

# Broadway Station

# TENANT HANDBOOK

900/990 S Broadway & 100 E Tennessee Ave

Denver, CO 80209

303-248-7201

[www.OfficesAtBroadwayStation.com](http://www.OfficesAtBroadwayStation.com)



Professionally Managed By:

**ACP PROPERTY SERVICES, LLC**

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# BUILDING INFORMATION

## BUILDING MANAGEMENT & OPERATIONS

ACP Property Services, LLC  
990 S. Broadway, Suite 240, Denver, Colorado 80209  
**Phone 303.248.7201**  
[www.OfficesAtBroadwayStation.com](http://www.OfficesAtBroadwayStation.com)

Management office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday

Building Management Team			
<b>Kelli Oleski</b>	Property Manager	303.248.7201	Kelli.Oleski@alliancecp.com
<b>James Ruiz</b>	Tenant Services Coordinator	303.248.7201	James.Ruiz@alliancecp.com
<b>Mike Riley</b>	Lead Building Engineer	303.990.6230	Mike.Riley@alliancecp.com
<b>Security Patrol</b>	Allied Universal	562.323.5851	
<b>After Hours</b>	Emergencies Only	303.231.6898	

## CONTACTING BUILDING MANAGEMENT

ACP Property Services, LLC (ACP) asks that one to two people per company are designated as the tenant and/or facilities contact person. This person will be the main point of contact for communicating with building staff and requesting services. Building management, in turn, will direct our calls and inquiries to this same person(s).

The designated person will be set up with an IMPAK website login to submit tenant services requests and locate important building documents. To add or delete designated persons to IMPAK, please contact building management.

## COMMUNICATIONS

Please visit our website at [www.OfficesAtBroadwayStation.com](http://www.OfficesAtBroadwayStation.com) for information on the building, its rich history, the Broadway Beehive, healthy building and sustainability, and events calendar.

ACP encourages all tenant employees to join our informational mailing list. Please inform building management if you would like to be added to this email distribution list.

## EMERGENCIES

The building's Emergency Procedures Manual is a separate document located on the building website or by request from building management. All tenants in the building should read and understand the Emergency Procedures Manual.

In any life-threatening situation (either during or after regular business hours) involving fire, and/or requiring the attention of the police, rescue, or ambulance, call **911** as soon as it is safe for you to do so. Then contact the building management to report the situation.

For after-hours building emergencies, please contact the call service at **303.231.6898**. This would include a situation where damage may be done to the property if the request is not reported immediately (flooding, vandalism in progress for example). Please note, being locked out of the building or suite is not considered an emergency. Locked out individuals should contact a co-worker with their company for assistance.

See following page for a list of emergency contact numbers.

## EMERGENCY CONTACT NUMBERS

Police Emergency .....	911
Police Non-Emergency .....	720.913.2000
Fire Emergency .....	911
Fire Dept. Non-Emergency.....	720.913.2400
Medical Emergency.....	911
Rocky Mountain Poison Center .....	1.800.222.1222
Bomb Squad .....	720.913.6753
Area Hospitals:	
Porter Adventist Hospital.....	303.778.5666
1000 E. Harvard Ave	
Denver Health Medical .....	303.436.6000
777 Bannock Street	
Denver, CO 80204	
Swedish Medical Center .....	303.588.5000
501 E. Hampden	
Englewood, CO 80113	
Management Office .....	303.248.7201
<b>After-Hours Emergency Number .....</b>	<b>303-231-6898</b>
Security Officer (24/7) .....	562.323.5851
Xcel Energy.....	1.800.895.1999
RTD – <a href="http://www.rtd-denver.com">www.rtd-denver.com</a> .....	303.299.6000
(Bus and light rail information)	

## BUILDING ACCESS AND SECURITY

BUILDING DOOR OPEN HOURS		HVAC HOURS
Monday thru Friday*	7am to 6pm	7am to 6pm
Saturday	8am to 1pm	8am to 1pm
Sunday & After Hours	Access Card Only	Upon Request with Fee

### ACCESS CARDS

External doors and the elevators operate with an access card after hours. Requests for access cards may be made by submitting a ticket in IMPAK by an authorized company representative.

Building management does not control card access on tenant's suite doors.

