



# COLORADO STATE BANK BUILDING

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## WELCOME

This manual is designed to answer tenants' questions about building services, regulations, and policies. The manual is a general guide, not tailored to each tenant. If the manual conflicts with the provisions of a specific lease, the lease is the governing document.

The manual also includes extremely important information about preparedness for fire and other emergencies, building access policies and procedures, the services and amenities offered by the building, and other matters.

For answers to questions, concerns or suggestions about the material in this book (or any other related matter), please call the Building Manager at **(303) 595-7450**.

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**LBA Realty** (LBA) is a full service real estate investment and management company founded by Phil Belling and Steve Layton in 1991. The Company, with its headquarters in Irvine and regional offices in Los Angeles, San Diego and San Jose, operates primarily in Southern California with additional emphasis in other West Coast markets. Managed by a proven team of real estate professionals that has gained its experience through all phases of the real estate cycle, LBA has established itself as one of the leading real estate investment companies in Southern California in recent years.

LBA provides asset and property management services for a wide range of properties. Since 1991, LBA has managed over 400 properties totaling more than 25 million square feet. LBA manages properties through its regional and on-site offices located throughout the West Coast. Whether managing a small, single tenant industrial property or a high-rise, multi-tenant office building, LBA maintains its hands-on approach of maximizing the value of all assets under management and providing quality services to its tenants.

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### Proven Team of Real Estate Professionals

LBA has assembled a team of professionals to oversee every aspect of the Company's operations. The team's expertise ranges from acquisition and disposition to property management and leasing, and from development and construction to capital markets and finance.

The Company is led by principal partners Phil Belling, Steve Layton, David Thomas, Steve Briggs, Perry Schonfeld and Bill Kearns each with more than 20 years of real estate experience, and a senior management team that averages more than 18 years experience.

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## ABOUT COLORADO STATE BANK BUILDING

Colorado State Bank Building is owned by LBA Realty Fund - Company IV, LLC. The U.S. operations are headquartered in Irvine, CA.

As a leader in the development, leasing, and management of prime commercial properties throughout North America, our goal is to provide building operations to ensure essential services are provided that contribute to the effective business operations and comfort of tenants. LBA is committed to providing tenant services of the highest quality.

### **Colorado State Bank Building**

Colorado State Bank Building was completed in 1971 and is located at the eastern edge of downtown on Broadway between 16th and 17th Avenues. Strategically situated in the heart of the Central Business District, Colorado State Bank Building is close to major area amenities, government and legislative offices, court buildings, the State Capitol, and major transportation hubs. The building's major tenants include Colorado State Bank & Trust, Centers for Medicare and Medicaid Services, Fleishman & Shapiro P.C., Executive Suites and Business Services, LLC.

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## OPERATING INSTRUCTIONS

### Navigation

You move through The Electronic Tenant® Handbook just as you would a traditional Internet site. After clicking anywhere on the main page, there is a Table of Contents that provides links to various Chapters. Upon entering a Chapter, links to specific information are provided in Sub-Sections in the navigation bar on the top up of each page. You may return to the Table of Contents or Chapter Overview by clicking the appropriate link on every page above the navigation bar.

### Special Features

This Electronic Tenant® Handbook has special features, such a [site search engine](#) designed to assist you in finding specific information quickly and easily. In addition some materials are available for download as PDF documents. In order to view and print these documents, Adobe Acrobat Reader 5.0 or higher is required. [This software is free and can be obtained by clicking here.](#)

### Updates

The Electronic Tenant® Handbook is updated on a regular basis. If you have trouble accessing the Electronic Tenant® Handbook or need assistance, please e-mail us at [info@tenanthandbooks.com](mailto:info@tenanthandbooks.com). Please reference the handbook you are having trouble with.



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• Building Management Office • Hours of Operations • Leasing

## CHAPTER OVERVIEW

**Building Management Office:** This section provides contact information, key personnel and an overview of the property management office at Colorado State Bank Building.

**Hours of Operation:** This section details the hours of operation and accessibility of Colorado State Bank Building.

**Leasing:** This section provides contact information for the leasing agents of Colorado State Bank Building.



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## BUILDING MANAGEMENT OFFICE

The staff of the Colorado State Bank is dedicated to making your work environment as safe and pleasant as possible. The Building Office is located in suite 530. Please do not hesitate to contact the management office at:

**Phone:** 303-595-7450

**Fax:** 303-595-7451

**Address:**

1600 Broadway  
Suite 530  
Denver, Colorado 80202

The following personnel are available to address your needs:

Title	Name	Phone Number	E-Mail
Regional Operations Manager	John Whitlock	303-595-7450	
Chief Engineer	Alan Rickard	303-595-7450	<a href="mailto:rickard@lbarealty.com">rickard@lbarealty.com</a>

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Colorado State Bank Building is open to tenants at all times, but public access is limited at certain hours. [For more information regarding building access, click here](#)

The standard hours of operation of the heating and air conditioning systems are 7:00 a.m. to 6:00 p.m. Monday through Friday, and 8:00 a.m. to Noon on Saturday. Special arrangements should be made for any HVAC needed outside of those hours. For freight elevator and furniture moves at night and during weekends and holidays, please contact the building management office.

Colorado State Bank Building observes the following holidays. On these days, basic services are severely limited or omitted.

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

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### Office Tower

#### Normal Operating Hours:

Open Monday - Friday 7:00 a.m. - 6:00 p.m.  
Closed on Saturday and Sunday

#### Hours of Accessibility:

Colorado State Bank Building doors are open from 7:00 a.m. – 6:00 p.m. Monday through Friday. Outside of these hours a building security access card is required to access the building.

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## L EASING

The Leasing Office is Cushman & Wakefield of Colorado, Inc. and is located at 1050 17th Street, Suite 1400, Denver, CO 80265. Office hours are 8:00 a.m. – 5:00 p.m. Monday through Friday. A leasing representative can be reached at **(303) 813-6400**.

Title	Name	E-mail
Executive Director	Nicholas J. Pavlakovich	<a href="mailto:nick.pavlakovich@cushwake.com">nick.pavlakovich@cushwake.com</a>
Director	Matthew Gautreau	<a href="mailto:matt.gautreau@cushwake.com">matt.gautreau@cushwake.com</a>

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## **C** HAPTER OVERVIEW

**Introduction:** This section provides a brief overview of the access policies for Colorado State Bank Building.

**Access Cards:** This section outlines the policies and procedures for using access cards for entry into Colorado State Bank Building.

**Access Regulations:** This section provides access regulations for vendors and contractors.

**Disabled Visitors:** This section provides information to assist disabled visitors at Colorado State Bank Building.

**Messengers and Deliveries:** This section provides important information regarding all messengers and deliveries to Colorado State Bank Building.

**Parking Garage Access:** This section provides information regarding access to the Parking Garage.



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## I NTRODUCTION

LBA strives to provide a safe environment for tenants, their employees, guests, customers, and visitors. For this reason, access to the building is restricted. The Colorado State Bank Building is open to tenants at all times, but public access is limited to certain hours. **Building doors are open during the times listed in the Hours of Operation section of this handbook.**

Outside of these times only tenant employees using Colorado State Bank Building security access cards, or visitors, vendors, and customers who are sponsored by tenants, may be admitted to tenant areas. All visitors without proper after-hours authorization must receive prior tenant authorization at all other times.



