

Denver Energy Center
CONTRACTOR RULES AND REGULATIONS

Though this document was prepared for general construction contractors, these rules and regulations apply to all vendors working at the property.

The following Contractor Rules and Regulations have been adopted by the owners of 1625 and 1675 Broadway, Denver, Colorado 80202 for the safety of all individuals working and visiting the Denver Energy Center. They are to be adhered to by all Contractors, their Sub-Contractors and Vendors at all times. It is the Contractors responsibility to train their subcontractors, workmen and suppliers to observe these rules and regulations

Denver Energy Center business hours and contact information:

Building Hours: 7:00 a.m. - 6:00 p.m. Monday through Friday

Property Management Office: 1625 Broadway, Suite 1430
303-595-7025, Fax: 303-595-7015
8:00 a.m. - 5:00 p.m., Monday through Friday

Fire Command Center/Security (commonly referred to as FCC). This is manned 24/7. 303-595-7049

BUILDING SAFETY

I. Security Procedures

General Contractors, their sub contractors, vendors and suppliers must sign in with dock security and present a photo identification which will be exchanged for a building contractor badge each day they arrive at the property. This badge must be worn visibly at all times while on the property. No access card will be issued unless a building contractor badge has been obtained. Access cards are to be used by the person assigned. Use of access cards by other than assigned may result in both parties being removed from the property.

At no time shall the passenger elevators be used nor shall entry or exit to construction areas be permitted through the street level lobbies.

The General Contractor is responsible for all damages to the loading dock, freight elevators, and other areas of the property by its subcontractors, workmen and suppliers.

Access to and parking at the dock will be handled by on-site security. **All General Contractors, their sub contractors, vendors and suppliers must comply with the directive of the Denver Energy Center Security Officers.**

If the General Contractors, their sub contractors, vendors and suppliers leave the property for any reason, they must contact FCC to gain access through the dock entrance only. They must have their badges out for verification.

General Contractors, their sub contractors, vendors and suppliers must never block the ramp entrance to the dock while loading or unloading materials.

To contact FCC, General Contractors, their sub contractors, vendors and suppliers are to use the phone by the security desk at the dock when inside the building and the dock entrance phone when outside the building.

It is illegal to smoke anything anywhere on the premises of the Denver Energy Center including the garage and dock area, including inside vehicles. Violators will be cited. A second incident will result in that person being banned from the property.

Elevator and Fire Life Safety System

General Contractors must submit a written request to the Property Management Office no less than 24-hours in advance to disconnect any elevator, emergency lighting and Fire Life Safety Systems. Fire alarm tests shall be completed expeditiously, and emergency facilities shall be restored immediately upon completion. The FCC shall be notified prior to and upon completion of any work done to the Fire Life Safety Systems. This includes the disconnecting and reinstalling of elevator hall calls and hall lanterns which must be completed by the elevator contractor.

For full floor construction, plastic must be placed over all passenger elevator entryways to minimize dust throughout the building. Elevator hall call buttons are to be deactivated.

Smoke detectors, speakers and any other Fire Life Safety equipment shall be detached from partitions and ceilings prior to demolition. This Fire Life Safety equipment shall remain energized through the demotion and construction.

Denver Energy Center
CONTRACTOR RULES AND REGULATIONS

Any work involving welding or dust of any type will require covering of all smoke detectors and notification to FCC so the floor can be taken offline with the fire alarm system. All welding work will require the use of smoke-eaters and ventilation of the floor. All welding work must be done after hours. Exhaust fans for ventilating the floor can only operate each night after 6:00 p.m. for Monday through each morning at 7:00 a.m. Friday, after 2:00 p.m. on Saturday and all day on Sunday. Work requiring exhaust fans (welding, all work creating noxious fumes or strong smells such as non-latex paint, staining, varnishing, or use of toxic materials) must be scheduled for after hours at least 24 hours in advance. The cost to operate the exhaust fans will be charged to the contractor at a rate of \$27.07 per hour (this cost is subject to change and will reflect the actual cost of services).