Terminated employees should be reported to the management office as soon as possible so that we may deactivate their access card.

### KEYS & LOCKS

Requests for additional keys or lock changes may be made by submitting a ticket in IMPAK by an authorized company representative. Locks must remain on the building master key system.

### SECURITY PATROL SERVICE

Security patrol services are offered by Allied Universal Security Services, a company that has been in the security business for over 60 years.

Security officers are onsite 24/7, and can be reached by contacting the management office or by calling the security officer directly at 720.208.8560.

## ELEVATORS & STAIRWELLS

### ELEVATOR GUIDELINES

Please do not bring any carts on the passenger elevators. Please use the freight elevator.

Please do not block or hold open the doors of the elevator as this may cause delays to the other tenants or result in mechanical malfunctions to the elevator.

In the event, keys or other items are dropped in the gap between the floor and the elevator floor, the assistance of the elevator vendor is required to obtain the items. All costs incurred

are the responsibility of the Tenant. Please contact building management with any questions or concerns.

## **ELEVATOR ENTRAPMENT**

The elevators are modern with many safety features. However, they may malfunction on rare occasions. In this unlikely event, alarm and call buttons are in every elevator. The “ALARM” button will sound an audible alarm to alert anyone in ear-shot distance of the elevator. Pressing and releasing the “CALL” button will open two-way communication via the intercom with the elevator call center. We recommend using both the ALARM and CALL buttons. An elevator technician or the fire department will be dispatched. Never try to exit an elevator that is stuck between floors. This can cause serious injury or death.

## **STAIRWELLS**

Please locate the stairwells on your floor or request assistance from the management office. These are your primary exits in the event of an emergency. Do not use elevators. Please keep stairwells free of debris (i.e. cardboard boxes, trash, and pallets), do not use for storage, and never prop open doors. Please immediately notify building management if something is observed or in need of attention.

## **TENANT SIGNAGE**

All signage must conform to building standards. Requests for changes to tenant signage may be made by submitting a ticket in IMPAK. Signage modifications must be made by an authorized company representative. The charge for signage changes will be added to the tenant billing statement.

## **MAIL & COURIERS**

For proper identification, incoming mail should be addressed as follows:

Company Name  
Attn: XXX  
Property Address  
Suite XXX\*  
Denver, CO 80209

\*If you occupy more than one floor, please confirm the USPS has both floors registered or use the main suite number only.



## **UNITED STATES POSTAL SERVICES (USPS)**

The mail rooms are located near the freight elevators of the 900 and 990 S. Broadway buildings. You may also place small letters in the outgoing mail slot or larger envelopes in the USPS bin.

The closest USPS location is at 3800 Buchtel Blvd.

Requests for replacement or additional mailbox keys may be made by submitting a ticket in IMPAK.

## **UPS**

The drop box for UPS is located in the 990 Building mail room (inside northwest entry door).

There is a UPS Store located at 303 S Broadway.

## **DELIVERIES**

All deliveries must be made using the freight elevators.

Daytime deliveries are limited to a 30-minute maximum.

Any deliveries over 30 minutes should be scheduled with building management. Major deliveries can be made before or after business hours from 6:00 PM until 7:00 AM, Monday through Friday, and anytime on Saturday or Sunday (access card required).

## **MOVE-IN/MOVE-OUT**

Please let us help you manage your move smoothly by contacting our office well in advance.

A current certificate of insurance is required from the moving company prior to the move date.

The sky bridge located between Building 900 and Building 990 cannot accommodate trucks over 12' high. Please contact building management to coordinate alternate arrangements.

All moves must be scheduled and coordinated with building management at least 48 hours in advance. All loading/unloading for moves must be scheduled before or after building hours (prior to 7:00 AM, or after 6:00 PM, M-F) or weekends. Small moves (less than 30 minutes) may be completed during the day with prior management authorization, but in no event may loading trucks block traffic.

Floor protection must be placed on the floor from the loading area to the padded freight elevator and from the padded freight elevator to the tenant space. The protection will remain on the floor until the move is complete. Protection must also be provided for elevator openings, hallways, and doorways.

Movers shall remove from the property, all move-related wrapping, trash, pallets, etc. Property dumpsters may not be used for move-related items.