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## ACCESS CARDS

### Tenant Employees

All tenant employees requiring access to the building after normal business hours need a security access card. Employees whose cards are lost or damaged must report the loss to their employer who will fill out the appropriate form for a new card assignment. For information regarding obtaining a security access card for new employees, to reassign an existing card, or to replace a lost or damaged card, contact the building management office.

### Visitors/vendors

All visitors requiring access to the building after normal business hours must be “sponsored” by an authorized tenant representative. Access to the building after hours will not be provided without prior approval. The “[Authorization for After Hours Admittance](#)” form, included in this handbook, must be completed by an authorized tenant representative and submitted or faxed to the building management office no later than 3:00 p.m. on the day of the admittance (or Friday if the after-hours admittance is to occur on Saturday or Sunday.)

If previous arrangements have not been made, the security officer on duty will contact the tenant to confirm sponsorship of the visitor or vendor. If sponsorship is not obtained, the visitor or vendor will be denied access to the building.



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## ACCESS REGULATIONS

### Vendors

Most vendors are treated as visitors, but tenants may request that a vendor receive a short-term security access card. To do so, an authorized tenant representative must submit a request in writing to the Building Manager.

### Service Vendors and Contractors

Construction contractors are only admitted with approval from the building management office. For more information regarding construction or remodeling, [please see the Move-in, Construction and Move-Out section of this handbook.](#)



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## DISABLED VISITORS

LBA makes every effort to accommodate tenants, employees, guests, vendors, and visitors requiring special assistance, and the building complies with the requirements of the Americans with Disabilities Act to the extent it is readily achievable. The handicapped entrance to the building is located at the south side of the revolving doors, at the entrance to the main lobby on Broadway. For additional information, or to discuss special requirements, please call the building management office.



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## MESSENGERS & DELIVERIES

Deliveries for items that are hand carried may be done through the building lobby and the elevators. Deliveries requiring the use of dollies, hand trucks, and luggage carriers may be admitted as long as the carts have either rubber or plastic wheels. Vendors are required to use the freight elevators.

### Uniformed Delivery Services

Uniformed delivery services, including Federal Express, UPS, Airborne, and DHL, make deliveries and pickups at tenant offices through the lobby and freight elevators so long as their carts have rubber wheels. Delivery Service personnel are not allowed to leave packages outside the tenant's suite at any time.

### Food and Flower Deliveries

All deliveries of food, flowers, etc. can be made through the lobby.

### Truck Deliveries

All truck deliveries are referred to the security lobby desk. Delivery will be allowed provided the driver follows the building procedures.

### Acceptance of Tenant Deliveries

LBA personnel will not accept deliveries on behalf of tenants.



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## PARKING GARAGE ACCESS

Colorado State Bank Building has a three-level underground parking garage for tenant-only monthly parkers and limited visitor parking. For information on obtaining parking, please call the building management office at (303) 595-7450.

### **Colorado State Bank Building Parking Garage**

The Colorado State Bank Building Parking Garage is open to the public from 7:00 a.m. – 6:00 p.m. Monday through Friday and closed on Saturdays, Sundays, and Holidays.

**Monthly** parking is available to tenants only. Monthly parkers can access the garage twenty-four hours a day, seven days a week with their parking cards.

Note: Height restriction for vehicles in the garage is 6'8" to 8'6".



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**Contacts:** This section provides contact information in the event of an emergency.

**Fire Procedures:** This section provides important information regarding the fire provisions and life safety system in place at Colorado State Bank Building.

**Heightened Alert:** This section provides important reminders for periods of heightened security alerts.

**Chemical/Biological/Radiological Event:** This section provides information about preparing for and reacting to a chemical, biological or radiological event.

**Bomb Threats:** This section provides important information should you receive a telephone bomb threat or suspicious package.

**Elevator Malfunction:** This sections provides important information and instructions should an elevator at Colorado State Bank Building fail.

**Medical Emergency:** This section outlines the steps to be taken should an individual need emergency medical attention.

**Unsafe Conditions:** This section provides instructions if an unsafe condition is found at Colorado State Bank Building.



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**Severe Weather:** This section outlines a variety of severe weather conditions and how to prepare and react should they occur.

**Earthquake:** This section provides important safety information in the unlikely event of an earthquake.

**Flooded Building:** This section provides building policies and procedures should flooding occur at Colorado State Bank Building.

**Power Failure:** This section provides helpful information should a power failure occur at Colorado State Bank Building.

**Civil Unrest:** This section outlines the policies and procedures should a civil disturbance occur in the area surrounding Colorado State Bank Building.

**Threatening Person:** This section provides information should an individual encounter a threatening person at Colorado State Bank Building.

To obtain a hard copy of the Emergency Procedures section of the online handbook, please contact Building Management at 303-595-7450.



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## E MERGENCY CONTACTS

In the event of an emergency please use the telephone numbers as follows:

<b>EMERGENCY</b>	<b>911</b>
<b>BUILDING MANAGEMENT OFFICE</b>	<b>303-595-7450</b>
<b>SECURITY</b>	<b>303-595-7460</b>



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The Fire Procedures section of this handbook contains very important information. Each tenant should be familiar with the information provided on the following pages. Listed below are a number of links to help find specific information quickly and easily.

### [Fire Safety in the Office](#)

### [The Building Fire Safety Plan](#)

### [Preparing Personnel for Emergencies](#)

### [Life and Safety Systems Testing and Fire Drills](#)

### [Relocation and Evacuation in the Case of Emergencies](#)

### [Evacuation in the Case of Blackout](#)

LBA is proud of its efforts to provide the highest possible levels of fire and life safety protection, which include fire and life safety education, as well as planning for emergencies. It is important that each LBA tenant is well informed on all issues related to fire and life safety.

- Tenants are given materials describing emergency guidelines and bomb threat checklists for distribution to all employees.
- The tenant's fire safety team personnel receive the Emergency Action Plan – written copy of the information contained on this website written specifically for Colorado State Bank Building tenants.

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- LBA provides annual – and as needed or requested by building tenant – fire and life safety training for tenants during which Fire Wardens are instructed in emergency procedures and the building's safety features are reviewed.
- LBA holds annual fire drills to ensure tenants know how to react in an emergency.

### Fire Safety in the Office

The best way to ensure fire safety is to prevent fires from starting. Here are some ways to keep the office safe from fires:

- Obey Denver's no-smoking regulations. Smoking is prohibited in the building.
- Use of space heaters and fans is prohibited in the building. Space heater use is in violation of the provisions of tenant leases.
- Never use holiday or party decorations that may be flammable.
- Never allow rubbish, empty boxes, or any other material to be placed in hallways or near fire exits.

**Please contact the Building Management office with any questions or for more information.**

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### The Building Fire Safety Plan

The Fire Safety Plan relies on technology including fire alarm and communications systems, smoke detectors, sprinklers, pressurization systems, door closers and other safety mechanisms, as well as on LBA's trained staff and tenant Fire Wardens who are designated to assist with evacuation/relocation..

