



WellsFargoCenter

1700 Lincoln St, Denver, CO

TenantHandbook

Everything you need to know about your home away from home

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INTRODUCTION

Welcome

Brookfield Office Properties (Brookfield) is pleased to provide this Tenant Information Guide (the "Guide") for the exclusive use for the tenants of Wells Fargo Center, Denver. It will assist you in becoming familiar with the features, facilities, operating procedures, and the staff who provide services to the Complex.

We at Brookfield consider our tenants to be our partners; we strive to make a meaningful contribution to their success. As a corporation and as individuals, we are relentless in our commitment to *outstanding* service.

The information contained in this Guide is general in nature and may differ from your lease. In all cases, the lease takes precedence over the Guide.

Please keep the Guide in a convenient location, perhaps at your reception area. The information contained in this Guide will be updated periodically to ensure that it remains accurate.

The most current copy of the Guide will always be located on our website at www.axiistenantapp.com/properties/denver-wells-fargo-center/ under the "Tenant Handbook" section of the "Building Resources" tab.

Our Property Management Team will be pleased to answer and clarify any questions you may have concerning the information contained in the Guide or about the Complex.

Brookfield Privacy Statement

We value you as a customer and we take your personal information privacy seriously. For this reason, we would like to inform you of our policies for collecting, securing, and sharing personal information.

Our Privacy Principles

We do not sell customer information.

We do not provide personal information about an individual to individuals or organizations outside of Brookfield unless we have your consent for doing so.

We require any person or organization providing products or services to our customers to protect the confidentiality of Brookfield's customer information.

We afford prospective and former customers the same protections as existing customers with respect to the use of personal information.

Information We May Collect

We collect and use information that is necessary to administer our business, to advise you about our services, and to provide you with outstanding customer service.

Brookfield Privacy Statement (Continued)

Information Disclosure

We share information about our transactions with you within Brookfield to better serve you and meet your current needs. We may also disclose customer information about you to persons or organizations as permitted or required by law.

Your Awareness and Permission

Being a customer of Brookfield, you provide us with your consent to the collection, use, and disclosure of certain personal information.

Brookfield Protects Customer Information

We maintain physical, electronic, and organizational safeguards to protect customer information. We continually review our policies and practices; monitor our computer networks to ensure the safety of customer information.

For More Information

If you have any questions, please send your questions to Brookfield's Privacy Officer via email to privacyofficer@brookfield.com.

MANAGEMENT OFFICE AND OPERATIONS

Management Office

As the managers of Wells Fargo Center Denver, we want you to know that every member of our team is here to serve you.

Should you have any questions or comments, please feel free to contact the Property Management Office and we will be happy to assist you, where at all possible.

The Property Management office and telephone/ fax numbers are:

Wells Fargo Center 1700 Lincoln Street, Suite 2440 Denver, CO 80203

Phone: (303) 863-1303

Monday to Friday..... 8:00 A.M. to 5:00 P.M.

Management Directory

General Manager

Jill Rauske

Phone: (303) 863-1303

Email: jill.rauske@brookfieldproperties.com

Property Manager

Kelli Oleski

Phone: (303) 863-1303

Email: kelli.oleski@brookfieldproperties.com

Property Assistant

Kyler Epperson

Phone: (303) 863-1303

Email: kyler.epperson@brookfieldproperties.com

Administrative Assistant

Bodile Van Oort

Phone: (303) 863-1303

Email: bodile.vanoort@brookfieldproperties.com

Senior Property Accountant

Cindy Thompson

Phone: (303) 863-1303

Email: cynthia.thompson@brookfieldproperties.com

Senior Chief Engineer

Randy Glardon

Phone: (303) 863-1303

Email: randy.glardon@brookfieldproperties.com

Assistant Chief Engineer
Allan Vardas
Phone: (303) 863-1303
Email: allan.vardas@brookfieldproperties.com

Hours of Business Operation

Customer Service Hours

Monday to Friday..... 8:00 A.M. to 5:00 P.M.
After hours, weekends and holidays..... Restricted access (access cards only)

Building Entrances

Monday to Friday..... 6:00 A.M. to 6:00 P.M.
Saturdays.....7:00 A.M. to 1:00 P.M.
Sundays..... Closed

Statutory Holidays

Unless otherwise stipulated in your lease, the designated statutory holidays for the Complex are:

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

For information regarding additional office space requirements, please contact the Managing Director, with JLL, kevin.p.foley@am.jll.com or (303) 542-1550 or contact the Building Management Office.

For information regarding additional retail space requirements, please contact the General Manager listed under the Management Directory or contact the Property Management Office.

For information regarding available storage in the Complex, please contact the General Manager, and you will be provided with applicable rates and space availability.

