

1515 Wynkoop Tenant Handbook



Hines

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WELCOME

We at Hines are pleased to welcome you to 1515 Wynkoop. It is truly our pleasure to assist you and we look forward to providing you with all the comfort and superior service our prestigious Property Management Team has to offer.

The following information is provided to help you plan your move as well as serve as a reference guide once you are settled in. We will send you an updated Tenant Handbook as updates arise. In addition, we highly recommend to each tenant representative that they familiarize themselves with their Lease to fully understand the commitments made by both Landlord and Tenant.

Thank you for choosing 1515 Wynkoop!

The Hines Management Team

1. PROPERTY OVERVIEW

1515 Wynkoop is a Class A office complex located at 1515 Wynkoop Street in Denver, Colorado. The building consists of the following specifications:

1515 Wynkoop

Address: 1515 Wynkoop Street
Denver, CO 80202

Year Built: February 2009

Size: 306,791 rentable square feet, 8 floors

Type: Masonry and Composite Steel Structure

Sprinklered: Yes

County: Denver

2. BUILDING AMENITIES

BIKE STORAGE

Secure bike storage is provided to our tenants for your convenience on P1 of the garage. This secure bike storage area requires an access card to gain entry.

If you would like access to the secure bike storage area, please contact Property Management and a waiver form will be sent to you. The appropriate access will be added to your building access card, or an access card will be assigned to you.

While the secured areas are a theft deterrent, Property Management highly recommends the use of personal locks to provide an added level of security. Additionally, we highly suggest that tenants do not leave bags or accessories near or on bikes due to the risk of theft.

Bikes are not allowed anywhere inside the building.

FITNESS FACILITY

There is a Fitness Facility located on the first floor of the building.

If you would like to utilize the Fitness Facility, please contact Property Management and a waiver form will be sent to you. The appropriate access will be added to your building access card.

3. AREA AMENITIES

1515 Wynkoop is ideally situated to offer a wide variety of amenities for your convenience and pleasure.

Union Station
1701 Wynkoop Street
303-534-6333



Coors Field
Home of the Colorado Rockies
2001 Blake Street #A
303-292-0200



Empower Field at Mile High
Home of the Denver Broncos
1701 Mile High Stadium Cr
720-258-3000



Ball Arena
1000 Chopper Circle
303-405-1100

**Denver Center for
Performing Arts**
1000 Fourteenth Street
303-893-4000



16th Street Mall

4. NEARBY RESTAURANTS

Coffee:

- Starbucks
- Kaffe Landskap
- Pigtrain

Gastropubs and Sandwiches:

- Yampa Sandwich Co
- Wynkoop Brewery
- The Thirsty Lion
- Potbelly Sandwich Shop

Mexican:

- Machete
- The Rio Grande Mexican Restaurant
- Illegal Pete's
- Chipotle

Pizzerias:

- Acme Pizzeria
- Slice Works
- Denver Milk Market

Steakhouses:

- Fogo de Chao Brazilian Steakhouse
- Urban Farmer
- ChopHouse
- Elway's Downtown

Seafood:

- Blue Sushi Sake Grill
- Jax Fish House & Oyster Bar
- Stoic & Genuine
- Water Grill

Upscale Restaurants:

- Venice
- Capital Grille
- Ocean Prime
- Stoic & Genuine

5. PROPERTY MANAGEMENT

1515 Wynkoop has an experienced Property Management team to assist you during business hours and a 24-hour emergency call service.

Management Office: Hines
1515 Wynkoop Street
Suite 310
Denver, CO 80202

303-573-8800 Business line
303-281-8664 After-hours answering service

Office Hours: Monday – Friday 8:00am – 5:00pm
(Holidays excluded)

Staff: Cynthia Diaz – Property Manager
Cynthia.Diaz@hines.com

Marianna Castellucci – Management Assistant
Marianna.Castellucci@hines.com

Chris Gorham – Engineering Manager
Christopher.Gorham@hines.com

Stephen Mahala – Senior Engineer
Stephen.Mahala@hines.com

Jacob Montoya – Apprentice Engineer
Jacob.Montoya@hines.com

Angus Work
Order System: <http://www.ng1.angusanywhere.com/tenant/Hines/Main/default.aspx>

On-site
Notary Service: If you need a document notarized, please contact our management office.

6. DIRECTIONS

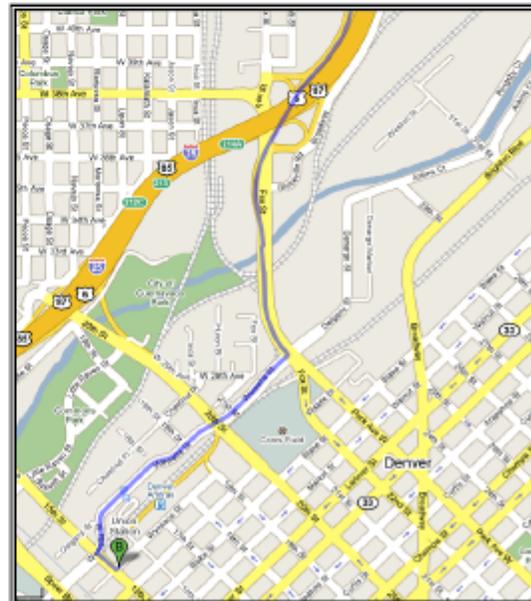
From the South:

- Travel North on I-25 towards Downtown Denver.
- Take Auraria Parkway Exit (210C).
- Continue East on Auraria Pkwy to Walnut/Market Street until reaching 15th Street (1.2 miles from exit ramp).
- Turn Left on 15th Street and travel three blocks to Wynkoop Street.
- Turn Right on Wynkoop Street.
- Building entry and parking garage on your immediate left.