Key personnel in the fire safety plan include:

- LBA engineering, security, and operational personnel
- Tenant employees:
  - **Floor Wardens,**  
who are responsible for assisting with relocation/evacuation if necessary
  - **Alternate Fire Wardens,**  
who are responsible for assisting Fire Wardens

LBA has established a Tenant Emergency Action Plan for tenants and an LBA Emergency Response Plan for LBA personnel.

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### Preparing Personnel for Emergencies

Each Fire Warden should discuss fire safety, including the following important points, with his or her co-workers and management. The best time to do this is as soon as possible after Fire and Life Safety training.

- Always call the Denver Fire Department at 911 and Building Management at (303) 595-7450 immediately whenever a fire or smoke condition is observed.
- Do not attempt to fight a fire. Focus attention on notifying emergency personnel by calling 911 and Building Management at (303) 595-7450
- While fire response is best left to professionally trained emergency response personnel, know where fire extinguishers are located. Small fires, such as a fire in a trash can, may be put out with a fire extinguisher. Only those trained in using extinguishers should do so.
- Know the location of pull stations, stairwells, and exits – all employees should be able to find a fire exit in the dark.
- Choose a specific site outside the building to gather after an emergency relocation/evacuation. The site should be at least 300 yards away to avoid injury from explosion or shattering glass.
- Upon evacuation, Fire Wardens should take roll to be certain all employees are present. If not, notify Building Personnel or emergency personnel the location of your office and that someone may still be in the building. Accurate roll call is critical. Sending emergency personnel back into the building can endanger them.
- Before leaving an office, feel the door to see if it is hot before opening it. If it is hot, or smoke is seeping between the cracks, do not open the door. Try another exit instead.
- If exit is impossible or appears unsafe, seal off the cracks around office doors; go to a window and signal for help.
- If movement through the office is possible, proceed to evacuate. If smoke is present, stay low. Crawl on the ground, if possible, and take short breaths until reaching a stairwell.
- ALWAYS follow the instructions of the voice communications system.

**For more information, see Fire Drills and Emergency Relocation/Evacuation** section of this manual. Please call the Building Management office – 303-595-7450 – at any time for assistance in educating employees regarding fire and life safety.



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### Life and Safety Systems Testing and Fire Drills

Fire and life safety preparedness includes regular testing of the fire alarm, fire suppression and communications systems, and regular fire drills.

#### Systems Testing

The fire alarm and communications systems are tested regularly throughout the year. A full-building announcement is made prior to the beginning of the day's testing and an announcement is made on each floor when testing is about to begin on that floor. Another full-building announcement is made when system testing is finished for the day.

#### Fire Drills

Fire drills are held annually. Fire Wardens are notified via email in advance of the date and time of the planned fire drill. Tenants are required to provide the names and contact information for Fire Wardens and Alternate Fire Wardens. When a change in assigned Wardens occurs, Tenants must notify the Management Office of the Change.



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### Fire Drills (continued)

It is critical to keep Building Management informed and updated on any employees who will require assistance in case of relocation/evacuation. Keep in mind employees who are temporarily in need of assistance due to injury, pregnancy or any other transient condition. It is equally as important to notify Building Management when an employee is no longer in need of assistance. If someone is no longer in need of help, emergency personnel will continue to look for that person potentially endangering their own lives.

**During a fire drill** – and in an actual fire emergency – employees should move calmly and quickly to the nearest fire exit and proceed to their relocation floor. Fire drills are conducted as follow:

- LBA personnel and security officers will be dispatched to the affected floor, the floor above, and the floor below.
- The alarm is activated.
- Security officers on the affected floors observe the conduct of tenants and guests, ensuring that each Tenant's personnel are, participating.
- Security officers confirm that the Fire Wardens and Alternate Fire Wardens are evacuating their assigned areas, walking the tenant suite to be certain everyone is out, closing doors behind them and checking restrooms.
- After the drill has been successfully completed, an "all clear" announcement is made and tenants may resume their regular activities.
- After a fire drill, the Building Manager will notify tenants of the results of the drill and of any problems which may have occurred during the drill.

### Relocation and Evacuation in the Case of Fire Emergencies

In order to ensure the safety of building occupants, it may be necessary to relocate or evacuate personnel during emergencies. A schedule of designated relocation floors is provided to tenants in the annual training session and is also available by contacting the Building Management office. [Click here to download the Relocation Floor List.](#)



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### Relocation and Evacuation in the Case of Fire Emergencies (continued)

A relocation or full evacuation must be an orderly and structured process. When a fire alarm sounds and strobes are activated, tenants and visitors should take the following steps:

- Direct tenants and guests to the designated relocation floor.
- If possible, close all doors, as this will slow the spread of fire.
- Walk quickly; DO NOT RUN.
- Keep to the RIGHT in halls and stairwells and stay in SINGLE FILE.
- HOLD HANDRAIL when in the stairwell.
- Merge alternately when two lines meet at various floor landings. Keep lines moving smoothly.
- DO NOT TURN BACK for any reason.
- Before entering through a closed door, place your hand on the door. If the door is hot, DO NOT OPEN. You may be entering a fire or endangering the lives of the people in your charge. If there is evidence of fire or smoke on the designated relocation floor (doors warm, alarm is sounding on relocation floor, or smoke is present), continue down the stairs to the next “safe” floor.
- KEEP CONVERSATION TO A MINIMUM.

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### Relocation and Evacuation in the Case of Fire Emergencies (continued)

- **DO NOT USE ELEVATORS.** Elevators can spread smoke from floor to floor and potentially become a trap if impaired by smoke or fire damage. The Fire Department may also require the elevators to move equipment or rescue occupants.
- Do not return to your floor until the “Back to Normal” announcement has been made.
- If told to evacuate the building by Fire Department or Building personnel, exit via the stairwell to the street-level /lobby level, out the doors, and away from the building to your pre-arranged assembly point. Do not exit at the concourse or parking areas unless directed to do so.

### Evacuation in the Case of Blackout (Loss of Electricity)

If a partial or complete loss of electrical power occurs, backup generators will power certain building systems, including life-safety systems and some elevators for emergency personnel use. Building Management will determine the appropriate response to a loss of power. In general, the decision regarding the action to be taken in a blackout situation will depend on the estimated duration of the blackout.

Building Management will keep building occupants informed by using radios and/or the voice communication system. If Building Management has determined that the blackout will be short-term and no evacuation is necessary, Building Management personnel will announce that the blackout is temporary and will ask that building occupants remain calm and await the restoration of power. If the blackout is expected to last for an extended period, or its probable duration cannot be determined, the Building Manager may order evacuation of the affected areas.



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### Evacuation in the Case of Blackout (Loss of Electricity) (continued)

If evacuation is deemed necessary, security officers will assist building occupants in evacuating the building.