Any work involving torch cutting or welding requires that a cutting/welding permit be completed and posted. Building "Hot-Work" procedures must be followed. Permit forms can be obtained from the building engineering office located in Concourse level of T1.

Any sprinkler work must be coordinated through Property Management with no less than 24 hours notice prior to work being performed. Existing sprinkler head covers should be removed and stored during construction to minimize the risk of damage and/or loss. Security must also be notified prior to filling of sprinkler lines so that the fire pumps can be disabled.

Any smoke detectors which are added to the fire alarm system must be tested and calibrated. Testing will be done with canned smoke.

Any fire alarm, false or otherwise, will be the responsibility of the General Contractor and all associated costs incurred will be their responsibility.

In order to maintain the integrity of the base building Fire Alarm System, all new devices must be submitted to Johnson Controls, Inc. (JCI) for Engineer Stamp drawing and all programming.

All threading for pipes must be completed in the dock or off site. General Contractor pricing should reflect this.

II. Loading Dock

The loading dock is located at the southeast corner of 16th and Court Place. **The dock has a clearance height of 9'10" and entry width of 10'5"**. Business hours for the loading dock are 7:00 a.m. - 6:00 p.m., Monday through Friday.

All **minor** deliveries (those taking one elevator trip with no more than 30-minutes needed in dock) must be made through the loading dock. 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.

The delivery of merchandise, supplies, fixtures, materials or goods of any nature to and from the premises and all loading, unloading and handling shall be done between 6:00 p.m. - 7:00 a.m., Monday through Friday.

Major deliveries (those requiring more than one elevator load and more than 30-minutes of dock time) shall be completed between the hours of 6:00 p.m. and 7:00 a.m. Monday through Thursday, and anytime after 6:00 p.m. on Friday through Monday morning at 7:00 a.m. These deliveries must be scheduled through the Property Management Office with no less than 24-hours advance notice.

Major deliveries may require security personnel if dock entrance needs to be open for more than 20 minutes or there are multiple trips down the ramp. The cost for added security personnel will be at the expense of the contractor at a rate of \$25.00/hour with a minimum of 4-hours (this cost is subject to change and will reflect the actual cost of services).

Delivery persons must:

- a) Log-in deliveries with dock security personnel, providing company name, delivery person's name, type of vehicle and license number, time in and destination.
- b) Strictly comply with the directions of the loading dock personnel.
- c) Never leave truck motors running during deliveries.
- d) Remove their vehicle(s) immediately after delivery is completed.
***Deliveries shall be limited to 30 minutes during normal business hours.**
- e) Adhere to the 5-MPH speed limit.
- f) Report all accidents immediately to dock/building Security.

Construction crews must provide their own offsite parking. Unauthorized vehicles will be ticketed and towed at owner's expense.

Denver Energy Center
CONTRACTOR RULES AND REGULATIONS

For your convenience delivery equipment may be signed out at the loading dock. A photo I.D. must be left while equipment is signed out. Equipment must be returned within one hour unless other arrangements have been made. Dock personnel may require that delivery personnel leave vehicle keys with them during delivery.

III. Freight Elevators

In 1625 Broadway, "Tower 2", the freight elevator serves floors C-2 through floor 29, excluding 1st floor. Capacity and measurements: 4,500 lbs, 11'6" high, 48" wide, 99" deep.

In 1675 Broadway, "Tower 1", one freight elevator serves floor C-1 through floor 15 and one freight elevator serves C-1 and floors 16 through 29. Capacity: 3,000lbs, between 84" and 138" high, door width 42", car width 79", depth 54".

During business hours these elevators serve as passenger shuttles to the parking levels. Freight elevators are available for use from 7:00 a.m. to 6:00 p.m., Monday through Friday for normal deliveries (30-minute loading/unloading only). Elevators may not be reserved.