Emergency Numbers

Emergency 911

(When dialing from an internal telephone system, you may have to dial "9-911")

Poison Centre

1 (800) 222-1222

See Page 9 for all other contact numbers

TENANT AND BUILDING SERVICES

Conference Center

In connection with Brookfield Properties' desire to deliver superior customer service as well as meet the needs of our clients, Wells Fargo Center offers our customers a conference room facility conveniently located within 1700 Club. Customers may reserve the conference rooms on a first come, first serve basis.

For more information, please call the Building Management Office at (303) 863-1303

Exercise Facility

Energize is available, provided the appropriate paperwork and documentation is on file in the Building Management Office. Access to the facility, which is located on Level L2, is gained by an electronic access card.

The facility is equipped with commercial cardiovascular equipment including treadmills, stair-climbers and recumbent bicycles. Free weights and weight stations are also available.

Both Men's and Women's Locker Rooms provide showers, changing areas, lockers, restrooms, and daily fresh towel service for the convenience of our facility users.

For more information, call the Building Management Office at (303) 863-1303.

Monday – Friday: 5am – 9pm
Saturday – Sunday: 7am – 3pm

Activated by Brookfield Properties

At Brookfield Properties, we believe an engaged workplace makes for a happy workforce. By fostering a community environment, companies boost productivity and improve employees' well-being. Activated by Brookfield Properties is a dynamic tenant engagement platform that brings creative and elevated experiences to tenants by building a sense of community. From health and wellness to exclusive perks and promotions, being a Brookfield Properties' tenant unlocks an entire network of connection designed to help you thrive. By engaging employees, we energize business and make work more rewarding. Learn more at brookfieldpropertiesactivated.com.

Urban Beehives by Brookfield Properties

Brookfield Properties has partnered with Alvéole. The urban beekeeping company, to bring rooftop beehives to Wells Fargo Center. This sustainability initiative helps to protect an endangered population, provide educational seminars, and bring fresh honey and beeswax products to tenants. Honeybees are crucial to the ecosystem, and urban rooftops create a safe environment for bees, keeping them away from animals and elements that could disturb their hives. Learn more and view the hive at Wells Fargo Center: <https://myhive.alveole.buzz/wells-fargo-center>

DELIVERIES, FREIGHT ELEVATOR AND LOADING DOCK

General Delivery Information

Deliveries may be made between 7:00 A.M. and 4:00 P.M. Monday through Friday. Deliveries during non-standard hours require notification to the Building Management Office at least 24-hours prior to the delivery. All deliveries to the building that require carts or dollies must be made by way of the building dock, service tunnel, and freight elevators. Exit from the building must be made by the same route. Delivery drivers will be responsible for the transportation from the dock to Tenant offices, and for notifying Tenants of delivery, if necessary. Building personnel will not be able to accept any deliveries for your office.

All materials must be taken directly from the loading dock to delivery location(s). No materials of any kind are permitted to be stored or piled in any hallway or loading area. Materials found in these areas will be removed and discarded at the owner's expense.

Movement of materials should be by rubber wheeled carts where possible and handled in such a way as not to cause damage to painted surfaces, floors, or walls. Additionally, appropriate floor and wall protection is required during heavy/large deliveries to prevent wall or floor damage. Such protection is the responsibility of the Tenant receiving the delivery.

Loading Dock

The loading dock is on the lower (“B”) level of Wells Fargo Center’s parking garage, located at 1700 Sherman Street across the street from the building. Access to the dock is available from Sherman Street at the north side of the garage and by way of the alley off 18th Avenue. The loading dock cannot accommodate 18-wheel trucks or tractor-trailers. Due to the incline entering the loading dock, the approximate height is 13’ and the width is 14’ 6”. City trucks and single axle vehicles can enter and exit easily. All vendors needing access through the dock should make a physical inspection prior to any deliveries or moves.

Upon entering the dock, delivery personnel must sign in with the Dock Attendant and provide the following information for issuance of Delivery Access Card:

- a. Delivery personnel driver’s license (in exchange for access card)
- b. Tenant to whom you are delivering
- c. Suite number
- d. Approximate time needed to deliver
- e. Present delivery ticket for inspection

A 30-minute maximum time limit will be given all vehicles. Unattended vehicles exceeding the time limit are subject to ticketing and/or removal at owner’s expense. Deliveries requiring longer than the 30-minute restriction may exceed the time limit only with prior approval from Building Management Office. Parking is allowed in designated areas only. Vehicles parked illegally will be ticketed and towed.

Deliveries arriving that are not pre-scheduled with the Building Management Office will require Tenant authorization. Delivery personnel will be asked to wait while the Dockmaster obtains Tenant authorization for verification that they are expecting a shipment. Deliveries for which no authorization can be obtained will be turned away by the Dockmaster and rescheduled by Tenant through the Building Management Office.

The use of the loading dock facilities is at the risk of the user. The building assumes no responsibility for damages to vehicles or equipment while in the loading dock area.

Delivery Services

Federal Express Outlet: A Federal Express outlet is located on the first level of the parking garage, facing 17th Street. It is open Monday through Friday from 8:00 A.M. to 8:00 P.M. Their phone number is (303) 830-1981.