**To be successful and avoid panic and confusion, an evacuation in the case of blackout must be an orderly and structured process.**

- The evacuation begins at the top of the building and proceeds down to the lowest floor.
- Building personnel will be dispatched to assist with the floor-by-floor evacuation of the building.
- Building Management will announce the plan to evacuate over the voice communications system. Evacuation normally takes place one floor at a time.
- Women should remove high-heeled shoes to make walking easier and less dangerous.
- Everyone should remain calm and quiet, and move to the nearest fire exit. Do not attempt to use elevators.
- If an individual on a floor is disabled or cannot walk down the stairs, a co-worker should stay behind with the disabled person until another means of evacuation becomes available.
- When the security officer has determined that the evacuation of a floor is complete, he or she will notify Building Management and will then proceed to the floor below. The evacuation procedure is repeated for each floor until the affected floors are completely evacuated.
- No one (other than emergency or repair personnel) will be permitted to enter the building until an “all clear” is declared.

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## HEIGHTENED ALERT

Local, national, or international events may dictate that additional measures should be put in place to ensure the safety of the building and its occupants. For example, extra security precautions may be necessary during trials of individual's accused of serious crime or following incidents or threats of terrorism. LBA's goal is to institute appropriate security measures without undue inconvenience to building users. Such measures may include the following:

- Extra or more frequent patrols by security officers, including areas outside the building, with special attention paid to apparently suspicious vehicles, suspicious persons loitering in the area and unattended vehicles or packages.
- More frequent inspection of restroom facilities, stairwells and trash receptacles.
- Higher security visibility.
- Greater attention paid to all persons or vehicles seeking to enter the building parking facility.
- Restrictions on building access.
- Freight elevators may be taken out of service.

Please feel free to contact Building Management at any time about these or other security issues.

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## CHEMICAL/BIOLOGICAL/RADIOLOGICAL EVENT

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Biological and chemical threats require important and informed decisions that can affect the lives and safety of building staff, tenants and visitors. The number of casualties from actual threats would depend on several factors, the most important being the potency or size of the weapon and the efficiency of the delivery system. While an incident involving a chemical agent would probably be quickly noticed, a biological or radiological attack may not be noticed for several days. Evidence of such threats can vary. The agent may appear as a solid, liquid or gas. A biological or radiological agent release is nearly impossible to identify at the time of release.

In the case of an emergency situation, including one related to a terrorist attack, the local and federal police and government health agencies would immediately take action. The Building will follow the guidance of the police and health officials. Each situation warrants a different response. As the Building receives information it will be immediately relayed to the tenants.

The Building will rely on local emergency personnel to administer any necessary medications in response to an emergency situation such as a dirty bomb, biological, chemical or other attack. These personnel have the medical expertise necessary to diagnose and provide the appropriate treatment in such a situation.

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### Chemical Agent

Since chemical agents are typically acutely toxic, their effects are typically abrupt and obvious. Determination as to whether an attack has occurred may be made by observing victims. The physiological impact on building occupants and visitors may lead to the immediate inference that they may have been exposed to a chemical agent. It is important to recognize key signs and symptoms of chemical exposure in order to react rapidly. More than any other type of attack, a chemical agent incident requires quick reaction because rapid response has a direct impact on the number of lives saved.

General rules for response to a chemical agent incident are as follows:

1. Recognition of a potential chemical agent incident
2. You observe two or more people suddenly in physical distress with no obvious cause. For example:

Breathing difficulty or uncontrollable coughing  
Collapse  
Complaints of nausea  
Seizures  
Blurred vision  
Complaints of an unusual odor

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### Chemical Event (continued)

Actions to be taken in response to biochemical or chemical agent event:

1. Call 911.
2. Stop people from entering the area. **DO NOT ENTER** the contaminated area.
3. Do not evacuate people into the contaminated area/chemical cloud. Direct them to evacuate in the opposite direction of the incident or release.
4. Notify Building Management. Building staff will shut off ventilation to the area to decrease the spread of the agent through the building.
5. Ensure people who need assistance receive help from emergency personnel.

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### Radiological Event

The difficulty of responding to a nuclear or radiological incident is compounded by the nature of the radiation in an explosion. The fact that the radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. As well as utilizing explosive devices to disperse radiological material, a “carrier” could spread radiological matter (particles of radiological waste, etc.) throughout an area. The effects of this type of attack would not become evident for several days or weeks. Unless confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain. The following are some indicators of a radiological release:

1. A stated threat to deploy a radiological device.
2. The presence of nuclear or radiological equipment (e.g., spent fuel canisters or nuclear transport vehicles).
3. Nuclear placards or warning materials along with the otherwise unexplained casualties.
4. Unexplained casualties with symptoms of radiation sickness.

Response to a radiological event:

1. If the results of the investigation indicate that a radiological terrorism incident is a realistic possibility, the responsive actions will depend on the evidence discovered.
2. If a suspected material or a dispersal device is found and if the threat is deemed credible, the general steps outlined for responding to an unknown substance should be taken.



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## BOMB THREAT

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Unfortunately, the possibility of a bomb threat is part of modern life. A bomb threat may be received by building staff or by a tenant. The LBA security staff is trained to respond to bomb threats, and everyone should follow their directions in such cases. [Click here to download a bomb threat checklist.](#)

### Bomb Threat Procedures

Anyone who regularly answers the telephone should be familiar with bomb threat procedures. The Bomb Threat Checklist follows in this section. The checklist should be posted at all switchboards and reception desks.

### Threats – Telephone and Written

Most threats are received by telephone (particularly bomb and extortion threats). Do not ignore or take any type of threat lightly. Personnel under your charge should be instructed to report all threats to the Building Management office at (303) 595-7450.

Letters threatening an executive or other member of your company should be handled with care. It should be processed by police for fingerprints and other evidence in an attempt to identify the writer. Therefore minimum handling is essential.



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### Suspicious Letters and Packages

Letter bombs are usually sent through the mail addressed to a specific individual in the company, usually disguised to look like some sort of gift or a small package. Letter bombs have the power to kill or maim anyone close to them. Letter bombs are usually in a large size manila envelope 1/4" to 1/2" thick and are fairly rigid. They have been mailed from cities or small towns in the United States, as well as from foreign countries. They are usually mailed to a person by title, such as Chairman, President, Manager, Security Officer, etc.

If a letter is suspected to be a letter bomb:

- Clear everyone out of the area for at least 25 feet around it.
- **Notify the police at 911 and Building Management at (303) 595-7450.**
- **DO NOT HANDLE IT UNDER ANY CIRCUMSTANCES.**
- **DO NOT ATTEMPT TO DEACTIVATE IT YOURSELF.**

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## ELEVATOR MALFUNCTION

If an elevator has stopped moving, or the elevator door will not open, push the phone button on the elevator control panel. This activates the intercom connection with Security personnel.

Security personnel will communicate with the elevator passengers immediately by intercom. After hours, if Security is not at the desk it's because they are making rounds throughout the building. In that case, the Security phone will ring four times and will then be automatically transferred to Otis Elevator. Otis monitors calls and dispatches personnel 24/7. Security or the Otis operator will obtain as much information from the trapped passengers as possible. The operator will ask if any passenger was injured due to the elevator malfunction, or requires other medical attention. The operator will call 911 immediately if a passenger is ill or injured, notify the elevator maintenance staff immediately, and notify the Denver Fire Department if requested or necessary. The elevator maintenance staff will work as quickly as possible to rectify the problem, and passengers will be kept informed of the estimated time that will be required to assist them.