After-hours authorization does not entitle the General Contractor to exclusive use of the freight elevator; movement of Denver Energy Center Personnel (custodial, engineering, security and other delivery personnel) must be accommodated. Exclusive use of the freight elevators cannot be scheduled.

Freight elevator use requiring a car top ride or roof-hatch removal (i.e. large materials) will require 3-days advance notice and General Contractor will be charged for an elevator mechanic's time.

Prior Notification Required

It is the responsibility of the General Contractor to submit to the Property Management Office by 2:00 p.m. a request for same day after hour access (6:00 p.m. to 7:00 a.m. Monday through Thursday, and anytime after 6:00 p.m. on Friday through Monday morning at 7:00 a.m.) **Except that any special requests for X-raying, core-drilling, exhaust fans or access to occupied tenant spaces must be received at least 48 hours in advance.** and any requests that requires the use of loading dock personnel or equipment must be received at least 48 hours in advance.

General Contractor must request access to occupied tenant space no less than 48 hours in advance.

All cutting, drilling, welding or other work of a noisy or vibrating nature must be conducted outside normal business hours.

- General Contractor must notify Property Management no less than 48-hours in advance of any core drilling and is contingent on affected tenant's approval.
- Any penetration larger than ½" shall be core drilled.
- All penetrations shall be water and fireproofed around pipe or conduit.
- All floor penetrations, whether new or existing, shall be covered with plywood or sheet metal immediately.
- Towers One and Two Lobby and Concourse levels and all machine levels - x-ray only
- Tower One and Two 2nd floor and above - x-ray or GPR (ground penetrating radar). **A building engineer must be present during imaging.**
- General Contractor must notify Property Management no less than 24-hours in advance of any x-raying.
- General Contractor must provide personnel to monitor accessible areas to x-ray field. If tenant requests security personnel to accompany General Contractor, the cost of security personnel will be billed back to the General Contractor at \$25.00/hour (or any portion of one hour) (this cost is subject to change and will reflect the actual cost of services).
- All x-raying must be completed after midnight and prior to 5:00 a.m., Monday through Thursday, after 8:00 p.m. Friday and prior to 5:00 a.m. Saturday, or after 3:00 p.m. Saturday through 5:00 a.m. on Monday.
- All x-rays must be reviewed by Chief Engineer prior to core drilling.

General Contractor must notify Property Management Office no less than 24 hours in advance before cutting into any duct work, water and/or power line, temporarily disconnecting any meter, or moving any air handling equipment, thermostat, etc.

Contractor must notify Property Management Office no less than 24 hours in advance before the use of odor-causing or particulate generating practices which **must be completed after hours.**

GENERAL CONSTRUCTION NOTES

Any discrepancies between "existing conditions" shown on Construction Documents and actual conditions **must** be brought to the attention of Property Management as quickly as possible. The General Contractor should not attempt to field-engineer solutions of conflicts.

Denver Energy Center
CONTRACTOR RULES AND REGULATIONS

Prior to commencement of construction, the General Contractor shall provide to Property Management a complete list of the names of their sub-contractors and their related trade, along with emergency phone numbers along with the GC's superintendent information.

General Contractor must ensure that the following items are removed and stored or protected in place prior to commencement of work: light fixtures; light diffusers; sprinkler head covers; ceiling tile and grid; existing window coverings (**minimum – must be bagged in place**); any other finishes that may be damaged or dirtied during construction.

Prior to any demolition and/or construction, filters must be placed over the return air plenum at shaft.

All construction crews shall be confined to the tenant space at all times with the exception of the retail stores during business hours.

General Contractors may use building restroom facilities on the floor on which they are working for personal use. Restrooms are never to be used for cleaning of workman's materials.

Electrical, telephone, and janitor's closets will be unlocked upon request by General Contractor. Upon completion of construction daily, the General Contractor agrees to thoroughly clean these rooms, including waste lines, and to repair any damage.

