASS-THROUGH CERTIFICATES, SERIES 2013-LCI 1, and Greystone Servicing Company LLC, and Jones Lang LaSalle Americas, Inc.

Certificate Holder:

J.P. Morgan Chase Commercial Mortgage Pass-Through Series 2013-LC11 Lower-Tier REMIC c/o JLL, 1625 Broadway, Suite 1430, Denver, CO 80202.

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Policies & Procedures: Loading Dock and Freight Elevator

1. All contractors, sub-contractors, workmen, and suppliers are required to use the loading dock entrance and freight elevators to gain access to and from floors under construction. AT NO TIME SHALL THE PASSENGER ELEVATORS BE USED. Entry or exit to construction floors through the street level lobby freight elevator is also prohibited.
2. All deliveries must be made through the loading dock. The delivery of merchandise, supplies, fixtures and other materials or goods of any nature to and from the premises and all loading, unloading and handling shall be done only at such times as designated below. All delivery equipment must be equipped with rubber wheels or tires to prevent damage to flooring. Wheels must be kept clean to avoid carpet soiling. Property Management is not responsible for deliveries left at the loading dock.
 - Delivery persons are responsible to log-in deliveries, stating company name, delivery person's name, type of vehicle and license number, time in and destination. If it is determined the driver is abusing the dock privileges, a Denver City parking ticket will be issued and the vehicle may be towed at owner's expense. All delivery personnel must strictly comply with the directions of the loading dock personnel.
 - Drivers are not allowed to leave truck motors running during deliveries.
 - During deliveries, vehicle keys must be left with the loading dock attendant.
 - After freight has been delivered, drivers must move their vehicles from the dock as soon as possible. Deliveries shall be limited to 30 minutes during normal business hours. NO EXCEPTIONS SHALL BE MADE. Major moves and deliveries must be scheduled within designated times.
 - All accidents must be reported to Property Management, loading dock personnel, or security immediately. An Incident Report must be completed in all accident cases. The General Contractor and/or his vendors are fully responsible for any damages.
 - PARKING IN THE LOADING DOCK FOR ANY PURPOSES OTHER THAN LOADING OR UNLOADING IS PROHIBITED AT ALL TIMES.
 - The speed limit is 5 M.P.H.
 - Delivery equipment may be signed out at the loading dock. A photo I.D. must be left while equipment is signed out. Said equipment must be returned within one hour unless other arrangements have been made.
3. The loading dock is located at the corner of 16th and Court Place and has a clearance of 9'10" and an entry width of 10'0". The dock hours are 7:00 AM - 6:00 PM, Monday through Friday. All major deliveries (those requiring more than 30 minutes of dock time) and after hours deliveries may only be performed between the hours of 6:00 PM and 7:00 AM Monday through Thursday, and any time after 6:00 PM on Friday through Sunday. These deliveries must be scheduled through the Property Management Office at 303-595-7025, 24 hours advance notice required.
4. In 1625 Broadway, the freight elevator serves floors C-2 through floor 29. In 1675 Broadway, one designated freight elevator serves floor C-1 through floor 15 and one designated freight elevator serves C-1 and floors 16 through 29. (During business hours these elevators serve as passenger shuttles to the parking levels). Freight elevators are available for use from 7:00 AM to 6:00 PM, Monday through Friday for normal deliveries (30-minute loading / unloading only). Elevators may not be reserved.
5. Freight elevator use requiring a top car ride or roof-hatch removal (i.e. large materials) will require three days' advance notice and General Contractor will be charged for an elevator mechanic's time.
6. Construction crews must provide their own parking. Loading dock rules prohibit parking in the loading dock. Unauthorized vehicles will be ticketed and towed at owner's expense. Parking off-site will be at General Contractor's expense.
7. Delivery of materials must be scheduled after hours. The General Contractor must schedule with the Property Management Office.
8. Elevators are used for the movement of DEC personnel (custodial, engineering, security and other delivery personnel) and must be accommodated. EXCLUSIVE USE OF THE FREIGHT ELEVATORS CANNOT BE SCHEDULED.

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Policies & Procedures: Moving Policies & Procedures

Tenant Responsibilities Prior to Moving Out

Contact all vendors to discontinue service at this building.
Upon leaving the building, turn over your office keys and/or card keys to the Management Office.
Follow "Moving Procedures" described below in executing your move.
Provide forwarding address to the Management Office.

General Information

In an effort to act in the best interests of the tenant and to protect the property, the following policies regarding movement of office furniture and equipment into or out of your suite must be adhered to. Before engaging a moving or delivery company, please contact our office no later than one week prior to any move at (303) 595-7025 and discuss your arrangements with the Management Office. Direct all correspondence to Jones Lang LaSalle, 1625 Broadway, Suite 1430, Denver, CO 80202.

Only small moves are permitted during regular business hours for tenants of multi-tenant floors. Larger moves (requiring more than one elevator trip) must be coordinated through the Management Office.