From the North:

- Travel South on I-25 towards Downtown Denver.
- Take Park Avenue Exit (213).
- Continue on Park Avenue West/Fox Street for 0.2 Miles.
- Turn Right on Wewatta Street and travel 0.8 miles to 15th Street.
- Turn Left on 15th Street and travel one block to Wynkoop Street.
- Turn Left onto Wynkoop Street.
- Building entry and parking garage on your immediate left.



7. TENANT CONTACT INFORMATION

Through experience, we have learned that the best way to effectively serve our tenants is to have tenant contact information on file with specific individual names for each of the main aspects of Landlord / Tenant business:

- Emergency Contact I & II (person to call after hours at home/cell phone number in the event of an emergency)
- Primary Contact (for day-to-day contact, routine service)
- Accounting Contact (for accounting functions: monthly rent, annual expense reconciliations, etc.)

A Tenant Information Sheet will be sent to you prior to your move-in. An example of this sheet is on the following page. We also ask that when information changes you keep us informed by submitting a revised form to us as quickly as possible. In addition, as part of our annual audit of records, we will send you the completed form once a year requesting confirmation and/or updates as appropriate.

SAMPLE TENANT INFORMATION SHEET

1515 Wynkoop TENANT INFORMATION

GENERAL INFORMATION

Business Name: _____
Type of Business: _____
Number of Employees: _____
Hours of Operation: _____

EMERGENCY CONTACT

PLEASE LIST 2

Name: _____	Name: _____
Title: _____	Title: _____
Business Phone: _____	Business Phone: _____
After Hours Phone: _____	After Hours Phone: _____
E-Mail: _____	E-Mail: _____

PRIMARY CONTACT

Name: _____
Title: _____
Business Phone: _____
E-Mail: _____

FIRE WARDEN:

BACKUP WARDEN:

Name: _____	Name: _____
Title: _____	Title: _____
Cell Phone: _____	Cell Phone: _____
E-Mail: _____	E-Mail: _____

ACCOUNTING CONTACT

Name: _____
Title: _____
Business Phone: _____
E-Mail: _____

HOLIDAYS OBSERVED

_____ New Years Day	_____ Labor Day
_____ Martin Luther King Day	_____ Columbus Day
_____ President's Day	_____ Thanksgiving
_____ Good Friday	_____ Day After Thanksgiving
_____ Memorial Day	_____ Christmas Eve
_____ July 4th	_____ Christmas
Other _____	

8. DELIVERIES

At 1515 Wynkoop, all deliveries are made to the loading dock area. Goods are then transported to tenant space using the freight elevator unless other arrangements are made through the Property Management Office.

Loading Dock Clearance: The loading dock clearance is level is 12'3", so delivery vehicles must be under that height to safely enter without causing any damage.

Signs are placed on the property to direct deliveries to these entrances and tenants are asked to communicate these instructions to their delivery vendors and personnel.

Both large and small deliveries (such as courier service, office supplies, water delivery, etc.) are expected to use the loading dock and freight elevator.

Large Deliveries

For large deliveries, such as furniture, equipment or a large quantity of supplies, arrangements must be made at least 48 hours in advance with Property Management. Deliveries must be scheduled outside normal business hours and must be supervised by a tenant representative.

Loading and Delivery Disclaimer

The delivery and shipping of merchandise, supplies, fixtures and other materials or goods to or from the Premises and all loading, unloading and handling thereof shall be done only at such times in such areas by such means and through such elevators, entrances, halls and corridors as are reasonably designated by Landlord. Landlord may from time to time make and amend regulations for the orderly and efficient operation of the Project's delivery facilities.

Insurance Disclaimer

Tenant shall ensure that all vendors are fully insured and meet all minimums as applicable by law and per the terms and conditions of the Lease. Landlord accepts no liability and is hereby relieved and released by Tenant in respect of (a) the acts or omissions of any Person(s) engaged in the operation of such delivery facilities, including with respect to any acceptance, holding, handling, delivery or dispatch of any of Tenant's goods (or any delay in doing or failure to do any of the same); and (b) damage, loss, theft or any error, negligence or delay therein which is not caused by Landlord's negligence or willful misconduct.

9. TENANT MOVING GUIDELINES

Moving and/or large furniture deliveries must be scheduled at least one week in advance and shall be accomplished on weekdays after normal business hours (normal business hours are 8:00am – 5:00pm) and any time on Saturday and Sunday. The Property Management Office must be notified in advance of any move in order to assure availability of the freight elevator. **Freight elevator reservations are made on a first come, first serve basis through the Property Management Office. All deliveries and move-ins/move-outs shall take place through the loading dock of the building.**

All moves require a walkthrough of the common area adjoining the premises the day before the move. The walk-through will take place with representatives of the Tenant, moving company, and Property Management in order to determine any damage that may or may not exist in the common area prior to the move.