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## M EDICAL EMERGENCY

### Five Basic Steps

Basic techniques you need to know to save someone's life:

1. Don't leave the victim unless it is absolutely essential. Call or have someone else call 911 immediately. Notify Building Management as soon as possible at 303-595-7450 to expedite emergency personnel arrival.
2. Do not move the victim. The only exception is when the victim would be in further danger if not moved immediately.
3. Check for breathing and heartbeat. Put your ear to the victim's face and listen and at the same time watch for the rise and fall of his/her chest.
4. Check for bleeding. If you can not stop the bleeding with a bandage or dressing, raise the cut area above the heart.
5. Treat for shock. Keep the person lying down and as calm as possible. Make sure that they are breathing, elevate the legs slightly (unless the victim has a head injury or fractured leg) and keep the person warm, but not hot. Do not administer any liquids.

Emergency personnel are dispatched immediately upon receiving your 911 call and the 911 operator will advise you until help arrives. **STAY ON THE LINE** with the 911 operator until the operator hangs up. Have someone from your floor go to the elevator lobby on your floor to guide Paramedics and other personnel to the injured person. **BE SURE TO CALL BUILDING MANAGEMENT** at 303-595-7450 so that Security can have an elevator waiting in the lobby for emergency personnel. [Click here to download a Medical Emergency Checklist.](#)

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## UNSAFE CONDITIONS

If an unsafe condition – a slippery floor, debris left in a common area, broken glass, etc. – is noticed, please notify Security or the Building Management office immediately. While LBA Staff move throughout the building every day, a Tenant may be the first to see a hazard. Alerting Security or Management Staff will ensure the problem is addressed as immediately as possible.



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## SEVERE WEATHER

In the event the National Weather Service issues a tornado or severe storm warning, announcements will be made over the Emergency Communication System.

Occupants are advised to:

- Stay away from the exterior of the building, particularly where there are windows.
- Vacate perimeter offices, closing doors as you leave.
- Relocate to interior hallways, stairwells, and elevator lobbies.
- If a tornado or severe storm actually hits the building, occupants should sit down and protect themselves by covering their heads with their arms.
- Do not go to the first floor lobby or outside the building.
- If you are trapped in an outside office, seek protection under a desk.
- Do not use the telephone to get information or advice. This may tie up phone circuits needed by emergency personnel.
- Remain in a protected area until an “All Clear” announcement is given over the Emergency Communication System.
- Once the “All Clear” is given, assist the Fire Warden in taking a roll call of your company’s employees.
- Render aid to injured persons as described in “[Medical Emergencies](#)”.
- Report any damage to the building to Building Management at 303-595-7450.



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## EARTHQUAKE

- Move away from windows, glass partitions, and any heavy objects, which may fall or tip over.
- Take cover in a doorway or under a sturdy desk or table.
- If you are in an elevator when a tremor hits, push the buttons for the next few floors the elevator will pass and exit the car at the first floor it stops at.
- If you are stuck in an elevator, use the emergency phone to contact Security.
- Do not be surprised if the electricity goes out, if elevator, fire or security alarms activate, or if sprinkler systems go on. Expect to hear noises from breaking glass, cracks in walls or falling objects.
- Do not be surprised if you feel more than one shock. Do not leave the building until an “All Clear” announcement is made over the Emergency Communication System. There is a danger of falling glass or objects outside of the building.
- Remain in a protected area until an “All Clear” announcement is given over the Emergency Communication System. Do not use the telephone except to call for help or report serious emergencies. This may tie up circuits needed by emergency personnel.
- Once the “All Clear” is given, assist the Fire Warden in taking a roll call of your company’s employees.
- Render aid to injured persons as described in “Medical Emergencies”.
- Check for hazards and damage to appliances. Do not resume use of plumbing until it is verified that sewer lines are not broken



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## F LOODED BUILDING

- In the event of a flood from external or internal sources building services may be interrupted. Flooding can cause great harm to electrical equipment that serves the building and disrupts the sanitary water supply.
- In the event of an actual flood or should the sprinkler system release within the building, evacuate the area to a dry and safe place.
- Notify Building Management immediately of the location of the flood and probable cause.



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## POWER FAILURE

In the event of a power failure, emergency generators will supply electrical power to emergency exit and stairwell lights, fire/life safety systems, and the elevator retrieval system for emergency personnel use. Patience is required while the local utility company restores power.

- Remain where you are and wait for an announcement. Avoid moving about unless the area is safely illuminated.
- There is no need to evacuate the floor unless instructed to do so by building or emergency personnel.
- The emergency generator is designed to bring the elevators to the lobby level. If you are in an elevator during a power failure, please remember that it may take some time to recall all the elevators to the lobby level. You will be advised of the status and delay time over the elevator communications system.



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## CIVIL UNREST

Should a riot or civil disturbance start outside the Building, the security guards will immediately lock all entrances to the building. The police will be notified. We will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and the police will be summoned.



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## T HREATENING PERSON

- Report any situation involving a threatening person to the Denver Police Department by calling 911 and notify Building Management.
- Provide as much information as possible including a physical description of the person(s) and their location, whether or not they are armed, the number of hostages and their location (if any).
- Report the presence of suspicious individuals in or about the property to Building Management. A physical description of the person and the location they were last seen will also be important information to communicate.



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## **C** HAPTER OVERVIEW

**Retail Tenants:** This section provides information about the retail services located at Colorado State Bank Building.

**Conference Facility:** This section provides information about the conference facility at Colorado State Bank Building.



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## R ETAIL TENANTS

**Colorado State Bank and Trust:** Colorado State Bank and Trust offers personal, commercial and small business banking services. Open Monday through Thursday from 7:30 am until 5:00 pm and Friday's from 7:30 am until 6:00 pm. For more information about the Colorado State Bank and Trust's services please call 303-861-2111 or visit them at [www.csbt.com](http://www.csbt.com).

**Stewart & Co. Barber Shop:** A full service barber shop located in the building. For more information or to make an appointment please call 303-830-8600.



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## C ONFERENCE FACILITY

A building conference room is available for tenant reservation on the 5th floor. The room can accommodate up to 50 people and be reserved by calling the Building Management office at (303) 595-7450. [Click here to view the The “Colorado State Bank Building Conference Facility Rules and Regulations”](#)



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**Tenant Services:** This section provides information regarding tenant services and the policies and procedures to order such services.

**Repairs:** This section provides information pertaining to minor service calls and repairs to tenant space at Colorado State Bank Building.

**Engineering:** This section provides an overview of the Engineering services at Colorado State Bank Building.

**Cleaning Services:** This section provides an overview of the cleaning services provided at Colorado State Bank Building.

**Doors Locks & Keys:** This section provides information pertaining to keys, doorlocks, and security access cards.

**Electricity and Lighting:** This section provides information about Colorado State Bank Building's power supply and light bulb replacement.

**Forms:** This section provides tenants with downloadable administrative forms.



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**Freight Elevator:** This section provides information about use of the freight elevators at Colorado State Bank Building.

**Mail Service and Deliveries:** This section provides details about mail service, express mail, post office locations and deliverers to tenant space.

**Elevators:** This sections provides information regarding the elevators at Colorado State Bank Building.

**Building Signage:** This section provides information about directory listings and tenant space signage.

**Storage Space:** This section provides information about tenant storage space available at Colorado State Bank Building.