To be provided by Tenant

- Tenant must provide to the Management Office a completed After Hours Authorization form
- Date of move.
- Time periods the elevator will be needed (if applicable)
- Elevators will not be locked out for single tenant use.
- Name of tenant contact person.
- Name of the moving or delivery company and contact person.
- Certificate of Insurance for moving company forwarded to the Management Office.

This certificate should show evidence of insurance in the name of the moving company in the amounts specified for all contractors entering the buildings. For insurance limits please see Insurance Requirements section of the Policies and Procedures of this manual.

If tenant is removing property prior to move out, a Property Removal form must be submitted to the Management Office prior to removal, faxed to 303-595-7015 or hand delivered.

Special Requirements

The Management Office should be advised in writing of any special requirements in connection with the move. For example, if supplies, equipment, etc., are expected prior to the move, arrangements must be made for access to the tenant suite.

General Procedures

- All items moved in or moved out must be taken to the loading dock and taken away immediately. There is no storing of items in the loading dock.
- No items are to be moved through the main lobbies.
- Movers must contact the Dock Office prior to loading or unloading tenant materials or furniture. The mover will be required to provide identification and state the name of the tenant being moved.
- Only the freight elevator is to be used.
- No moves are allowed Monday through Friday between 7:00am and 6:00pm unless previously authorized and scheduled by the Management Office and Security.

Clean-up

The moving company and the tenant will be responsible for leaving the Building and premises clean by removing from the Property all cartons and other trash generated in the move.

Property Damage

- Any and all damage to the Building, elevator areas, doors, corridors, tenant spaces, or grounds which the tenant, moving company or its employees or agents cause will be the responsibility of the tenant. Required repairs will be accomplished by the Landlord with the expense billed to the responsible tenant.
- The following section defines specific information that the tenant's mover should be aware of. A copy of this section should be given to those moving companies bidding on your move.

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Policies & Procedures: Security Access Card Procedures

A Security Card Authorization Request form is used to add, change or delete Security Access Cards.

Please have the authorized tenant representative sign the bottom of the form and submit to the Property Management Office in 1625 Broadway, Suite 1430 or fax it to 303-595-7015. Forms submitted without a signature, or an unauthorized signature cannot be processed.

Security Access Cards normally are processed, tested, and issued within 24 hours. Currently there is no charge for new, lost or broken cards.

The building hours are from 7:00 AM to 6:00 PM, Monday through Friday. Any time before or after this, including weekends, an access card is required to enter the building. You **MUST** bring your access card each time you enter the building after hours. To use your access card, you need to swipe it at the card reader located at the front doors and in the elevators.

Policies & Procedures: Smoking

In compliance with the City and County of Denver Clean Air Act, Denver Energy Center is a non-smoking building, including e-cigarettes. All public and tenant areas within the building are non-smoking areas, including the lobby, restrooms, stairwells and concourses.

When smoking outside, please be sure to use the designated smoking area which is located on the east side of the 1625 building. Please ask the lobby guard if you need assistance locating the designated smoking area. As a courtesy and promotion of the cleanliness of the building, please instruct employees to dispose of cigarette butts in the ash urns.

Smoking within a tenant suite is not allowed.

Enacted in 2017, the “Breathe Easy” ordinance bans smoking and vaping on the 16th Street Mall.

Policies & Procedures: Tenant Alterations

REMODELING / REDECORATING

It is imperative the Building Engineers are aware of tenant plans for remodeling and redecorating therefore, we will assist in the coordination of the remodeling or redecorating of Tenant suites through every phase of construction. During the initial phases, they will meet with the tenant to find out exact requirements. Depending on the scope of the work, we may require working drawings and/or written specifications of the work prepared.

When the specifications are complete, bids from outside contractors will be obtained. A formal proposal should then be prepared for the project.

Upon Tenant approval of the proposal, the work will be coordinated and monitored by the Property Management Office through its completion.

Remodeling / redecorating services available through the Building, either to be provided by the Building staff or outside contractors, are listed below. All remodeling of tenant spaces must be coordinated through the Management Office. Some of the most frequently requested services are:

- Carpentry
- Carpeting/Tile
- Ceilings
- Electrical
- Heating, Ventilating and Air Conditioning (HVAC)
- Marble and Ceramic Tile
- Painting
- Plumbing

Security: Building Access

Access to the building is available 24 hours per day, seven days per week. Regular hours are from 7:00 AM to 6:00 PM, Monday through Friday. Entry to the building at times other than these requires you to use your valid access card to gain admittance to the building and to allow elevator access to your floor.