An authorized representative of the Tenant must be on the premises to oversee the move from the time that the moving company arrives until the time they leave. Property Management is not responsible for providing access to the premises nor are they responsible for securing the space afterwards. In no instance shall a representative from Property Management sign-off on a delivery of furniture or for a completion of a move in place of the tenant.

It is the responsibility of the mover/tenant to perform the move in the safest manner possible, avoid blocking the building corridors, entrances and exits, and avoid accumulation of large amounts of combustible materials. Staging of items in common areas, hallways, and at entrances to the building is not permitted.

Flooring protection must be placed from the loading dock to the freight elevator. On the tenant floors, the corridor from the freight elevators to tenant spaces must be protected with either plywood or Masonite. Walk-off plates must be provided to protect door thresholds. Proper protection for building property must be provided by the moving company. No move shall take place until the Property Management has approved the placement of all protection.

Removal of plywood, Masonite, tape, tape adhesive residue, corner boards, empty containers, boxes and carts from public areas (corridors, elevators, lobby, etc.) must be completed prior to the following business day. Cardboard boxes must be broken down. If there is excess trash that will not fit in the compactor, Property Management will arrange for additional trash service and the tenant will be invoiced accordingly.

Property Management may arrange to have a security officer or other staff oversee the move. The extra time is billed to the tenant.

Property Management will arrange for repair of all damages incurred by the movers. Damage repair is billed to the tenant.

10. MOVES – ELEVATOR USAGE

- Schedule moves with the Property Management Office at least one (1) week prior to the move date.
- Movers are required to provide a Certificate of Insurance naming Wynkoop Owner, LLC as certificate holder, and the following as additional insureds:
 - 1) Wynkoop Owner, LLC
 - 2) Hines Interests Limited Partnership
 - 3) Invesco Advisers, Inc.

see insurance section for other requirements
- A pre-move meeting on site must be scheduled at least one (1) week prior to the move with (a) the tenant coordinator, (b) the mover representative, and (c) a Property Management representative. The purpose of the meeting is to review all the arrangements/requirements, train on proper elevator usage, sign out keys, etc.
- A post-move meeting with the same pre-move meeting representatives must be scheduled to inspect the premises, collect keys, and discuss the move.

11. KEYS/LOCKS AND BUILDING ACCESS

The Landlord must maintain access to all areas of the building and consequently controls the key system in the building, key duplication, and key distribution. There are two key systems administered by Property Management at 1515 Wynkoop: Passkeys & Card Access.

Passkeys (Interior Doors)

Property Management is required to have access to all doors 24 hours per day, 7 days per week. It is therefore necessary to have all doors keyed in accordance with the building's Master Key System. In order to maintain consistency with the building key systems, any keying of the building locksets must go through the Property Management Office. Additional keys may be obtained upon request and for a fee through the Property Management Office.

Card Access (Building Access)

Public Access Hours:	Monday – Friday	7:00am – 6:00pm
(excluding holidays)	Saturday – Sunday	None

The building is secure during all other hours and will require an access card to move throughout the building. Please refer to the next page for more information on access cards.

12. SECURITY/CARD ACCESS

1515 Wynkoop is equipped with an access card system that controls access after business hours to the building. Some of the features of the system include:

- Maintains a record and can produce activity reports of all cards used to access the building after hours (card number, date, time, door location, etc.)
- Enables a card for assignment to an individual
- Can customize the hours of access programmed for individual cards
- Can disable lost/stolen card key(s)

To obtain the initial set of access cards, an Access Card / Key(s) Form will need to be completed and submitted to the Property Management Office. A sample of this form is on the following page. The number of cards you request will determine the time frame in which we can complete the programming, testing, and delivery of your order.

Kindly advise your staff that there is a replacement fee for a lost or stolen card, as well as for any additional access cards requested after the initial batch is distributed at Lease Commencement. It is each tenant's responsibility to submit a request through the Angus Work Order System to provide Property Management with notice as soon as possible if you wish to deactivate a card, especially in the event of an involuntary termination of an employee.

Access cards can be reassigned from one employee to another by submitting an access card request through the Angus Work Order System with the name change so that programming is correct and we can maintain accurate records.

If you have any questions or need additional information, please contact us at the Property Management Office (303) 573-8800.

13. SIGNAGE

Depending on specific Lease terms, suite signs are installed at suite entry doors identifying the occupant of that space. All public area signage conforms to building standard specifications designed to maintain the professional appearance of the property. Additionally, each tenant is provided a listing in the building's electronic directory in the main floor lobby.

No other signs are permitted on windows, in common areas, etc.

For all new sign requests, please contact the Property Management Office.

14. RENT

Rent is due on the 1st of every month. Please note that we do not invoice monthly for rental charges. If you need a supporting document for your records, we suggest making a copy of the rent schedule included with your annual rent start letter sent at the Commencement of your Lease or prior to a new year. Please refer to your Lease for further instructions. The lockbox address of where rent payments are to be sent is listed below:

Wire Transfers:

Bank: Wells Fargo Bank
Account Name: Wynkoop Owner, LLC
Account #: 4131340440
ABA#: 121000248

Lockbox address:

Wynkoop Owner, LLC
PO BOX 205714
Dallas, TX 75320-5714

15. INSURANCE

Tenant Insurance:

All tenants are required to maintain Liability, Worker’s Compensation, and any Auto insurance at the limits of coverage stated in their Lease. Tenants must maintain a current Certificate of Insurance on file with the Property Management Office and their third-party insurance management vendor, MyCOI, evidencing coverage at all times. Insurance requirements are outlined in your Lease and your Insurance Certificate must name the Landlord as the Certificate Holder.