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## TENANT SERVICES

Tenant Services may be provided by LBA staff or by outside contractors hired by LBA. Tenants may request services in writing or by telephone. Telephone requests generally must be followed by written confirmation, which may be faxed to the Building Management office unless a standing letter on file supports the request. An authorized tenant representative will be asked to sign a **“Billable Building Services Work Order” form, included in the Forms section of this manual**, which will outline the cost of the services prior to service being rendered.

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## REPAIRS

If a need for repair is noticed throughout the building, please notify the Building Management office at **(303) 595-7450**. Our staff welcomes your information and assistance in maintaining Colorado State Bank Building as a first-class office environment.

If electrical, plumbing, or other above standard repairs are requested within your premises, a Billable Building Services Work Order form must be submitted to the Building Management office. The work will be completed by our personnel or outside contractors who are familiar with the building. Prior to the work commencing, the tenant must sign an acknowledgment on the [Billable Building Services Work Order form](#) that states the cost of the work that the tenant will be responsible for.



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Tenants may need special engineering services, including repairs to private bathrooms, replacement of non-standard ceiling tiles, and installation of additional thermostats. The tenant is billed at established rates for engineering services.

Engineering requests are processed and billed as follows:

1. Tenant contacts the Building Management office with a request.
2. A member of the engineering department staff investigates the situation.
  - If possible, the problem is resolved immediately.
  - If materials must be purchased or completing the repair requires further planning or other assistance, the engineer consults the Building Manager. They then plan the work and prepare a time-and-materials estimate for tenant approval.

### Equipment Maintenance Services

In some cases, LBA provides regular maintenance service for tenant-owned equipment. The scope, period, and cost of services are set forth in a written agreement.

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### HVAC Services

If the temperature in your office needs adjustment, please contact the Building Management office. Your call will be referred immediately to engineering personnel. The building systems are designed to keep the temperature between 70 and 74 degrees.

### After Hours HVAC

Most leases provide for HVAC from 7:00 a.m. – 6:00 p.m. Monday through Friday and 9:00 a.m. – 3:00 p.m. on Saturday, not including Holidays. Certain leases provide that HVAC be routinely provided during non-business hours, but for most tenants, after hours HVAC is provided on the basis of a written request from the tenant. In general, tenants are billed for after hours HVAC on an hourly basis with a minimum of four hours. The rate at which tenants are charged is sometimes stipulated in the lease; if not, the tenant is charged at the building standard rate. After Hours HVAC is usually billed on a monthly basis. **[The “Request for After Hours HVAC” form can be found in Policies and Procedures chapter of this handbook.](#)**

### Supplemental Condenser Water

Condenser water is supplied through the building’s distribution systems. If consumption is too low to warrant sub-metering, LBA’s engineering department prepares billing estimates. Supplemental condenser water is billed on a monthly basis using estimates and building standard rates.



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Basic office cleaning is provided under the lease on Sunday mornings and Monday through Thursday evenings. In addition to the standard, “base building” cleaning, a variety of other cleaning services can be purchased from the cleaning contractor at an additional charge.

Services typically covered under the lease include vacuuming and sweeping floors, periodic stripping and waxing of hard surface floors, dusting and wiping office furniture, maintaining “core” bathrooms (washing, disinfecting and stocking with soap and paper supplies), “high” dusting; and washing windows.

Daytime cleaning staff clean and stock “core” bathrooms daily. Floors are generally checked twice each day.

### **Above Standard Cleaning Services**

Services provided at additional charges include carpet care, furniture cleaning, cleaning of “non-core” bathrooms, and cleaning dishes and refrigerators.

For more information on cleaning, or to report problems, please contact the Building Management office at **(303) 595-7450**.

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### Recycling

Tenants are encouraged to participate in the building recycling program. LBA provides tenants with containers to place a wide variety of mixed papers. Tenants provide containers for newspaper and aluminum cans. The building cleaning contractor removes these materials and places them in the appropriate receptacle in the B-1 Parking level pick up.

For more detailed information on the recycling program, please contact the Building Management office at (303) 595-7450.

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## DOORS, LOCKS & KEYS

Adjustments to building standard doors will be made by building personnel. Non-standard building door repairs can be completed by building personnel or by an outside contractor after completion of a **Billable Building Services Work Order form**.

Installation of new locks, changes to existing locks, and the issuance of keys must be coordinated with LBA to insure compatibility with the building system. **The “Key Request” form, found in the Policies and Procedures chapter of this manual**, must be signed by an authorized tenant representative and submitted to the Building Management office. Twenty-four hours’ notice is needed to process and issue keys. Work will be completed by LBA personnel or by LBA’s outside contractor after completion of a **Billable Building Services Work Order form** describing the cost for which the tenant is responsible.

Security access cards are required to access the building. To obtain a security access card, change the name assigned to the card, or delete a card, a **“Security Access Card Authorization” form** signed by an authorized tenant representative must be submitted to the Building Management office requesting the change. Twenty-four hours’ notice is needed to process and issue security access cards. Cards that are lost, broken, damaged, or not returned are currently assessed a \$10.00 per card charge.



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## ELECTRICITY & LIGHTING

### Electricity

All electric power is supplied by Excel Energy, the local utility company. Each tenant is entitled to its pro rata share of the Base Building's electrical capacity for each floor. Should additional power be required for computer rooms, above building standard lighting fixtures, or supplemental air conditioning equipment, LBA will require sub metering and bill tenants for their above standard electricity usage.

### Lighting

Building standard lights in tenant space and common areas will be replaced by building engineers. Non-standard bulbs will be replaced for a minimum charge. Please contact the Building Management office at **(303) 595-7450** for service.

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[Authorization for After Hours Admittance Form](#)

[Billable Building Service Work Order Form](#)

[Bomb Threat Checklist](#)

[Conference Facility Rules and Regulations](#)

[Elevator and Lobby Directory Update Form](#)

[Freight Elevator Rules and Regulations](#)

[Key Request Form](#)

[Medical Emergency Checklist](#)

[Request for After Hours HVAC Form](#)

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## FREIGHT ELEVATOR

The Colorado State Bank Building does not have a loading dock. The freight elevators are available for tenant deliveries during normal business hours. The business hours are from 7:00 a.m. to 6:00 p.m. Monday through Friday. The height restriction for the garage is 6'8" to 8'6". All large deliveries must be scheduled through the Building Management office. Large deliveries require three or more trips on the freight elevator to deliver the entire order. Small deliveries that require one or two trips on the freight elevator do not require a freight elevator reservation during normal business hours.

**Reservations will not be accepted from the tenant's vendor; the tenant must contact the Building Management office to make the appropriate arrangements.**

At no time during business hours are freight elevators reserved for the exclusive use of one party, as the movement of Colorado State Bank Building personnel (engineering, custodial, and security) must also be accommodated.

### Freight Elevator Service

After-hours freight elevator reservations may be required for move-ins, move-outs, construction, demolition, certain deliveries, or other activities that would interfere with freight service during normal business hours. In most cases, access through the parking facility is also required.