Tenant Access Cards

- To receive security access cards, the tenant should submit the Access Card Form to The Management Office. Security will program and test the card to ensure proper functionality. Persons requesting card may come to the management office between the hours of 11:00 AM and 3:00 PM to have their picture taken. Photo ID must be presented at this time.
- Lost or stolen access system cards should be reported immediately to the Management Office.
- When an employee is terminated from the tenant's employment, his/her access system card should be collected and returned to the Management Office along with a copy of the form requesting a deactivation of the access card.
- In addition, it is the tenant's responsibility to collect the keys and cards of all terminated employees in order to maintain the security of the suite. If replacement locks are needed because keys have not been collected from the individual(s) who have left the tenant's company, the tenant will be charged for this service.

Non-Building Employees

After normal business hours, tenant visitor(s) must be accompanied by a Denver Energy Center tenant, the tenant must use his/her valid access card to enter the building and elevator.

Security: Deliveries

Dock Access, Freight Access, Insurance Requirements and Rules & Regulations

Access to the loading dock is scheduled through the Management Office and the Security Site Supervisor. For deliveries or dock access to be approved, please ensure that the service provider performing the work has a Certificate of Insurance on file that is in compliance with Denver Energy Center's Insurance Requirements. Denver Energy Center also has [Building Rules and Regulations](#) established for deliveries and work being performed in the Building.

After hours, the loading dock can be accessed with the aid of a security officer, by utilizing the phone provided on the dock ramp, who must open the door into the dock. No major items (i.e. furniture, office equipment, etc.) may be delivered between the hours of 7:00 AM and 6:00 PM. It is required that larger deliveries be scheduled after 6:00 PM, and coordinated with the Management Office.

Tenants are responsible for any damage caused by their delivery personnel. For this reason, the Management Office needs the tenant's cooperation in instructing all delivery personnel to use the freight elevator when using dollies or delivering large items.

No deliveries using dollies or carts may be made through the lobby or across the lobby floor.

In delivering items, all delivery / vendor personnel must provide the dock office with a valid driver's license and wear the building issued badge in order to have access to the dock or building.

Security: Lost and Found

Any individual finding lost item(s) should turn them in to the Fire Command Center, located between the two buildings. You can also call the Fire Command Center at 303-595-7049 if you have lost any items.

Security: Property Removal

As a theft preventative measure, each time you, one of your employees, or your vendors or contractors remove any material (i.e. computers, furniture, construction tools, etc.) from the building, a Building ID must be presented to the Security Officer on duty for validation as well as the [Property Removal Form](#) that must be signed by a tenant authorized signer.

Security: Solicitation

Solicitation is not permitted. If someone is soliciting in your suite, then please notify Security IMMEDIATELY at 303-595-7049 and they will send appropriate personnel to have them escorted off the premises.

Security: Special Keying

All keys in the Building are included in a Building Master Key system. This key system is necessary so that the building staff has access to all areas in the event of an emergency. For this reason, we require that no locks be changed or additional locks be added to any door within your suite. If additional lock work for your suite is necessary, this service must be coordinated through the Management Office. There is a charge to re-key locks.

As standard Building policy, all suites are re-keyed when new tenants move in. This helps ensure the security of that space for the new tenant. If a tenant would like additional keys to any of the locks in their suite, they can be obtained through the Management Office.

In response to a Tenant's internal security needs, we can provide additional services that include:

- Keying individual offices
- Re-keying the entire suite
- Installing security systems throughout the space

Security: Tenant Security Responsibilities

Remember that the best way to improve security is for each tenant in the Building to take an active role - just as you would in the neighborhood where you live:

1. Make sure all doors to your offices are locked and secured at the close of your business day. This is extremely important on the weekends.
2. Do not hesitate to report any suspicious or disorderly individuals to the Security Office at 303-595-7025. The Building Security Staff will escort them from the Building.
3. Solicitation is not permitted in the Building, and any individual who enters your offices for this purpose should be immediately reported to the Management Office. The Building Staff will escort them from the Building.
4. Immediately inform the Management Office of any Building keys, or access cards, which are lost. This includes keys to your suite or storerooms.
5. Each employee in the building is to be issued a Building Photo Access Card / ID upon hire.
6. Purses and or other valuables should never be visible from outside your suite.

Security: Theft

Should you suspect that your offices have been burglarized, or if items are found to be missing, contact the [Denver Police Department](#) at 720-913-2000 and, Security at 303-595-7049. Our Security Officers submit a written report of these incidents to the Property Manager immediately following investigation of the matter.

In the meantime, try to avoid disturbing anything in areas which you feel might have been affected by an intruder.

Security: Vendor / Contractor Access

There may be special instances where vendors or contractors need to perform work in a tenant's suite during non-business hours. In such instances, provide an [After Hours Access Form](#) to the Management Office stating the name(s) of the individual(s) and the company, the date they will be arriving and the approximate time. A brief description of the work to be done should also be included.

All vendors and contractors must provide the Management Office with an approved Certificate of Insurance before work in the building may begin.

All Vendors entering the building must provide their driver's license at the dock office and will receive a badge which is to be worn at all times while on the property.