There will also be requirements for listing the following Additional Insureds: Wynkoop Owner, LLC; Hines Interests Limited Partnership; Invesco Advisors, Inc.

Vendor Insurance:

All contractors doing work on the premises are required to provide a Certificate of Insurance evidencing insurance coverage in the amounts required by the Landlord.

<u>Coverage</u>	<u>Limit of Liability</u>
Worker’s Compensation	Statutory Amount
Employers Liability	\$1,000,000
Commercial General Liability	\$1,000,000 each occurrence / \$2,000,000 aggregate
Commercial Automobile Liability	\$1,000,000
Umbrella Liability	\$5,000,000 (required if above limits are not met)

Certificate Holder
Wynkoop Owner, LLC
1515 Wynkoop Street, Suite 310
Denver, CO 80202

NAMED AS ADDITIONAL INSURED:
Wynkoop Owner, LLC, Invesco Advisors, Inc. and Hines Interests Limited Partnership

Incidents/Property Damage/Personal Injury Claims

Please report any personal injury or property damage incidents to Property Management immediately. A Property Management representative will document the incident in accordance with the Landlord's insurance representative for handling.

16. BUILDING RULES AND REGULATIONS

1. Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by Tenant or used by any Tenant for any purpose other than ingress and egress to and from the leased premises and for going from one to another part of the Building.
2. Plumbing, fixtures and appliances shall be used only for the purposes for which designed, and no sweepings, rubbish, rags or other unsuitable material shall be thrown or placed therein. Damage resulting to any such fixtures or appliances from misuse by a Tenant or such Tenant's agents, employees or invitees, shall be paid by such Tenant, and Landlord shall not in any case be responsible therefor.
3. No signs, advertisements or notices shall be painted or affixed on or to any windows, doors or other parts of such Building except those of such color, size, style and in such places as shall be first approved in writing by Landlord. No nails, hooks or screws shall be driven or inserted in any part of the Building except by the Building maintenance personnel nor shall any part of the Building be defaced by Tenants. No curtains or other window treatments shall be placed between the glass and the Building Standard window treatment.
4. Landlord will provide and maintain an alphabetical directory board for all Tenants in the first floor (main lobby) of the Building and no other directory shall be permitted unless previously consented to by Landlord in writing.
5. A number of keys to the locks on the doors in each Tenant's leased premises shall be furnished by Landlord to each Tenant, at the cost of such Tenant, and the Tenant shall not have any duplicate keys made.
6. All Tenants will refer all contractors, contractors' representatives and installation technicians to Landlord for Landlord's supervision, reasonable approval and control before the performance of any contractual services. This provision shall apply to all work performed in the Building including, but not limited to installations of telephones, telegraph equipment, electrical devices and attachments, doors, entranceways, and any and all installations of every nature affecting floors, walls, woodwork, trim windows, ceilings, equipment and any other physical portion of the Building.
7. Movement in or out of the Building of furniture, office equipment, safes, heavy equipment, bulky material, merchandise or materials which require the use of elevators or stairways, or movements through the Building entrances or lobby shall be restricted to such hours as Landlord shall designate. All such movement shall be under the supervision of Landlord and shall proceed in a manner agreed upon between the Tenants and Landlord by prearrangement before performance so as to arrive at the optimum time, method and routing of such movement; subject, however, to Landlord's decision and control, to prohibit any such article from being brought into the Building for safety or other concerns. The Tenants are to assume all risks as to the damage to articles moved and injury to persons

or public engaged or not engaged in such movement, including equipment, property and personnel of Landlord if damaged or injured as a result of acts in connection with carrying out this service for a Tenant from the time of entering the Project to completion of work; and Landlord shall not be liable for acts of any person engaged in, or any damage or loss to any of said property or persons resulting from, any act in connection with such service performed for a Tenant.

8. Landlord shall have the power to prescribe the weight and position of safes and other heavy equipment or items which shall in all cases, to distribute weight, stand on supporting devices approved by Landlord. All damages done to the Building by the installation or removal of any property of a Tenant or done by a Tenant's property while in the Building, shall be repaired at the expense of such Tenant.
9. Corridor doors, when not in use, shall be kept closed.
10. Tenants shall not employ any person for the purpose of such cleaning other than the Building's cleaning and maintenance personnel. Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairways.
11. To ensure orderly operation of the Building, no ice, mineral or other water, towels, newspapers, etc. shall be delivered to any leased area except by persons appointed or reasonably approved by Landlord in writing.
12. Should a Tenant require telegraphic, telephonic, annunciator or other communication service, Landlord will direct the electrician where and how wires are to be introduced and placed and none shall be introduced or placed except as Landlord shall direct. Electric current shall not be used for power or heating without Landlord's prior written permission.
13. Tenant shall not make or permit any improper, objectionable or unpleasant noises or odors in the Building or otherwise interfere in any way with other Tenants or persons having business with them.
14. No flammable or explosive fluid or substance shall be used or kept in the Building.
15. No portion of any Tenant's leased premises shall at any time be used or occupied as sleeping or lodging quarters.
16. Smoking of any kind (cigarette, pipe, marijuana, etc.) shall not be permitted in any areas of the Project, Premises, or the Building (including but not limited to the parking garage, stairwells, elevator lobbies, elevators, public corridors and restrooms), or within any other area not specifically designated as a smoking area by Landlord. Notwithstanding the foregoing, the smoking and use of marijuana is prohibited at all times and in all areas of the Project, Premises and Building (including but not limited to the parking garage, stairwells, elevator lobbies, elevators, public corridors and restrooms). Repeated violations of this rule shall, at Landlord's discretion, constitute a default under this Lease.