All requests for after-hours freight elevator use must be in writing and should be made as early as possible. All after hours freight elevator service is scheduled on a first come/first served basis. [Detailed freight elevator rules and regulations can be downloaded by clicking here.](#)



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## MAIL SERVICE AND DELIVERIES

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### **The mailing address for the Colorado State Bank Building is:**

Company Name  
1600 Broadway  
Suite #  
Denver, CO 80202

### **Mail Service**

The U.S. Postal Service has a mail room located in the B-1 Level of the parking garage for the our Tenants convenience.

### **Mail Pick-Up**

Mail boxes for outgoing mail are located in the hallway behind the Lobby desk. These boxes are for regular and large flat envelopes. At no time may tenant mail be left on the floor outside of the mailboxes. For security reasons, if a large mailing cannot fit in the drop door, arrangements must be made directly with the U.S. Postal Service for pickup.

Current mail pickup times (subject to change by the U.S. Postal Service) are:

- 1:26 p.m. Monday - Friday
- 3:19 p.m. Monday – Friday
- 5:00 p.m. Monday – Friday



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### Express Mail Services

Federal Express and UPS drop boxes are located in the B-1 Elevator Lobby. Additional mail services are located in the Downtown Pack & Ship store on the concourse level of the office tower in Republic Plaza.

### U.S. Post Office Locations

The nearest Post Office locations are:

- Main Post Office – 20th and Curtis
- Branch Office - 16th and Welton



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## ELEVATORS

Colorado State Bank Building passenger public elevators and escalators are restricted to passenger service only. Large packages must enter the building and be delivered to the tenant floor by way of freight elevator.

### Elevators

The Colorado State Bank Building office tower features double-deck, gearless, solid state elevators manufactured by Otis Elevator Company.

This system requires that passengers enter elevators at the street lobby level to reach the low-rise floors (1-15) and the high-rise floors (1, 16-26).

The office tower contains 8 passenger elevator cars, 1 parking shuttle car, and 2 freight elevator cars.

<u>Elevator Bank</u>	<u>Serves Floors</u>	<u>Speed</u>	<u>Capacity/Dimension</u>
Low-Rise / 4 cars	Lobby 1-15 * Cross-over on 15	500 FPM	3,000 lbs
High-Rise / 4 cars	Lobby, 16-26	700 FPM	3,000 lbs
Low-Rise Freight	Lobby, 1-15 * Cross-over on 15	700 FPM	3,500-lb- Height 9',Depth 4'4'', Width 6'7''
High-Rise Freight	Lobby, 16-26	700 FPM	3,500-lb- Height 9',Depth 4'4'', Width 6'7''
Parking Shuttle	Lobby – B3	150 FPM	2,500 lbs



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## BUILDING SIGNAGE

### Floor Signage

Multi-tenant floor standard signage includes a tenant suite plaque located at the suite entry and a general floor directory of tenants on that floor located in the floor elevator lobby. LBA provides a multi-tenant floor tenant's initial signage. A full-floor tenant is responsible for all tenant identification signage on its floor. All signage must be submitted to the Building Manager for approval prior to installation.

### Directories

The Colorado State Bank Building directory can be found in the Main Lobby. The directory contains an electronic touch screen. Activated by touch, the directory displays tenant companies by name, individuals by name, an area map, Building Management and leasing information.

### Changes to Signage

Changes to tenant floor signage and elevator and lobby directory listings must be submitted in writing to the Building Manager for approval, utilizing the [“Elevator and Lobby Directory Update”](#), and the [“Tenant Signage Order”](#) form in Forms Section of this manual. An authorized tenant representative will be asked to sign a [Billable Building Services Work Order form](#) that outlines the cost of the services prior to service being rendered.



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## S STORAGE SPACE

For information on storage space available for lease to Colorado State Bank Building tenants please, call the Building Management office at **(303) 595-7450**.



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## CHAPTER OVERVIEW

**Building Rules and Regulations:** This section includes the rules and regulations for all occupants of Colorado State Bank Building.

**Floor Plans:** This section provides floor plans at Colorado State Bank Building.

**Insurance Protection:** This section provides information regarding insurance requirements at Colorado State Bank Building.

**Moving Procedures:** This section outlines the policies and procedures for moving in or out of the Colorado State Bank Building.

**Construction / Remodeling:** This section provides the policies and procedures each tenant must follow prior to any construction or remodeling of tenant space.

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Like all communities, Colorado State Bank Building functions according to a set of rules and regulations, and the management is charged with enforcing them. These rules have been adopted for the safety, benefit, and convenience of all tenants and other persons on the property. By Lease, tenants must comply with and cause their employees, agents, licensees, and invitees to comply with the Rules and Regulations in effect. LBA may, from time to time, amend, delete from, or add to the Rules and Regulations if, in its reasonable judgment, it determines that doing so would be necessary for the benefit of the building and its tenants.

Below is a summary of some – but not all – of the building rules and regulations that can be found in tenant leases. Any questions regarding building rules and regulations should be directed to the Building Manager. In addition to the General Rules and Regulations, the links below provide access to specific Rules and Regulations for a variety of building services.

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

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

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

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### Building Access

- Building management controls access to the building during non-business hours.
- Tenant's entrance doors should be locked when the tenant is not occupying its premises.
- No bicycles may be brought into the building.
- No animals (other than trained and properly designated guide dogs) are permitted in the building.
- For security reasons, property being removed from the building, including furniture and computers, requires a property removal authorization form signed by the tenant's authorized representative.
- Tenants shall not add to or change existing locking mechanisms on any door in or to the premises without the approval of the Building Manager.

### Common/Public Areas

- Tenants may not misuse or obstruct entrances, corridors, or other common areas.
- Tenants may utilize the common phone closet for the necessary connections to the Riser system only. All of tenant's telecommunications equipment shall be located in Tenant's premises.
- Consumption of alcoholic beverages is prohibited, except where such beverages are sold for on-site consumption.

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- Loitering – remaining in an area for no apparent reason and causing annoyance to the public – is prohibited.
- Hand trucks used in the building must have rubber tires and side guards.
- Canvassing, soliciting, or peddling in the building is prohibited.
- 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.
- Members of the public may take photographs for personal use, but extensive photography or commercial photography is forbidden unless the Building Manager has given prior approval.

### Windows

- The Building Manager must pre-approve window treatments that do not conform to the building standard treatment.
- Tenants may not attach awnings or any other object that projects from the surface of the building.
- No signage may be displayed in windows unless the Building Manager has given prior approval.

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### Use of Tenant Premises

- Noise or conduct that might disturb other tenants is not permitted.
- Tenant premises shall not be used for lodging, or for any dangerous, illegal, or immoral purpose.
- No tenant may produce objectionable odors that could annoy other tenants.
- Tenant, its employees, agents, and invitees shall not bring any weapons and/or explosives on the property for any reason.
- Tenant shall prevent files, paper, books, magazines, and other obstructions from being placed within 18 inches of the ceiling, and shall not interfere with the heat, ventilating, and/or air conditioning system within the premises.
- Tenant shall place all refuse in proper receptacles provided by Tenant at its expense in the premises or in receptacles (if any) provided by LBA and shall keep all areas inside and outside of the building free of all refuse.
- Tenant shall not permit cooking within the premises, except for re-heating in microwave ovens, and the use of coffee makers, etc., for the use of their employees, agents, or invitees.
- Tenant shall make every effort to practice energy conservation in the premises, including turning off lights and equipment at the end of the day.
- Tenant shall not carry out alterations, improvements, or repairs and maintenance to mechanical equipment without coordinating the work in advance with the Building Manager.