Property Management may require that hoardings be constructed around work areas and that all work be conducted, and all tools and materials are behind such hoardings.

The General Contractor is responsible for notifying all subcontractors to store and secure all tools and equipment at the end of the shift or workday.

The General Contractor is responsible for keeping the premises and adjacent areas including hallways, elevator lobbies, and loading dock free from dust and accumulations of waste material or rubbish caused by their subcontractors, workmen, or suppliers. The General Contractor is responsible for the removal of all construction and demolition debris and this removal must take place after regular hours. General Contractors are not to use the buildings' janitorial equipment. The General Contractor is also responsible for the final clean-up which shall include, but is not limited to, light fixtures, windows, perimeter radiation units, electrical, janitorial, and telephone closets, entries, stairwells, and vacant and public space affected by the construction. Any costs incurred by Property Management to repair or clean any area effected by the construction will be forwarded to the General Contractor.

Protective covering shall be laid and secured on all common area flooring from the construction area to the freight elevator and to restrooms prior to beginning work. On occupied floors the General Contractor shall cover all finished floors and walls with masonite, visqueen or other approved protective covering. This covering shall be replaced immediately upon unsightly wear and tear.

General Contractor shall install appropriate corner protection/guards in corridors and at freight elevator on both the work floor and in the affected concourse area.

The General Contractor is responsible for turning off lights and breakers each night and making sure the space and any other areas accessed during construction are locked. Security must be notified if unable to secure area.

General Contractors are responsible for informing the FCC when the Ion Detectors may be reactivated each day.

General Contractor must confirm that all locking hardware is compatible with building keying system prior to ordering.

Noise

All shooting of track and hangers must occur after hours.

All drywall drilling installation must be completed after hours, and general contractor should price accordingly.

Electrical

Prior to demolition of ceilings or partitions, General Contractor shall ensure that electrical subcontractor disconnects all receptacles, switches and other related connections and remove circuit back to panel.

Denver Energy Center
CONTRACTOR RULES AND REGULATIONS

Electrical closets shall be kept secure and clean at all times. All panel schedules must be updated and panel covers replaced after construction.

All unused or disconnected wiring shall be removed from duct or conduit.

When installing lighting on newly constructed space, there shall be no disruption to adjoining tenant.

All supplemental air conditioning units shall be metered.

All penetrations from the electrical closet shall be fire caulked with approved fire caulking material.

HVAC

The General Contractor is responsible for surveying all Base Building HVAC equipment in new or remodel space and informing Property Management of any missing or defective components. All components will be considered present and operable at the commencement of construction unless previous notice has been given. If any equipment is missing or defective before construction begins, Property Management will either replace the parts or pay the contractor to do so. Defective thermostats or control air leaks, which are discovered after construction has begun, will be assumed to have been caused by construction and will be the responsibility of the General Contractor to repair.

Existing thermostats shall be removed and stored during construction. Adjusting tabs on thermostats are to be removed.

General Contractor shall not tamper with temperature control equipment in any way. Thermostat settings shall not be adjusted except during calibration.

All thermostats shall be 54" above finished floor and shall be installed and placed per engineering drawings.

The General Contractor must contract directly with a balancing contractor for air balancing and calibrating. This is to include calibrating thermostats and set at 73 degrees (this work shall not be contracted by a Mechanical Subcontractor).

ODOR

Odor causing and/or particulate generating practices are prohibited during business hours.

ASBESTOS

Asbestos-containing materials (ACM) exist within the building in non-friable forms. Prior to any work, contractors and their subcontractors shall obtain information on the location of the ACM and the possibility of encountering asbestos during their work.

Any work done in the vicinity of asbestos-containing materials must be done in strict compliance with all applicable federal, state, and local regulations. As the work proceeds, the Property Management shall have the right to monitor the procedures used. At the satisfactory conclusion of the work, Property Management will give the final approval.