Overnight Drop Boxes: Federal Express, UPS, and U.S. Express Mail have drop boxes on the Lincoln Street level.

Mail Room/Mailboxes: The mailroom is located in the southwest corner of the Lincoln level.

Each Tenant is assigned a holding box for mail pick up at any time. Large parcels will be placed in a separate holding box across from the assigned boxes and the corresponding key and notice placed in your box.

Freight Elevators

Two Freight Elevators (Elevators #22 and #26) service the lower level (L3) through level 49 only; Elevator #22 services up to level 50.

An access card is required to operate the freight elevators at all times and can be checked out by the Dock Master or in the Building Management Office. During business hours, a “Delivery Access Card” will be issued in exchange for proper identification and delivery information including a valid driver’s license, destination and time for each delivery. The Delivery Access Card will provide access through the double doors in the service tunnel along with the destination floor(s).

Use of these elevators after-hours is by reservation only. Please contact the Building Management Office to reserve after-hours use of a Freight Elevator.

Freight Elevator Capacity and Dimensions

Elevator #22

Weight Capacity	3500 lbs.
Width	4'-0" (at door)
Height	9'-6"
Depth	7'-6"

Elevator #26

Weight Capacity	5000 lbs.
Width	4'-0" (at door)
Height	12'-0"
Depth	9'-6"

Delivery Route from Loading Dock to Freight Elevators

1. Proceed to the loading dock freight elevator and go one floor down to the service tunnel (“T”) level.
2. Exit elevator, turn right and follow the signs through the service tunnel to the freight elevators.
3. Damage to walls, floors, etc. must be reported to the Building Management Office or directly to the Engineering shop on the L1 Level for evaluation. The cost of repairing the damage will be borne by the owner of the material being moved at the time of damage

MAINTENANCE INFORMATION

Maintenance Requests

The Building Staff is available from 8:00 A.M. through 5:00 P.M. to answer your maintenance related questions or handle any maintenance requests.

Please submit a Work Order via our Angus work order system through the [Service Portal](#).

HVAC and Building Comfort

The building was designed to maintain a constant temperature of 73 degrees Fahrenheit. Conditioned air to each tenant space is controlled by one or more thermostats, roughly divided into fourteen (14) "zones" per floor. The thermostats are not designed to be user-operable and should only be adjusted by members of the Building Engineering Staff. Cool air is supplied to the space by diffusers located at the perimeter of the space and by diffusers located in the ceiling throughout the tenant space. We ask that you report any discomfort or potential problem with air flow to the Building Management Office in order to be properly addressed by the Engineering Staff.

Dockmaster Office

The Dockmaster office is located inside the dock area itself. It is staffed from 7:30 A.M. to 4:00 P.M. Monday through Friday. The phone number for the Dockmaster office is (303) 376-5446.

SECURITY AND LIFE SAFETY

Security at Wells Fargo Center Denver is provided by a combination of electronic monitoring and personnel. Security service is provided on 24 hours a day, 7 days a week basis.

Building Hours

The Wells Fargo Center is open to the general public from 6:00 A.M. to 6:00 P.M., Monday through Friday, and Saturdays from 7:00 A.M. to 1:00 P.M. All other times, including Sundays and designated holidays, the building's access control system is active. Building access is achieved by using the card readers located at each perimeter entrance. These entrances are located at Sherman Street, the Tunnel "T" level at the Wells Fargo Center Garage, the entrances to the pedestrian and service tunnels, the skybridge over Lincoln Street, and at Lincoln Street.

During secured hours, a person without an access card can be admitted to the building by pressing the intercom at any exterior building card reader location. Notification from our Tenants that they are expecting guests or clients after hours is appreciated. The Building Staff is directed to contact the company's designated "Tenant Contact" for guest authorization prior to allowing admittance.

An access card is required in the passenger elevators outside the building hours of 6:00 A.M. to 6:00 P.M., Monday through Friday, and Saturdays from 7:00 A.M. to 1:00 P.M.

Building Access Cards

Building access cards will be issued to Tenants at the time of move-in, or upon written Tenant request.

The company’s designated “Access Card Contact” is responsible for administering the building access card requests. Please ensure each card reflects the accurate name and clearance codes for the individual users. Access card changes such as additions, deletions or a request for replacement cards can be obtained through the Building Management Office upon written/electronic request. While we appreciate 24-hour advance notice for completion of card changes, we will do our best to accommodate any emergency situations you may have. A fee for lost or damaged cards may be assessed.

Finally, we ask that all lost or misplaced cards be reported to the Building Management Office immediately for deactivation purposes.