17. Landlord reserves the right to rescind any of the rules and regulations and to make such other and further rules and regulations as in its judgment shall from time to time be needful for the safety, protection, care and cleanliness of the Building, the operation thereof, the preservation of good order therein and the protection and comfort of the Tenants and their agents, employees, licensees and invitees, which rules and regulations, when made and written notice thereof is given to a Tenant, shall be binding upon it in like manner as if originally herein prescribed, provided that no modification of the rules and regulations shall be made that materially impair a tenant's rights under its lease or its use and enjoyment of the leased premises.
18. Underwriters' laboratory-approved equipment and microwave ovens may be used in the Leased Premises for heating food and brewing coffee, tea, hot chocolate and similar beverages, provided that such use is in accordance with all applicable Operational Requirements and does not cause odors which are objectionable to Landlord and/or other tenants.
19. No space heaters, hot plates, or popcorn machines are allowed in the Leased Premises, due to safety hazards.

17. DOG RULES AND REGULATIONS

1. Current vaccination records **MUST** be submitted, along with spayed/neutered records.
2. No Dog shall be allowed in the Premises until all forms have been submitted.
3. Dog must be over eight (8) weeks old, housebroken, well behaved, socialized and kept as a pet.
4. Owner must provide a photo of the Dog for Property Management to keep in their files
5. Tenant Manager and HR must sign the Dog Rules and Regulations waiver acknowledging that they accept responsibility for the Dog.
6. If you are a subtenant, Management and HR from the Primary Tenant must also sign the Dog Rules and Regulations waiver.
7. Dog owner must certify that the Dog has no history of attacking other dogs or humans.
8. Signing the waiver acknowledges that the tenant will take full responsibly for any Dog related damage (including but not limited to, the building, carpets, exterior grounds, workspace, and co- worker's workspace) and for additional cleaning costs. These additional costs will be billed back to the tenant.
9. Dogs with fleas and/or other infections will not be allowed access to the building. Any Pest Control required will be at the expense of the tenant.
10. Dog food and other organic materials must be kept in closed sanitary containers in the Premises and disposed of properly.
11. Dog owner must report any incidents requiring additional cleaning to Property Management. All additional cleaning will be at the expense of the tenant.
12. Tenant must comply with Denver's Ordinance Section 8-55, Pit Bull breeds (American Pit Bull Terrier, American Staffordshire Terrier, or Staffordshire Bull Terrier) are banned in the City and County of Denver.
13. Dogs are not allowed in the following Common Areas: restrooms, lobby elevators, lobby and fitness center
14. It is expected that dogs will remain in the owner's workspace. Dogs must be attended at all times and cannot be left to wander freely within the Premises.
15. Dogs must always wear their tag, collar, and leash in Common Areas.
16. Dog leash must be no longer than six (6) feet at all times and shortened to two (2) feet while in the Common Areas within the Building.

17. Dog Owners must carry waste bags for disposal of solid waste, and they must properly dispose of dog waste promptly and place in exterior public waste containers, not in building trash cans. Failure to adhere to this regulation will result in additional fines from the landlord and permanent removal of dogs from the facility. Furthermore, if the dog owner is seen not cleaning up after the dog, the dog will be permanently banned from the building.
18. Dogs and their Owners must use the building entrance on Wewatta Street and use the freight elevator to gain access to their Suite.
19. 1515 Wynkoop is not responsible for the welfare of any dog that is brought into the facility. The Dog Owner accepts full responsibility for the welfare of the dog.
20. 1515 Wynkoop has a zero-tolerance policy for Dog incidents. Dog permissions will be revoked on the first offence.
21. Employees wishing to express concerns or report damage to the building/facilities should do so through their HR. HR must then report the complaint to building management.
22. It should be recognized that the ability to bring one's dog into the workspace is a privilege and not a right. Employees acknowledge that not all buildings allow dogs and we want to work together to continue to allow this privilege at 1515 Wynkoop.
23. Signing the Dog Rules and Regulations waiver acknowledges that the Dog Owner, and employing tenant, take full responsibility for their Dog related incidents and any other incidents that may arise.
24. Dog odors and/or poor dog behavior (i.e. aggression, loud barking, jumping on building guests or employees) are grounds for the permanent removal of the dog from the premises.
25. By signing the Dog Rules and Regulations waiver the Dog Owner agrees to follow all rules and regulations mentioned above and accepts any consequences should these rules be broken.