Movers must use the padded (freight) elevator only. The freight elevators are approximately 5' x 8'6" x 10'. The weight limit in the elevators is 3,000 pounds.

When making moving arrangements with building management, the moving company should provide the name of the lead person on the moving crew and a cell phone number.

**MOVES THAT ARE SCHEDULED WITHOUT PRIOR APPROVAL FROM BUILDING MANAGEMENT WILL RESULT IN DENIAL OF BUILDING ACCESS.**

## **LOADING AREA**

Access to the loading area is on the northeast corner of Building 900 and the northwest corner of Building 990. The loading dock is available on a first come, first serve basis for a duration of 30 minutes maximum, unless delivery is after-hours and approved by building management.

## **TENANT IMPROVEMENTS / CONSTRUCTION**

Tenant shall not make any alterations, improvements or additions to Tenant's Premises or any Licensed Area without the prior written consent of building management. Refer to your company's lease for complete information.

## **INSURANCE REQUIREMENTS**

No vendor or contractor may do any work in or around the property without proper insurance. Insurance requirements are outlined below.

Contractor shall carry, and furnish Owner with certificates of insurance evidencing, the insurance required in provisions 1 through 10 below, inclusive, prior to commencing any part of the Work. Each certificate must be executed by an authorized agent of an insurance company or insurance companies acceptable to Owner for all insurance coverages listed below.

1. Commercial General Liability Coverage
  - Each Occurrence \$1,000,000
  - General Aggregate \$2,000,000

Products Completed/Operations Aggregate \$2,000,000

2. Commercial Automobile Liability Insurance for either Any Auto, or Owned, Non-Owned and Hired Autos

Combined Single Limit \$1,000,000

3. Statutory Worker's Compensation Insurance in accordance with State regulations where the work shall be performed.

4. Employer's Liability Insurance with Minimum Limits of:

Each Accident \$500,000

Disease Each Employee \$500,000

Disease Policy Limits \$500,000

5. Excess Umbrella Liability Coverage

Each Occurrence \$5,000,000

Annual Aggregate \$5,000,000

6. Professional Liability/Errors and Omissions Coverage. If Contractor is performing any design/build work, errors and omissions (professional liability) insurance, including prior acts coverage, sufficient to cover claims arising out of all such work, with limits not less than \$1,000,000 per claim and \$1,000,000 annual aggregate, and with deductibles or self-insured retentions acceptable to Owner. In the event that Contractor subcontracts any portion of Contractor's design/build duties, Contractor shall require each subconsultant/subcontractor to purchase and maintain insurance coverage as provided in this provision. Contractor agrees to maintain this coverage continuously in effect during the term of this Contract and at least three (3) years beyond the completion or termination of such design/build work or completion of the project of which the Work is a part, whichever is later.

7. Certificate Holder shown on the certificate(s) of insurance should be listed as follows:

900 South Broadway LLC

c/o ACP Property Services, LLC

990 S. Broadway, Suite 240

Denver, CO 80209

Attention: Director of Property Management

8. The following shall be named as Additional Insureds under the Commercial General, Automobile and Umbrella Liability policies:

900 South Broadway LLC

ACP Property Services, LLC

9. The Named Insured reflected on each of the certificate(s) must be the Contractor.

## 10. Insurance Conditions.

A. Primary Coverage. The Commercial General Liability Policy(ies) must state that it (they) is (are) primary, without right of contribution from any insurance carried by Manager or Owner.

B. The liability policies described in provisions 1, 2 and 5, above, shall be written on an occurrence policy form, have deductibles or self-insured retentions acceptable to Owner, shall provide, without limitation, severability of interests (separation of insureds), and a duty to defend in addition to (and without reducing) the limits of liability of the policy(ies).

C. For General Liability, Aggregate Limits of Insurance shall apply on a “per project” basis.

D. All policies referenced above in provisions 1 through 5, inclusive, shall contain a waiver of subrogation in favor of Owner and Manager, as well as each of their shareholders, members, parents, subsidiaries, partners, affiliates, officers, directors, agents, representatives and employees.

E. All insurance referred to in this Exhibit to be carried by Contractor shall be maintained by Contractor at its sole expense, with insurance carriers qualified to do business in the state of which the Work is performed and having a rating of not less than A-: VII from A.M. Best & Co.