Tenant Suite Access

Access to a Tenant’s leased premises by the building staff will be granted only pursuant to our Tenant’s written request clearly identifying who is authorized to be in the space, the purpose and the individual granting authorization. Service personnel, such as carpet cleaners or repair technicians, will not be granted access to a Tenant’s leased premises without such written authorization. Moving crews will not be granted access to a Tenant’s premises by building personnel under any circumstances. We also require that any pickups or deliveries of office equipment or furniture be supervised by a representative of the Tenant.

Tenant Suite Security

Upon prior Landlord approval, Tenants may have a security system installed for the leased premises, assuming the proposed system conforms to the Building Rules and Regulations as well as all applicable government codes. The cost associated with any and all Tenant suite security systems shall be the sole responsibility of the Tenant.

EMERGENCY PROCEDURES

Emergency Contacts

Listed below are a number of important telephone numbers. In an emergency situation call 911. After calling the appropriate emergency agency, please contact the Building Management Office.

All Emergencies	911
Building Management Office...	(303) 863-1303
Building Security at Wells Fargo Center	(303) 831-4900
Fire Department.....	911
Fire Department (Non-Emergency).....	(720) 913-2400
Denver Police Department	911
Denver Police Department (Non-Emergency)	(720) 913-2000
Denver Health Hospital (Paramedic Dispatch)	911
Posion Control Center.....	1 (800) 222-1222
National Weather Center	(303) 494-4479

BUILDING/TENANT FIRE SAFETY/LIFE SAFETY SYSTEMS

Overview

Wells Fargo Center was constructed in 1983. It is built of a concrete and steel core, with steel and concrete floor pans built out from the core, and wrapped with a granite, glass and aluminum curtain wall system. It is equipped with a life safety system that includes full sprinklering of the entire building, and smoke and heat detection systems, sprinkler flow alarms, smoke control, and tenant-activated alarm stations. The following is a more detailed description of the individual components of the life safety systems.

Life Safety Components

1. Personnel

Security: Wells Fargo Center has two security officers on duty at all times, 7 days a week, 24 hours a day. One officer will always be stationed at or near the lobby desk in the Sherman Street lobby.

Engineering: Wells Fargo Center has a full time Building Engineering Staff that is trained and is very familiar with life safety considerations and the building's mechanical systems. The engineering staff is on duty from 6:00 AM to 6:00 PM, Monday through Friday and from 7:00 AM to 3:00 PM on Saturday. In addition, a member of the engineering staff is on-call seven days a week, 24 hours a day.

Building Management: Your Building Manager is located in Suite 2440 and is on duty from 8:00 A.M. to 5:00 P.M. Monday through Friday.

2. Alarm Equipment

The building is equipped with an automated early warning fire detection system that is monitored by an agency that, in the event of an alarm, will automatically inform the Denver Fire Department of the alarm.

Activation of a single smoke detector will sound an alarm at the Fire Command Center, and will automatically dispatch the Fire Department, as well as initiate the building pressurization and smoke control systems. Activation of another additional smoke detector will activate the automatic elevator recall system.

The building occupants that are notified of an alarm are those:

- on the floor of the alarm.
- on the floor directly above the alarm.
- and on the floor directly below the alarm.
- In addition, alarms may sound in the building lobby on the ground level.

The components of the system include the following:

- a. Smoke detectors are located at each elevator lobby; outside each freight elevator entry and in each mechanical/electrical room and on each floor at each stairwell entrance.

- b. Each floor has fire suppression sprinkler heads which are automatically activated by heat or flame, and which also automatically transmit an alarm to the Denver Fire Department via a monitoring agency and cause the building alarm system to sound. Each sprinkler head, when activated by heat, provides water to a radius of 100 square feet at a rate of 25 gallons per minute.
- c. Manual fire pull boxes are installed at all fire exit stairwells within the building. These are activated by pulling on the alarm handle. Once the manual pull boxes are activated, an alarm will sound and the fire system will register an alarm signal that is monitored by a monitoring agency that will dispatch the Denver Fire Department.

3. Fire Protection Equipment

The building has equipment for use by the Denver Fire Department, building personnel, and building occupants.

- a. Fire Standpipes are located in the fire extinguisher cabinets near fire exit stairwells and are labeled "Fire Valve and Extinguisher". These standpipes provide water to Denver fire fighters.
- b. Also found in the cabinets are fire extinguishers. If the fire is small and users are properly trained, these extinguishers can be used by building occupants and personnel.
- c. Two Emergency Power generators are installed on the L-1 level of the building. The generators provide power within 60 seconds to the following areas in the event power is lost to the building:
 - * Emergency lighting serving:
 - 1. Stairwells
 - 2. Exit lights
 - 3. Corridors
 - 4. Tenant Spaces (limited)
 - * Fire alarm system
 - * One elevator per elevator bank (for emergency use only)
 - * Fire pump
 - * Sump pumps
 - * Smoke control ventilation fans
 - * Stairwell pressurization fans
- d. In the event of two alarms being activated on one floor, the elevator emergency controls will be automatically activated, and elevators in the bank with the fire alarm will be recalled to the lobby level of the building. The elevators are reserved for firefighter use until the Denver Fire Department clears the alarm. Tenants cannot use elevators that have been recalled while building is in alarm status, by order of the Denver Fire Department.