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### Hazardous Materials

- Tenants may not bring or keep hazardous materials in the building.
- Tenant may not dispose of chemicals, acids, or other hazardous materials in the building's waste lines, flues or vents.



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## FLOOR PLANS

For your convenience downloadable and printable floor plans are listed by below. To download and view a floor plan, simply click on the links listed below. PDF documents require Adobe Acrobat Reader 5.0 or higher. [This software is free and can be obtained by clicking here.](#)

<b>Garage</b>	
	<a href="#"><u>Level B-1</u></a>
	<a href="#"><u>Level B-2</u></a>
	<a href="#"><u>Level B-3</u></a>
<b>Office Tower</b>	
	<a href="#"><u>Floor 1</u></a>
	<a href="#"><u>Floor 2</u></a>
	<a href="#"><u>Floors 3-7</u></a>
	<a href="#"><u>Floors 8-14</u></a>
	<a href="#"><u>Floor 15</u></a>
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## I NSURANCE PROTECTION

Please refer to your representative for information related to insurance coverage required by the lease. Should you have any questions, please contact the building management office at 303-595-7450.



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When a tenant is preparing to move into the building, renovate the space, or move out of the building, the schedule should be discussed with the management office as early as possible. Move-in, construction, and move-out must be coordinated with many building departments.

### Move-In

When the move-in is in the planning stage, building management will ask the new tenant for certain essential information, including the proposed construction schedule, if the tenant is coordinating the construction, and move-in schedule as soon as these dates are available. Building management will also request tenant contact information, and lists of employees who will need building access cards, among other information.

### Pre Move-In Meetings

Building management will schedule a pre-move meeting to coordinate the move with the appropriate LBA departments – security, engineering, janitorial, and others. Several important points will be discussed at these meetings, including the following:

- Most moves must take place on evenings, weekends or holidays, and move-in dates must be reserved.
- Building management will discuss restrictions and other issues regarding freight deliveries and freight elevator usage.

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### Pre Move-In Meetings (continued)

- All floors, walls, lighting, and other equipment in corridors and other public spaces must be protected at all times during the move.
- The tenant is responsible for restoring all surfaces and equipment to original condition.
- The moving contractor must provide a Certificate of Insurance acceptable to LBA.

### Building Operations Meeting

Building management will schedule a meeting with the tenant's office manager, or other representatives, to discuss various issues, including the following:

- Information about basic building operations
- Explanation of building rules and regulation
- Procedures for requesting service and related forms
- Fire and life safety, including educational programs, fire drills, etc.
- Security issues, including building access
- Parking procedures and access
- Cleaning issues, including special needs, requests for cleaning services, etc.
- Insurance requirements

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### Move-Out

The tenant should call the building management office as soon as possible when a move-out has been scheduled. Building staff will discuss with the tenant any special requirements or assistance needed during the planning and execution of the move, and will coordinate the move with appropriate building departments. On the last day of occupancy, the tenant is asked to return all keys and access cards, and building access card privileges are terminated.

### Inspection of Vacated Space

In addition to providing any assistance that the tenant may require and arranging for the preparation of final bills, the Building Manager asks a tenant to assist in the completion of a [“Tenant Move-Out Checklist” form, located in Forms Section of this handbook.](#)

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Important information about construction in the building is outlined below, but complete information regarding LBA's rules and regulations is typically contained in an exhibit to the lease. Construction may be tenant coordinated or LBA coordinated, depending upon the specific lease. When the tenant coordinates initial construction or subsequent remodeling, the following procedures must be followed:

- Tenants should contact the building management office as soon as possible when construction or remodeling is contemplated.
- Before any construction may begin, the Building Manager must approve the tenant's plans.
- The Building Manager, assisted by LBA's engineering department, is responsible for ensuring that the work, both as proposed and during construction, is consistent with LBA's rules and regulations, including those covering safety, insurance requirements, scheduling, protection of building systems and disruption of other tenants.

### Documentation and Inspection Requirements

The tenant, its consultants, and contractor must submit various documents during and after construction. These documents are required by LBA and by various Denver agencies.

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### Documentation and Inspection Requirements (continued)

The Building Manager and LBA's engineering department staff inspect the construction site while work is underway, and the tenant's architect or professional consultant is often required by the Denver Building Department to perform inspections of work during construction.

Until the tenant has submitted all required documents, payment of Tenant Improvement Allowances, if provided by lease, and future Denver Building Department approvals will be delayed.

### Rules and Regulations Regarding Contractors

**LBA does maintain a list of approved contractors and sub-contractors. This list is available in the Building Management office. Use of a non-approved contractor requires the approval of the Building Manager. The following information lists general rules to be followed by contractors. A copy of the "Colorado State Bank Building Contractor Rules and Regulations" is available in the building management office.**

- At least 24 hours in advance of work commencement, all outside contractors must provide a current certificate of insurance in the appropriate amounts listing Colorado State Bank Building, Ltd. as additional insureds

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### After-Hours Construction Activity

All construction activity after normal business hours must be approved in advance by appropriate LBA personnel. [The Authorization for After Hours Admittance form](#), of this manual, must be completed by an authorized tenant representative and submitted to the building management office no later than 3:00 p. m. on the day of the admittance, or Friday if the admittance is to occur on Saturday or Sunday.

### Deliveries and Freight Elevator Usage

All construction deliveries must be scheduled at least twenty-four hours in advance, and must be completed at the scheduled time. If deliveries are attempted at other times, they may be turned away, or drivers may be made to wait for approval.

### Protection of Building Systems

All fire alarm and communications systems must be protected during construction.

### Costs of LBA Personnel

Building personnel may be required to perform certain services during construction, including operating the freight elevator, conducting fire watches and inspections, and others. Costs incurred by the building as a result of construction are billed to the tenant in accordance with its lease.



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### Telecommunications Installation

**Installation of any communication devices needing line installation in the building telephone rooms must be coordinated with Building Management. Connections can be made in the building telephone room; however, all tenant owned equipment must be located within the tenants Premises.**

### Special Equipment

**Plans for special air-conditioning or heating needs that require the installation of additional air-conditioning units must be approved by the Building Manager in advance. Regardless of the tenant's engineer, LBA will require a peer review by its mechanical engineer, at the tenant's expense, so that the design is reviewed for base building impact. Any disproportionate power will require a separate metering and costs billed to the tenant in accordance with its lease.**

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**Retail Tenants:** This section highlights the world class retail services available at Colorado State Bank Building.

**Restaurants:** This section provides information about the local restaurants in Colorado State Bank Building's neighborhood.

**Shopping:** This section highlights the shopping options in Colorado State Bank Building's Neighborhood.

**Hotels:** This section highlights the local hotels in downtown Denver.

**Entertainment:** This section provides information about the local entertainment options in Denver.

**Business Services:** This section provides information about local printers, copy stores, graphic designers and other business services.



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