F. In the event that a Contractor subcontracts any portion of its duties, Contractor shall require each subconsultant/subcontractor to purchase and maintain insurance coverage as provided in this Exhibit.

## BUILDING SERVICES

### PARKING

Parking at Broadway Station is managed by ParkWell and they may be reached at **720.504.3620**. All parking at Broadway Station is at tenant/visitor’s own risk. Neither the building owner nor the management company are responsible or liable for damage or theft of vehicles parked on or around the property.

### TENANT PARKING

Tenant parking is provided in accordance with the terms of the lease. If available, additional parking spaces may be leased on a month-to-month basis and are subject to termination.

## **VISITOR PARKING**

Visitor parking is available in the garage structure located across the street at 100 E. Tennessee Ave. Tenants may purchase validation stickers from ParkWell for their visitors. Limited 2-hour visitor parking is located on the east side of the 990 building at no charge. Tenants are not allowed to park in visitor parking.

## **OVERNIGHT PARKING**

Overnight parking is only available with prior building management approval.

## **BICYCLE PARKING**

Bicycle racks are located in several locations at the property. Limited card access secured bicycle parking is available in the parking garage. Please contact building management for additional information.

## **COURTYARD PLAZA**

The property offers an outdoor plaza with tables and benches for your enjoyment. The use of the courtyard plaza is also available for tenants to reserve to hold company events. Contact building management for more information or to reserve the courtyard for your next company picnic.

## **COFFEE SHOP**

Grounded Coffee is located in the lobby of the 990 building. Here you will find a selection of coffee, tea, and other drinks, as well as lite breakfast and lunch items.

## **VENDING MACHINE**

There is a drink and snack vending machine available on the 2<sup>nd</sup> floor of the 990 Building next to the freight elevator.

## **SHOWERS/LOCKER ROOM**

There are showers and lockers available on the 3<sup>rd</sup> floor of the 900 Building. For access, please submit a ticket in IMPAK for an access card. Please be respectful of others by not leaving personal items in the locker rooms. This includes shampoo, soap, towels, etc. Lockers are available for short term use only (for example, to store clothing while going for a run or bike

ride). Building management reserves the right to remove items at the end of the day, including padlocks.

## MOTHER'S ROOM

There is a room available on the 3<sup>rd</sup> floor of the 900 Building for nursing mothers. For access, please submit a ticket in IMPAK for an access card. Please be respectful of others by not leaving personal items in the Mother's Room.

## ENERGY & ENVIRONMENTAL CONSERVATION

ACP Property Services, LLC is committed to managing our environmental footprint for a stronger, healthier community.

ACP appreciates your contribution to energy conservation. Simple solutions do go a long way to conserve energy, resulting in lower operating costs and a reduced impact on our environment.

Simple Solution Ideas:

- Turn off lights in rooms you are not using and when you leave the office at night.
- Close blinds in your suite to prevent solar warm up that will cause the A/C to turn on.
- Participate in the building's recycling program and know what items are and are not recyclable (see Trash/Recycle section below).
- Participate in the building's electronic recycling event, usually held in April.

## ENERGY ADVANTAGE

ACP uses the services of Energy Advantage to monitor electric, water and waste to determine and create procedures and policy for a more sustainable building environment.

## BEEHIVE

Broadway Station is proud to take part in the movement for a more eco-conscious community by installing a beehive on the 2nd floor patio of the 990 Building. Our thousands of colleagues will pollinate the urban flora that surrounds us during the summer. At the end of the season, we will harvest their honey and share it with our community. Informational workshops will be held twice per year.

## HEATING, VENTILATION & AIR-CONDITIONING (HVAC)

HVAC Operating Times	
Monday thru Friday	6am to 6pm
Saturday	8am to 1pm

HVAC is controlled by a building automation system and in accordance with the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards and Guidelines. Standard HVAC temperature is 72° +/- 2°. For adjustments on your floor please submit a ticket in IMPAK. After-Hours HVAC is available for a fee. Please request after-hours HVAC through IMPAK at least 24 hours prior.