4. Fire Communications

- a. An automatic siren occurs on the fire floor and one floor above and below.
- b. A public address system is present throughout the building complex for emergency use by the Denver Fire Department for instructions on evacuations procedures.

This system may also be used by the Building Management in other emergency situations.

- c. There is an evacuation graphic posted on each floor of the building in the elevator lobby, and at the entrance to the freight elevators. Please note the location ("YOU ARE HERE"), as it relates to the exit stairwells. Exit paths are identifiable by exit signs that will remain on in the event of a power outage.
 - d. The stairwells are equipped with emergency phones that ring directly to the building information desk. These phones are located every fifth floor throughout the stairwells, on each floor ending in the number 2 or 7.
 - e. The Building information telephone is 303-831-4900. This desk is staffed 24 hours per day, seven days a week, to provide assistance in emergency situations.
5. Evacuation and Relocation

In the event of evacuation, please proceed to the exit stairwells. Each floor has two stairwells which are clearly marked with exit signs. Stairways are protected by fire rated doors and walls. Upon entering the stairway, make sure to close doors behind you and proceed downward. Please stay to the far right if you are going down the staircase, and the far right if you are going up. **If instructed to do so by building or emergency personnel**, it is possible to re-enter a floor every five levels (every floor ending in a 2 or a 7) in the event that the bottom of the stairwell is blocked by fire or other condition. Under most conditions, tenants will proceed downward to the ground level. Stair B (East side) exits on the L or "Sherman Lobby" level, and Stair A (West side) exits on the L-1 or "Lincoln" Level. exiting at the L-1 level on either the Sherman or Lincoln Street sides of the building. Please do not attempt to re-enter the building unless instructed by the public address system, Fire Department or building personnel.

Emergency Wardens instructed to evacuate should:

- Be the last one off the floor – not the first.
- Make sure all building occupants evacuate downward, unless instructed to do otherwise over the PA system
- Make sure to direct evacuees down the stairs, not out through the re-entry floors, unless instructed otherwise over the PA system
- Notify the lobby desk of any problems, or individuals who need additional assistance via the stairwell phones located at the re-entry floors.

STAIRWELLS ARE THE LIFE-LINE OUT OF THE BUILDING FOR FIRE EMERGENCIES.

TENANT FIRE SAFETY PLAN

A. Tenant Responsibilities

1. Each floor must assign a minimum of two Floor Wardens and two Floor Searchers. Individual tenants on multi-tenant floors should assign two Suite Fire Wardens.
2. Those assigned as Floor Wardens or assistants must attend training sessions at least once per year, which will be provided by the Building Management and the Denver Fire Department.
3. Tenants are responsible for keeping an up-to-date list of physically disabled, injured or ill employees at the Management Office.
4. Building fire drills will be held at least once a year.

B. Floor Warden Responsibilities

Floor Wardens are responsible for the occupant condition of their floor, for supervising the Searchers during an emergency, and for directing evacuation occupants, if necessary, during an emergency. Floor Wardens must be familiar with the layout of their floor, the details of the Emergency Response Plan, the location and operation of available alarm systems, fire protection equipment, coded door locks, and the location of routes to exit areas.

Administrative Responsibilities

Floor Wardens must select two Searchers to assist in the event of a fire emergency. Floor Wardens are responsible for working out a search plan for Searchers to follow in the event of an emergency on their floor.

Other administrative duties of Floor Wardens include:

1. Maintain an up-to-date list of physically disabled, injured or ill employees.
2. Notify the building management office when changes in Emergency Organization personnel and physically disabled people occur.
3. Brief new employees on emergency procedures and occupant responsibilities.
4. Know and be able to identify all employees.
5. Order relocation of employees if danger is present.
6. Notify 911 of the location of disabled employees during the emergency.

During an emergency, Floor Wardens are responsible for the positive exercise of leadership to provide for the safety of employees. The responsibility continues even after an evacuation - until the emergency is terminated.

In the event of an emergency, employees should follow their Floor Warden's instructions and offer their full cooperation.

C. Emergency Procedures

1. If there is a fire on a tenant floor, and the alarm is not sounded, the floor Fire Warden or person finding the fire is to:

- a. Close any doors to the fire area
- b. Pull the alarm in the nearest stairwell
- c. Call 911 from a safe area
- d. Prepare for relocation.