18. TENANT IMPROVEMENTS/ALTERATIONS

In order to maintain quality and uniformity of 1515 Wynkoop building materials and finishes, the Landlord requires all alterations to your premises, subject to the terms and conditions of your Lease, to be approved in advance by Property Management if you wish to change/alter any of the following:

- Wall finishes/coverings
- Floor coverings
- Window coverings
- Lighting
- Plumbing
- Electrical
- Locks
- Configuration of office
- Affix furniture or equipment to the floor or walls (other than wall décor)
- Carpet cleaning

Please contact the Property Management Office at (303) 573-8800 to discuss the appropriate way to proceed.

19. AFTER HOURS HEATING/AIR CONDITIONING SERVICE

The building heating/air conditioning service is provided in accordance with the hours as outlined in your Lease. Requests for weekend services or other additional services outside your Lease requirements can be submitted to the online work order system, Angus, and will be billed subject to the terms of your Lease. Please provide at least 24-hour notice for overtime services to be programmed.

20. JANITORIAL SERVICES

Evening janitorial services are provided Monday through Friday after 6:00pm for office tenants only. Services are provided to thoroughly clean all areas except as designated by our tenants through the Property Management Office.

Additionally, a Day Porter is provided by Property Management, Monday through Friday between the hours of 7:00am and 3:30pm. Some of the responsibilities covered during this time are spot cleaning the lobby, restrooms and elevators, vacuuming as needed, cleaning exterior ashtrays and trash receptacles, polishing stainless steel/chrome, removing debris from parking garage and responding to any other work orders that have been entered into Angus.

If additional services are needed, including excessive trash pick-up (during the day or after-hours), please submit a work order into Angus for Property Management to coordinate directly with the janitorial team.

21. SMOKING

The 1515 Wynkoop building is smoke-free to provide a clean professional environment for our tenants and their visitors. **Smoking is not permitted inside the building.**

Property Management will strictly enforce the Smoke Free law which **prohibits smoking within 25 feet of the main entry way.**

22. PARKING

Parking at 1515 Wynkoop is for building and public use. Any vehicle found to be violating the posted signs will be towed from the premises. Additionally, any vehicles left on the premises for any extended period of time without pre-approval from the Property Management Office will be removed from the premises at the owner's expense.

To obtain parking garage QR cards in accordance with the allotted number (as outlined in the Lease), please contact the Property Management Office who will coordinate with LAZ Parking. A separate parking agreement will also need to be signed which will be administered through our parking management company. The number of transponders you request will determine the time frame in which we can complete the programming, testing and delivery of your order. Costs associated with the garage transponders are dictated by your Lease.

QR cards can be re-assigned from one employee to another, but a request for such re-assignment must go through the parking garage management company. Please contact LAZ Parking at 303-291-1111 or email 1515wnkoop@lazparking.com. This is required for security and safety purposes and allows the Parking Garage Manager to maintain accurate records.

Please note that badges are equipped with an anti-passback feature which prohibits the ability to allow more than one car through the entry/exit terminal. Once a badge has been read by one of the terminal sensors the transponder will not work again at that particular terminal until the transponder has been read by the other entry/exit terminal first.

Based upon availability, tenants may elect to Lease additional unreserved parking spaces (beyond those stipulated in the Lease) in the garage on a month-to-month basis.

There are (3) EV stations at the entry/exit ramp of the P1 parking garage level. These are open to both tenants and non-tenants. If you would like to utilize these chargers, please reach out to property management to obtain the tenant rate.

If you have any questions or need additional information, please contact us at the Property Management Office at (303) 573-8800.

23. PARKING RATES

Time	Amount
15 Minutes	\$2.00
1 Hour	\$8.00
All Day	\$22.00
Weekend	\$10.00
Evening	\$10.00

PARKING RATES ARE SUBJECT TO CHANGE

24. MAIL

The mailroom is located in the service corridor on the first floor. Each tenant is assigned a mailbox by the United States Postal Service and the Property Management Office will supply you with a mail key to your assigned mailbox.

The Post Office that services our building is located at:

951 20th Street
Denver, CO 80202
1-800-275-8777
www.usps.com

Hours of operation:

Monday through Friday, 8:00am – 6:30pm
Saturday 9:00am – 6:30pm
Sunday – Closed

25. SERVICE REQUESTS

All service requests should be entered into the building's work order system, Angus. The log-in and tutorial information will be provided to each tenant's operational contact by Property Management when you move in.

It is preferred that work requests are not given directly to the engineers while they are in the field unless it is an emergency. When service requests are made to the Property Management Office, a work order is generated. To submit a work order, visit the below address. The login page for work orders is located under the Tenant Services tab.

<http://www.ng1.angusanywhere.com/tenant/Hines/Main/default.aspx>

For any questions/inquires, you are welcome to contact Property Management Team at (303) 573-8800.

26. HOLIDAYS

The following list of holidays are observed at 1515 Wynkoop:

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

Please keep in mind:

- The Property Management Office will be closed.
- No janitorial service is performed unless arrangements are made in advance through the Property Management Office. A fee will be charged.
- The building is secured as in after-hours mode and card access will be required for entry.
- The building's heating and air conditioning system will not be scheduled to operate unless arrangements are made in advance through the Angus Work Order System. After-hours use charges will apply.