## **RECYCLE/TRASH**

The evening janitorial crew collects trash each night, Monday through Friday. Recycling is collected each night from a large bin only (usually located in a kitchen or copy room). Employees must empty desk-side recycling bins into a large recycling bin for collection. To participate in the recycling program, please submit a ticket for recycling bins in IMPAK.

See following page for acceptable recycling items.

**ACCEPTABLE RECYCLING – WHEN IN DOUBT, THROW IT OUT!**



**Aluminum Cans**

Latas de aluminio



**Plastic Bottles & Containers #1-7**

Botellas y envases de plástico



**Non-confidential Office Paper, Brown Paper Bags & Newspaper**

Bolsas de papel marrón, papeles de oficina no confidenciales, periódicos



**Paper Cardboard, Dairy & Juice Containers**

Envases de papel cartón, productos lácteos y jugos



**Junk Mail & Magazines**

Correspondencia no solicitada y revistas



**Glass Bottles & Jars**

Botellas y frascos de vidrio



**Tin & Steel Cans**

Latas de acero y hojalata



**Paperboard**

Cartulina



**Flattened Cardboard**

Cartón aplastados



## JANITORIAL SERVICES

### DAY PORTER SERVICES

Day porter service is available from 7:30am to 4:00pm, Monday through Friday. The day porter keeps the common areas clean, wipes down high-touch points, services the restrooms, and picks up trash from the exterior of the building. The day porter is available for minor clean up inside tenant's suites. Requests for these services may be made by submitting a ticket in IMPAK.

### EVENING SERVICES

The building is cleaned each night Monday through Friday, beginning after 5:30pm. Cleaners are instructed not to dust desktops if they are not cleared of paperwork. They are also instructed not to dust computers to prevent static interference. High traffic areas are vacuumed nightly. **Do not put any items that you do not want thrown away in or around the trashcans.** Break down boxes you want thrown away and mark them clearly with either TRASH/BASURA or RECYCLE/RECICLAR. Should you have a request for the evening cleaning crew, please submit a ticket to building management in IMPAK.

### WINDOW WASHING

Window exteriors are washed by a 3<sup>rd</sup> party vendor two times annually.

Window interiors for perimeter windows are washed by a 3<sup>rd</sup> party vendor on the inside once annually. Prior to this cleaning, we will notify the tenant contacts to inform employees to remove all items from windowsills so the vendor can easily access the windows. Glass inside tenant suites (glass conference rooms or office sidelights for example) may be cleaned for a fee. You may request this service by submitting a ticket in IMPAK.

### PEST CONTROL

A 3<sup>rd</sup> party vendor services the building monthly for pests and insects. Should you have a pest sighting, please inform the management office as soon as possible. To deter pests, we encourage all tenants to store food in metal containers.

### SMOKING AREA

Smoking, including e-cigs and vape pens, is only permitted in the designated smoking area located on the south side of the courtyard plaza. Smoking is NOT permitted anywhere inside the buildings, in the parking garages, or any other areas of the property. Smoking designated signs are posted in the smoking area.

## **BUILDING RULES & REGULATIONS**

- On Saturdays after 1 P.M., Sundays and Holidays, and on other days between the hours of 6:00 P.M. and 8:00 A.M. the following day, or such other hours as Landlord shall determine from time to time, access to the Building and/or to the passageways, entrances, exits, shipping areas, halls, corridors, elevators or stairways and other areas in the Building may be restricted and access gained by use of a key to the outside doors of the Building, or pursuant to such security procedures Landlord may from time to time impose. All such areas, and all roofs, are not for use of the general public and Landlord shall in all cases retain the right to control and prevent access thereto by all persons whose presence in the judgment of Landlord shall be prejudicial to the safety, character, reputation and interests of the Building and its tenants provided, however, that nothing herein contained shall be construed to prevent such access to persons with whom Tenant deals in the normal course of Tenant's business unless such persons are engaged in activities which are illegal or violate these Rules and Regulations. No Tenant and no employee or invitee of Tenant shall enter into areas reserved for the exclusive use of Landlord, its employees or invitees. Tenant shall keep doors to corridors and lobbies closed except when persons are entering or leaving.
- Tenant shall not paint, display, inscribe, maintain or affix any sign, placard, picture, advertisement, name, notice, lettering or direction on any part of the outside or inside of the Building, or on any part of the inside of the Premises that can be seen from the outside of the Premises, without the prior consent of Landlord, and then only such name or names or matter and in such color, size, style, character and material as may be first approved by Landlord in writing. Landlord shall prescribe the suite number and identification sign for the Premises (which shall be prepared and installed by Landlord at Tenant's expense). Landlord reserves the right to remove at Tenant's expense all matter not so installed or approved without notice to Tenant.
- Tenant shall not in any manner use the name of the Building for any purpose other than that of the business address of the Tenant, or use any picture or likeness of the Building, in any letterheads, envelopes, circulars, notices, advertisements, containers or wrapping material without Landlord's express consent in writing.
- Tenant shall not place anything or allow anything to be placed in the Premises near the glass of any door, partition, wall or window that may be unsightly from outside the Premises, and Tenant shall not place or permit to be placed any article of any kind on any window ledge or on the exterior walls. Blinds, shades, awnings or other forms of inside or outside window ventilators or similar devices, shall not be placed in or about the outside windows in the Premises except to the extent, if any, that the character, shape, color, material and make thereof is first approved by the Landlord.