2. In the event that the alarm is sounded, the procedures outlined below are to be followed:

- a. Proceed to the corridor/staging area by the nearest stairwell and form a line. At that time, everyone is to proceed down the stairwell or follow any directions given by the Floor Wardens and/or Fire Department personnel.
- b. Floor Wardens are to put on a red cap (provided by Building Management) so other tenants or the Fire Department can easily identify them. If possible, Floor Wardens should also keep a flashlight nearby.
- c. When instructed by the Fire Department, Floor Wardens are to prepare their group to relocate, based upon Fire Department instruction from the staging area. (Fire floor should have already been relocated).
- d. Any area affected by fire or smoke is to be evacuated immediately. Searchers should make certain any or all doors leading into such an area are closed after checking that everyone is out of the area. Other searcher duties are as follows:
 1. To search all restrooms and any other areas of their floors to ensure that all persons are aware of the fire alarm.
 2. Assist any persons who may faint or become injured or disabled.
 3. Searchers should then keep in close communication with the Floor Warden in case other assistance becomes necessary.
- e. Disabled persons are to remain on the stairwell landing at all times with their "buddy" until the Fire Department arrives. If the Floor Warden relocates a disabled person, they must notify 911 of the disabled person's location so that the Fire Department can move him/her.

SPECIAL NOTE: All tenants are asked to keep the Management Office informed of any persons working in the building who have any impairment that could keep them from relocating without assistance in an emergency.

- f. The Floor Warden can order relocation to another floor if danger is present.
- g. If the occupants of a floor are directed by the Fire Department to leave the floor, it is to be done by way of the stairwells.

1. Elevators are not safe in such an emergency and will be taken out of service from the Building Information Desk.
2. To relocate people, Floor Wardens will have to lead people downward in the stairwell, making certain they stay on the far right, leaving room for fire fighters to use the stairwell easily. Also, people should not run or talk in the stairwell as the noise may hinder them from hearing instructions.
3. If the situation warrants an evacuation, it will be, in most cases, necessary to evacuate down the stairwells, completely to the bottom and out of the building. Wardens and tenants should not re-enter the building on re-entry floors or stop in the stairwells unless directed by building or emergency personnel.

Evacuation for Disabled Individuals:

The following procedures have been implemented to provide maximum safety for anyone who is disabled in this building.

- a. A comprehensive list of all disabled people, and where they are located, is kept in the Management Office and the Fire Command Center at all times for use in any type of emergency. Including in the listing are: 1) the person's name 2) the floor in which he/she works, 3) the name of the Floor Warden responsible, and 4) the nature of the disability.
- b. We ask that each Floor Warden assign at least two people to be the disabled person's "buddy". In this way, someone is always able to be with and stay with the disabled person.
- c. In the event of an emergency, the disabled persons should never be left alone. The "buddy" should always take the disabled person to the nearest stairwell landing when there is smoke or fire; or if the Fire Department instructs everyone to leave the area.

BOMB THREAT AND SUSPICIOUS DEVICES

A. Basic Tenant Responsibilities

1. Each tenant should brief his or her telephone receptionist on bomb threat procedures. The receptionist or person who answers the telephone is the most vulnerable to a bomb threat and should be the most well versed in these procedures.
2. Each tenant should have a copy of the bomb threat checklist at the receptionist's telephone. (see below).

B. Bomb Threat Emergency Procedures

1. Receiving Telephone Threats
 - a. When a bomb threat is received by telephone, take a deep breath and calmly try to ask the caller the questions listed on the bomb threat checklist. This information will be extremely helpful to the police.

- b. After the caller hangs up, immediately fill out the remaining portion of the bomb threat checklist. This information will be extremely helpful to the police.
 - c. **First, dial *57 which will place a trace on the last call received on that line.** Notify the police at **911** and then contact the Management Office 303-863-1303 that you have received a bomb threat.
 - d. Do not make statements to newspapers, radio or television news. Leave that to the police.
2. Receiving Written Threats
- a. Written threats are less frequent than telephone threats, but must be considered just as carefully.
 - b. Avoid physical handling of the written threat. This evidence will be analyzed by the police department for fingerprints, postmarks, handwriting and typewriting.
 - c. Notify the Denver Police Department at 911 that you have received a bomb threat in writing.
 - d. Notify the Management Office at 303-863-1303 that you have received a bomb threat in writing.
3. Search Procedures
- a. It will be the responsibility of each tenant to decide if their employees are to search tenant areas, such as coatrooms, conference rooms, computer rooms, and workstations. The Building Management Staff will be responsible for searching the following areas:
 - Public Restrooms
 - Elevators
 - Telephone Equipment Rooms
 - Entrances and Lobbies
 - Fire Extinguisher Cabinets
 - Planters
 - Transformer Vaults
 - Boiler and Chiller Rooms
 - Outside of the Building
 - Shrubbery
 - Stairways
 - Trash Storage Areas
 - Janitor Closets
 - Loading Dock
 - Parking Garage
 - b. If a suspected device is found, **DO NOT TOUCH IT!**
From a safe location - Contact the Management Office at 303-863-1303 and clear the immediate area. A police officer will be dispatched to investigate the suspected

device. Safely guard the area to keep people away, until the police officer checks the device.