27. TENANT GREEN OFFICE (“GO”) GUIDELINES

In our efforts to continually improve sustainability measures, Hines initiated a Green Office program to improve energy efficiency and sustainable practices within Tenant spaces.

The following two pages provide Frequently Asked Questions related to the Tenant Guide for Green Offices and instructions on how to be recognized as a Green Office participant.

Property Management encourages you to participate in the program and “Walk the Walk” with us. For further information on the Green Office program, please contact the property management office at (303) 573-8800.

GREEN OFFICE FAQs

As Hines launches the GREEN OFFICE Tenant Guide, a list of anticipated questions with answers has been prepared to assist you with this initiative.

1. Is every Hines tenant required to complete and submit the GREEN OFFICE Guide?

The GREEN OFFICE Tenant Guide initiative is voluntary. Hines is hopeful that each tenant office will "walk the walk" when it comes to sustainability and set an example for employees and your fellow tenants.

2. What are the primary benefits of participating in the GREEN OFFICE Initiative in our office?

- Demonstrate leadership in sustainability and efficient operations
- Create a competitive advantage for business
- Set sustainable goals and then measure improved performance
- Motivate, educate and engage employees
- A sustainable office is a great recruiting tool

3. What award or recognition will a GREEN OFFICE receive upon successfully achieving 70 or more Leaf Credits?

Tenant offices submitting a successfully completed Tenant Guide as specified in the introduction will receive a distinctive award to display in your office.



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4. What tenant offices may participate in the GREEN OFFICE Initiative?

GREEN OFFICE is open to occupied tenant offices anywhere in the world that are owned or managed by Hines.

5. If an existing tenant space is already using the specified item or product (no changes are necessary), is the tenant office allowed to count the Leaf Credits for that Green Opportunity?

Yes, Leaf Credits are awarded if the item is achieved at the time the scorecard is completed.

6. What are Life Cycle Savings?

This is an indication that implementation of a Green Opportunity will return a financial benefit as well as a sustainable benefit to your office.

Example: If you can substantiate an operating cost savings, whether lower paper costs or lower printing costs, this can be used as support for a Life Cycle Savings.

7. When submitting a completed GREEN OFFICE Tenant Guide do I need to submit other supporting documentation?

No, but your office is encouraged to maintain supporting documentation prior to and after your transition to Green Opportunities as this may assist in LEED CI or other application/certification processes.

8. Is it necessary to re-apply as a GREEN OFFICE on an annual basis or some other frequency?

No. Once an office has been designated a Green Office it is Hines' hope that your office and employees would maintain or exceed your sustainable operations.

HinesGO
GREEN OFFICE

9. If Interested In applying GREEN OFFICE efforts toward LEED Commercial Interiors (CI), where can I find more information?

Information is available at www.usgbc.org/leed/ci/.

10. Who will oversee my office's GREEN OFFICE efforts?

Each tenant office is encouraged to establish a sustainability advocate or team leader within your office's green team to encourage and provide leadership in achieving the designation as a GREEN OFFICE.

11. What Impact do Items such as organizing office employees to participate in a sustainability-focused community project once a year have on an office?

Community projects provide educational and awareness opportunities for the offices as well as community involvement. The impact of each office's sustainability reaches much further than a single office or property.

12. In the "Reduce, Re-use and Recycle" category, Items A, B & C, why are there three opportunities for the same product?

Item C is the greener option; however it is 1 of 3 options as not all offices will be able to transition on the first attempt due to costs, resources, property-specific ownership approval or local availability.

13. If an office is actively participating in an existing recycling program and recycling 60% of office waste (Reduce, Re-use and Recycle category), is it also able to pick up the 2 Leaf Credits as well as the 1 Leaf Credit for surpassing the 25% goal?

No. The office achieving 50% participation would receive 2 Leaf Credits as credits are awarded for the achievement at the time that the GREEN OFFICE Guide is completed. It is a snapshot at that given moment.

14. May a non-USA tenant office use BREEAM in lieu of LEED?

Yes, non-USA tenant offices may substitute any country-specific program credits such as those from BREEAM in the UK instead of LEED. LEED is prevalent in the U.S. and appears to be gaining a foothold in Spain, Italy and the Middle East, but it is not a requirement for the GREEN OFFICE initiative.

15. May a tenant office space receive "Leaf Credits" for "Green Opportunities" already taken?

Yes, "Leaf Credits" achieved are a snapshot of what your office has accomplished at the time you complete the Tenant Guide.

16. How many "Leaf Credits" are required to qualify as a GREEN OFFICE?

70 "Leaf Credits" or more.

17. Is any action required by my office in the "Upfront Costs" or "Life Cycle Savings" columns before submitting the Tenant Guide?

No. Both columns are included to indicate general conditions you may expect when pursuing a given "Green Opportunity".

Please contact your Hines Property Management representative with any other questions you may have regarding GREEN OFFICE.