- Furniture, freight and other large or heavy articles, and all other deliveries may be brought into the Building only at times and in the manner designated by Landlord, and always at the Tenant's sole responsibility and risk. Landlord may impose reasonable rules for delivery of items brought into the Building by Tenant or a third party. In addition, Landlord may impose reasonable charges for use of freight elevators after or before Normal Business Hours. All damage done to the Building by moving or maintaining such furniture, freight or articles shall be repaired by Landlord at Tenant's expense. Landlord may inspect items brought into the Building or Premises with respect to weight or dangerous nature. Landlord may require that all furniture, equipment, cartons and similar articles removed from the Premises or the Building be listed and a removal permit therefor first be obtained from Landlord. Tenant shall not take or permit to be taken in or out of other entrances or elevators of the Building, any item normally taken, or which Landlord otherwise reasonably requires to be taken, in or out through service doors or on freight elevators. Tenant shall not allow anything to remain in or obstruct in any way, any lobby, corridor, sidewalk, passageway, entrance, exit, hall, stairway, shipping area, or other such area. Tenant shall move all supplies, furniture and equipment as soon as received directly to the Premises, and shall move all such items and waste (other than waste customarily removed by Building employees) that are at any time being taken from the Premises directly to the areas designated for disposal. Any hand-carts used at the Building shall have rubber wheels.
- Tenant shall not overload any floor or part thereof in the Premises, or Building, including any public corridors or elevators therein by bringing in or removing any large or heavy articles, and Landlord may direct and control the location of safes and all other heavy articles and require supplementary supports at Tenant's expense of such material and dimensions as Landlord may deem necessary to properly distribute the weight.
- Tenant shall not attach or permit to be attached additional locks or similar devices to any door or window, change existing locks or the mechanism thereof, or make or permit to be made any keys for any door other than those provided by Landlord. If more than two keys for one lock are desired, Landlord will provide them upon payment therefor by Tenant. Tenant, upon termination of its tenancy, shall deliver to the Landlord all keys of offices, rooms and toilet rooms that have been furnished Tenant or which the Tenant shall have had made, and in the event of loss of any keys so furnished shall pay Landlord therefor.
- If Tenant desires signal, communication, alarm or other utility or similar service connections be installed or changed, Tenant shall not install or change the same without the prior approval of Landlord, and then only under Landlord's direction at Tenant's expense. Tenant shall not install in the Premises any equipment that requires more electric current than Landlord is required to provide under this Lease, without Landlord's prior approval, and Tenant shall ascertain from Landlord the maximum amount of load or demand for or use of electrical current that can safely be permitted in

the Premises, taking into account the capacity of electric wiring in the Building and the Premises and the needs of tenants of the Building, and shall not in any event connect a greater load than such safe capacity.