- c. If the police officer believes the suspected device to be a bomb, his/her authority immediately exceeds that of the tenant or landlord and his/her instructions are to be followed.
- d. **Two-way radios or mobile phones should never be utilized in the area of a suspected device.**

4. Evacuation

- a. Evacuation of the building is a decision to be made by each tenant or the police or fire department officials only. Building Management will not make the decision to evacuate the building.
- b. In the event that the decision to evacuate is made, the safest and fastest route to safety will be the stairwells.
- c. Contact the Building Management Office at 303-863-1303 and inform them of the decision to evacuate. Building Management will inform the police and/or fire department of that decision.

POWER FAILURE PROCEDURES

A. Emergency Generator

- 1. Due to the possibility of a failure of electrical service provided to the building, Wells Fargo Center is equipped with two emergency generators that automatically turn on within one minute after a power failure.
- 2. In the event of a power failure, the emergency generator will supply electrical power to the following areas within the building.
 - a. Emergency lighting system:
 - 1. Stairwells
 - 2. Exit lights
 - 3. Corridors
 - 4. Tenant suites (Limited areas)
 - 5. Parking Areas
 - b. Fire alarm system
 - c. One elevator per bank of elevators serving every building floor
 - d. Fire pump
 - e. Supply and return air fans
 - f. Sump pumps

B. Power Failure Procedures

- 1. The emergency generator will start automatically and supply emergency power to the above-mentioned systems within sixty (60) seconds.

2. All elevators will return to the first floor, one at a time, where doors will open and allow passengers to exit. Once all elevators have returned to the lobby, one elevator in each elevator bank will then operate in a normal capacity on emergency power. Elevator service will be minimal and should be used only if absolutely necessary until normal power is restored.
3. The emergency lighting system will turn on within 60 seconds of a power failure. The emergency lighting system will provide light in the office area, corridors and stairwells to enable people to see where they are going. Please note that restrooms are not equipped with emergency lighting and should not be used during the power outage.

TORNADO PROCEDURES

- A. When a tornado watch is announced, this means that tornadoes are expected in, or near your area. Keep your radio or television set tuned to a local station for information and advice from your local government and the weather service.
- B. When a tornado warning is issued, it means that a tornado has actually been sighted, or has been indicated by radar, and this or other tornadoes may strike in your vicinity. Public warning will come over the radio, TV, or by five-minute steady blasts of the siren by the Denver Office of Emergency Management warning system. Take the following actions immediately!!

ACTION TO TAKE

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

FLOODING

Because of the extreme danger produced from water and electrical problems, the Denver Fire Department recommends the following:

1. Evacuate the wet area to a dry safe area.
2. Call the Building Management Office at (303) 863-1303.
3. Call the Civil Authority - 911 or ask for the Fire Department. Explain the problem; give the address, building name and the floor number.
4. Remember - It is important to report any water leak, no matter how small, to the Building Management Office immediately upon its discovery, so it may be resolved before additional damage occurs.

EARTHQUAKE

If an earthquake occurs, the ground will shake perceptively for a relatively short period of time, perhaps only for a few seconds, or for as long as a minute in a great earthquake.

A. Precautions to Take During an Earthquake

1. Try to remain calm and to reassure others.
2. If you are in a high-rise office building, get under a desk. Do not run for exits. The power may fail, forcing the elevators to become inoperative. Seek safety where you are at the time of the incident and then leave calmly, if evacuation is necessary.
3. Do not be surprised if the electricity goes out; if the elevator, fire and burglar alarms start ringing; or if the sprinkler systems go on. Expect to hear noise from breaking glass, cracks in the walls and falling objects.

B. Precautions to Take After an Earthquake

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

1. Remain calm and take time to assess your situation.
2. Help anyone who is hurt and administer emergency first aid when necessary. Cover injured persons with blankets to keep them warm. Seek medical help for those who need it.
3. Check for fires and fire hazards. Put out fires immediately, if it is safe to do so.
4. Check for damage to utilities and appliances. Shut off electricity if there is any chance of damage to wiring.
5. Shut off water lines in your suite if breakage has occurred.

6. Do not turn on electrical switches or appliances.
7. Do not touch power lines, electric wiring, or objects in contact with them.
8. Do not use the telephone, except to call for help or to report serious emergencies (medical, fire or criminal), or to perform some essential service. Jammed telephone lines interfere with emergency services, and it is thoughtless to use the telephone for personal reasons or to satisfy curiosity. When the emergency is clearly over, contact relatives and friends so they will know you are safe.
9. Be certain that sewer lines are not broken before resuming regular use of the toilets.
10. Warn others of any spilled materials that are dangerous. Do not attempt to clean up the materials yourself.
11. Listen to the radio for information about the earthquake, and disaster procedures.
12. Be prepared to experience aftershocks. They often do additional damage to the buildings that have been damaged by the main shock.
13. Use great caution when entering or moving about in a damaged building. Collapses can occur without much warning, and there may be dangers from gas leaks, electric wiring, broken glass, etc.