28. RECYCLING & COMPOSTING PROGRAM

1515 Wynkoop is equipped with “**single-stream**” recycling capabilities. Single-stream means that all recyclable items may be co-mingled and do not require separation at the point of collection. Separation of the various recyclable components is done at an off-site facility. The following items **can be recycled** through the building’s recycling program:

Paper Products

-
- | | |
|----------------|--------------------|
| • Cardboard | • Phonebooks |
| • Office Paper | • Paperboard |
| • Magazines | • Brown Paper Bags |
| • Junk Mail | • Newspapers |
-

Containers

-
- | | |
|------------------------|----------------------------|
| • Plastics #1-7 | • Steel cans (canned food) |
| • Glass Bottles & Jars | • Empty Aerosol Cans |
| • Aluminum Cans | • Aluminum Foil/Pie Tins |
-

1515 Wynkoop also participates in a composting program. All composting material must be kept separate from the trash and recycling material. The following items **can be composted** through the building’s composting program:

-
- | | |
|---------------------------|------------------------------|
| • Food Waste | • Paper Napkins/Paper Towels |
| • Coffee Grinds & Filters | • Pizza Boxes/Paperboard |
| • Produce | • Compostable Dinnerware |
| • Plants and Flowers | • Paper Bags |
-

GFL Environmental can conduct tenant education and training if requested to detail our trash, recycling and composting program in more detail.

ALTOGETHER RECYCLING™
Recycling Has Evolved.

THE FOLLOWING ITEMS SHOULD NOT BE RECYCLED:

- Plastic Bags
- Plastic Shrink Wrap
- Plastic Containers marked as "PLA"
- Compostable Plastic Containers
- Ceramics
- Batteries or Light Bulbs
- Paper Towels, Paper Plates or Cups
- Hazardous Materials (Noodles)

RECYCLING ADVICE:

- Flatten all cardboard boxes
- Empty all food and liquids
- Ensure aerosol cans are empty
- Leave lids on plastic containers



In Depth Compost Information

Acceptable

Unlike home composting, we accept all food scraps, soiled paper, and yard trimmings in the green cart. Compostable material in plastic bags not labeled "compostable" will not be collected for composting.

Food Scraps (anything that used to be alive)

- Bread, grains and pasta
- Coffee grounds
- Dairy
- Eggshells
- Fruit (pits and nuts too)
- Leftovers and spoiled food
- Meat (including bones)
- Seafood (including shellfish)
- Vegetables

Yard Trimmings

- Branches and brush
- Flowers and floral trimmings
- Grasses and weeds
- Leaves
- Tree Trimmings (less than 6 inches in diameter and 4 feet long)

Extra yard trimmings must be boxed, bundled or placed in brown paper bags less than 40 lbs per item and placed next to the green cart for collection.

Other

Soiled Paper

- Coffee filters
- Greasy pizza boxes
- Paper cups and plates
- Paper ice cream containers (metal rim is okay)
- Paper bags, napkins, tissues and towels
- Paper take-out boxes and containers
- Paper tea bags
- Waxy paper milk and juice cartons (no foil liner)

These items are NOT accepted

- Aluminum foil or trays
- "Biodegradable" plastic (not labeled "Compostable")
- Ceramic dishware or glassware
- Clothing and linens
- Cooking oil
- Corks
- Diapers
- Dirt, rocks or stone
- Flower pots or trays
- Foil-backed or plastic-backed paper
- Glass, metal or plastic not labeled "Compostable"
- Juice or soy milk type boxes with foil liner
- Kitty litter or animal feces
- Liquids or ice
- Plastic bags, wrappers or film (not labeled "Compostable")
- Plywood, pressboard, painted or stained wood
- Recyclable/clean cardboard or paper
- Styrofoam



Acceptable Compostables

Food Wasts



Coffee Grinds & Filters



Waxed Cardboard



Produce



Plants & Flowers



Paper Napkins/ Paper Towels



Pizza Boxes/Paper Board



Wooden Stir Sticks



Compostable Dinnerware



Paper Bags



Waxed Paper



Compostable Trash Bags*



"Keeping Colorado Green"

*Regular trash bags and liners are not acceptable in compost and will contaminate the entire load. Unfortunately, contaminated loads must be landfilled. Please use compostable bags to line your bins, if you use a liner.

29. ABOUT HINES

We are delighted to have you as a tenant and we want your tenancy to be a pleasant experience. Our goal is to provide outstanding and courteous service.

While this handbook has been prepared for your reference and convenience, it is to be used as a guideline and is subject to change. Landlord reserves the right, at any time, to rescind any one or more of these rules and regulations, or to make such other and further reasonable and nondiscriminatory rules and regulations as seen fit or as necessary or desirable for the safety, care and cleanliness of the Building or for the preservation of order therein. With this said, if there are things that we missed that would be helpful to have in the handbook, please feel free to share your ideas with Property Management.

Just in case you're not familiar with Hines and what we do, the following is some background information on us:

Hines is a privately owned global real estate investment, development and management firm, founded in 1957, with a presence in 214 cities in 24 countries and \$120.6 billion of assets under management—including \$66.5 billion for which Hines provides fiduciary investment management services and \$54.1 billion for which Hines provides third-party property-level services. Hines has 128 developments currently underway around the world, and historically, has developed, redeveloped or acquired 1,348 properties, totaling over 444 million square feet. The firm's current property and asset management portfolio includes 512 properties, representing over 223 million square feet. With extensive experience in investments across the risk spectrum and all property types, and a pioneering commitment to sustainability, Hines is one of the largest and most respected real estate organizations in the world. Visit www.hines.com for more information.

Again, we welcome you to 1515 Wynkoop!

The Hines Management Team