- Tenant shall not obtain for use upon the Premises ice, drinking water, towel, janitor and other similar services, except from persons approved by the Landlord. Any person engaged by Tenant to provide janitor or other services shall be subject to direction by the manager or security personnel of the Building.
- The toilet rooms, urinals, wash bowls and other such apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever shall be thrown therein and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the tenant who, or whose employees, agents or invitees shall have caused it.
- The janitorial closets, utility closets, telephone closets, broom closets, electrical closets, storage closets, and other such closets, rooms and areas shall be used only for the purposes and in the manner designated by Landlord, and may not be used by tenants, or their contractors, agents, employees, or other parties without Landlord's prior written consent.
- Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules and Regulations. Tenant shall not at any time manufacture, sell, use or give away, any spirituous, fermented, intoxicating or alcoholic liquors on the Premises, nor permit any of the same to occur (except in connection with occasional social or business events conducted in the Premises that do not violate any Laws nor bother or annoy any other tenants). Tenant shall not at any time sell, purchase or give away, food in any form by or to any of Tenant's agents or employees or any other parties on the Premises, nor permit any of the same to occur (other than in lunch rooms or kitchens for employees as may be permitted or installed by Landlord that do not violate any Laws or bother or annoy any other tenant).
- Tenant shall not make any room-to-room canvass to solicit business or information or to distribute any article or material to or from other tenants or occupants of the Building and shall not exhibit, sell or offer to sell, use, rent or exchange any products or services in or from the Premises unless ordinarily embraced within the Tenant's use of the Premises specified in the Lease.
- Tenant shall not waste electricity, water, heat or air conditioning or other utilities or services, and agrees to cooperate fully with Landlord to assure the most effective and energy efficient operation of the Building and shall not allow the adjustment (except by

Landlord's authorized Building personnel) of any controls. Tenant shall keep corridor doors closed and shall not open any windows, except that if the air circulation shall not be in operation, windows that are openable may be opened with Landlord's consent. As a condition to claiming any deficiency in the air-conditioning or ventilation services provided by Landlord, Tenant shall close any blinds or drapes in the Premises to prevent or minimize direct sunlight.

- Tenant shall conduct no auction, fire or "going out of business sale" or bankruptcy sale in or from the Premises, and such prohibition shall apply to Tenant's creditors.
- Tenant shall cooperate and comply with any reasonable safety or security programs, including fire drills and air raid drills, and the appointment of "fire wardens" developed by Landlord for the Building, or required by Law. Before leaving the Premises unattended, Tenant shall close and securely lock all doors or other means of entry to the Premises and shut off all lights and water faucets in the Premises (except heat to the extent necessary to prevent the freezing or bursting of pipes).
- Tenant will comply with all Laws and other requirements, including without limitation, environmental, health, safety and police requirements and regulations respecting the Premises, now or hereafter in force, at its sole cost, and will not use the Premises for any immoral purposes.
- Tenant shall not (A) carry on any business, activity or service except those ordinarily embraced within the permitted use of the Premises specified in the Lease and more particularly, but without limiting the generality of the foregoing, shall not (B) install or operate any internal combustion engine, boiler, machinery, refrigerating (except a refrigerator in the kitchen or employee break room), heating or air conditioning equipment in or about the Premises, (C) use the Premises for housing, lodging or sleeping purposes or for the washing of clothes, (D) place any radio or television antennae other than inside of the Premises, (E) operate or permit to be operated any musical or sound producing instrument or device which may be heard outside the Premises, (F) use any source of power other than electricity, (G) operate any electrical or other device from which may emanate electrical or other waves that may interfere with or impair radio, television, microwave, or other broadcasting or reception from or in the Building or elsewhere, (H) bring or permit any bicycle or other vehicle, or dog (except in the company of a blind person or except where specifically permitted) or other animal or bird in the Building, (I) make or permit objectionable noise or odor to emanate from the Premises, (J) do anything in or about the Premises tending to create or maintain a nuisance or do any act tending to injure the reputation of the Building, (K) throw or permit to be thrown or dropped any article from any window or other opening in the Building, (L) use or permit upon the Premises anything that will invalidate or increase the rate of insurance on any policies of insurance now or hereafter carried on the Building or violate the certificates of occupancy issued for the premises or the

Building, (M) use the Premises for any purpose, or permit upon the Premises anything, that may be dangerous to persons or property (including but not limited to flammable oils, fluids, paints, chemicals, firearms or any explosive articles or materials) nor (N) do or permit anything to be done upon the Premises in any way tending to disturb any other tenant at the Building or the occupants of neighboring property.

- Landlord reserves the right to change these Building Rules and Regulations.