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

ELEVATOR EMERGENCY

In the event of an elevator malfunction, it is possible that you may be detained in the elevator. While this is unlikely, it is important to be prepared for such an occurrence.

WHAT TO DO:

1. If you are trapped in the elevator during business hours, push the “Alarm” button inside the elevator, located in the panel to the right of the door ONCE to alert building occupants to your situation.
2. Intercom communication is located in the elevator, use button (by phone icon) just below the left set of buttons.

Instructions on Use of Elevator Intercom:

1. Press button next to telephone icon
2. The intercom will automatically connect with the lobby desk
3. Security personnel will answer and coordinate a response
4. Do not try to force open the elevator doors.
5. Never attempt to leave the elevator if it is stopped between floors, unless specifically instructed by emergency personnel.
6. Relax and stay calm until help arrives. Please allow approximately one-half hour from the time of your call for help to arrive.

ELEVATOR EMERGENCY REQUIRING FIRE DEPARTMENT ASSISTANCE

During an elevator emergency, 9-1-1- should only be called if the person(s) inside is/are trapped, as defined by the Denver Fire Department. The Denver Fire Department defines the word “trapped” as used in the UFC Denver Amendments Section 206-E. A situation involving one or more of the following would warrant a call to 9-1-1:

- The ability to communicate with the person(s) is lost
- The person(s) request that 9-1-1 be called
- There is a medical emergency (panic included)
- There is an environmental emergency (e.g. fire, chemical, bomb threat, etc.)
- Wall has to be breached or person(s) must be removed by any means other than normal passenger exit door or under their own power
- Building Management personnel, Engineering, Security, etc. deem it necessary to call 9-1-1
- The responding elevator company or mechanic deems it necessary to call 9-1-1
- Due to weather or other conditions (e.g. mechanic responding from home) the response time will be longer than half an hour (and none of the other conditions above apply)

Housekeeping

Maintenance

The Building Staff is available from 8:00 A.M. through 5:00 P.M. to answer your maintenance related questions or handle any maintenance requests. We ask that you submit your requests through Angus at <https://www.ng1.angusanywhere.com/Tenant/Trizec/Brookfield/Default.aspx>. Please be sure to include your company name, an appropriate contact person, the nature of the request, and the general floor location where the issue of concern can be found. The work order will be dispatched to the appropriate person who will respond to your concerns as quickly as possible.

Whenever possible, we ask that all requests of a non-emergency nature, such as light bulb replacement, temperature concerns, lock and key requests, cleaning requests/complaints go through the individual in your office designated as the "Tenant Contact".

Heating, Ventilating and Air Conditioning (HVAC)

The building was designed to maintain a constant temperature of 73 degrees Fahrenheit. Conditioned air to each tenant space is controlled by one or more thermostats, roughly divided into fourteen (14) "zones" per floor. The thermostats are not designed to be user-operable and should only be adjusted by members of the Building Engineering Staff. Conditioned air is supplied to the space by diffusers located at the perimeter of the space and by diffusers located in the ceiling throughout the tenant space. We ask that you report any discomfort or potential problem with air flow to the Building Management Office in order to be properly addressed by the Engineering Staff.

Recycling

Wells Fargo Center offers comingled recycling which allows Tenants to recycle a variety of materials in one stream, including: newspaper, magazines, glossy paper, steels or tin cans, corrugated cardboard, plastics #1-#7, empty aerosol cans, glass bottles and jars, and brown paper bags. Collection bins are provided free of charge to Tenants for the establishment of their own central collection centers and desk recycling bins in their space. The janitorial staff empties recyclable materials from the central collection center(s) and desks. **We recommend that confidential or sensitive information NOT be recycled unless it has been shredded prior to disposal in your central collection center.** Guide sheets to recyclable materials are available from the Building Management Office and offer assistance in ascertaining whether a material is recyclable.

Wells Fargo Center offers electronic recycling to tenants year-round. Collection bins are located in the Wells Fargo Center Loading Dock and are accessible at any time to properly clearance individuals. A complete list of acceptable items is available via the Building Management Office.

Locks and Keys

Tenant requests for additional locks, keys, or re-keying of Tenant suites must be done through the Building Management Office as locks that are not on the building master key system are not permitted. Additionally, any building or suite keys issued to employees should be documented by each Tenant. It is the Tenant's responsibility to ensure all keys are returned prior to changes in personnel, termination, etc. Should a key not be returned to you, we do recommend re-keying your suite for security purposes.

Signage and Directory Listings

Tenants on multi-tenant floors are permitted to use only the building standard suite signage at your suite entrance and on the floor directory. We ask that you refrain from using logos or customized typestyles when evaluating your common area signage needs.

All suite signage and directory listing requests should be coordinated in writing through the Building Management Office. For your convenience, we have enclosed the appropriate forms in the rear pocket of the Tenant Handbook.