



Tenant Manual

8001 Arista Place
8181 Arista Place



911: Emergency
303-991-5980: Building Emergency
303-991-5980: Building Management

www.AristaBroomfield.com

WORK

Welcome to Arista Place

We would like to take this opportunity to welcome you to Arista Place. We are excited you have selected Arista Place as your place of business and look forward to a long-lasting relationship. Our major goal is to provide the optimum levels of appearance and performance, which in turn, assures maximum appreciation of our tenants.

The Building Management Office is located at 555 Eldorado Blvd., Suite 200, Broomfield, CO 80021. Our normal business hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. The phone number is 303-991-5980. During non-business hours, an answering service provides voice mail messaging and a live operator who can reach us in case of an emergency. The office is staffed by:

Joe Zepeda
joe@wienscapital.com
cell: 720-838-6446

Enclosed in this manual, you will find important information regarding our building policies and procedures and contact information. We have also included a Tenant contact form for you to fill out and return to us as soon as possible either by email or fax.

We are very happy you are a part of our family. Please feel free to contact us at any time to discuss any questions or problems you might have regarding your tenant account, this manual or the Arista development.



ARISTA SERVICES

For your convenience, we have provided a list of nearby services tenants in the building may find useful. Unlike other office buildings, Arista Place boasts a convenient location with many unique amenities and services which can be easily accessed on foot, by car or public transportation. We hope that you will find this list useful in satisfying both professional and personal needs.

Services located in Arista:

ATM

FirsTier Bank ATM located at Broomfield Event Center main entrance

Catering

Boston Culinary 303-410-0730

Entertainment

Broomfield Event Center 303-410-0710

Hotel

aloft Hotel 303-635-2000 Opening May 1, 2009

Restaurants

Proto's Pizzeria 303-466-2112

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Access Cards

Building access cards will be issued for all employees working at Arista Place. An access card is necessary to enter the building and access the floors outside of normal building hours.

To ensure the building's security is not comprised, we will require a Security Card Access Request Form be filled out for each employee (see *Forms*). In addition, a second form should be filled out and forward by fax to our office immediately if any of the following events occur:

1. An employee leaves the company
2. A card has been given to someone other than the original holder
3. A card is lost or stolen

Please do not transfer a card to another employee without first notifying the management office.

It is tenant's responsibility to manage the access cards for its employees. Due to security issues, if the access card is lost or stolen, there is a replacement charge of \$25.00.

Advertising/Signage

The tenant shall not advertise the business, profession or activities of the tenant conducted in the building in any manner which violates the letter or spirit of any code of ethics adopted by any recognized association or organization pertaining to such business, profession or activities. Tenant shall not use the name of the building for any purposes other than the business address of the tenant and shall never use any pictures or likeness of the building in any circulars, notices, advertisements or correspondence without the landlord's consent.

Use of the Arista logo and/or the Live, Work, Play, Shop, Dine, Stay tag must be approved.

Alley Way

The alley behind the building is restricted to deliveries only. There is no tenant or employee parking allowed in the alley way.

Balconies

Among the many unique features of the Arista Place office buildings are the balconies on the upper floors. We expect that they will get great use and visibility from our office tenants. However, with such a feature, come some special guidelines:

1. Patio-type furniture is allowed on the balconies. Building management assumes no liability or responsibility for damage to such furniture due to weather conditions, theft, or vandalism.
2. Patio-style planters are allowed on the balconies. However, they cannot be permanently affixed or hung from the railings.
3. No material is allowed to be hung from the railings at any time, i.e., banners, signs, flags, holiday decorations, etc.
4. No smoking is allowed on the balconies.
5. Tenants shall not throw anything off the balcony.

Building Hours and Holidays

Arista Place operates 24 hours a day, 7 days a week. Normal hours for building entry are 7:45 a.m. – 5:15 p.m. Monday through Friday and 8:00 a.m. – 12:00 p.m. on Saturday. Access to the building at other times is restricted and is monitored by the building's security systems and personnel.

To provide tenants with the most effective safety, all tenants entering the building after normal hours are required to use their access card to access not only the building, but also their respective tenant suite or floor.

Should you need extended hours for your suite for a special function or additional working hours, please notify Building Management 24 hours in advance.

Building Directory/Signage

A lobby touch-screen directory listing is provided by building management. Directories are located in both the east and west lobby entrances. Company names and suite numbers will be added to the directory when a tenant moves into the building, and an employee listing may also be provided if requested by tenant. Changes or additions to listing must be submitted in writing to Building Management. There is no charge for changes and additional directory listings. A copy of your letterhead with logo, if applicable, should be provided to building management prior to move in so that sufficient time is allowed for directory programming. Changes or additions to this directory may be requested by contacting building management via the listing form found in the appendix section.

Building Modifications and Space Management

No modifications to the space or building will be allowed without prior written approval by building management. Please prepare the following and submit to building management at least 30 days prior:

1. Modification desired
2. Two copies of architectural plans or drawings
3. Insurance certificate
4. Contractor approval

Building Rules and Regulations

The rules and regulations for Arista Place are deemed appropriate for a Class A office building located in Broomfield, Colorado. The tenant agrees to comply with the following rules and regulations that have been adopted for the safe and efficient operations of the building:

1. The tenant shall occupy and use the Premises during the Term for the use stated in the Lease and no other purpose whatsoever.
2. The tenant shall not exhibit, sell or offer for sale on the Premises or in the Building any article or thing except those articles and things connected with the stated use of Premises by the Tenant without the advance consent of the landlord.
3. The tenant will not make or permit to be made any use of the Premises or any part thereof which would violate any of the covenants, agreement, terms, provisions and conditions of this Lease or which directly or indirectly is forbidden by public law, ordinance or governmental regulation or which may be dangerous to life, limb, or property or which may invalidate or increase the premium cost of any policy of insurance carried on the Building or covering its operation, or which will suffer or permit the Premises or any part thereof to be used in any manner or anything to be brought into or kept therein which, the judgment of landlord, shall in any way impair or tend to impair the character, reputation or appearance of the property as a high quality office building, or which will impair or interfere with or tend to impair or interfere with any of the services performed by landlord for the property. Bicycles or other vehicles shall not be permitted in the offices, halls, corridors and elevators in the building, nor shall any obstruction of sidewalks or entrances of the building by such be permitted.
4. The tenant shall not display, inscribe, print, paint, maintain or affix on any place in or about the building any sign, notice, legend, direction, figure or advertisement.

Business Machines

Business machines and mechanical equipment which cause vibration, noise, cold or heat that may be transmitted to the building structure or to any leased space outside the tenant's premises shall be placed and maintained by the tenant, at its sole cost and expense, in settings of cork, rubber or spring type vibration eliminators sufficient to absorb and prevent such vibration, noise, cold or heat.

Common Areas

The sidewalk, halls, passages, exits, entrances, elevators and stairways shall not be obstructed by the Tenant or used for any purpose other than for ingress to and egress from its Premises.

The halls, passages, exits, entrances, elevators, stairways and roof are not for the use of the general public and the landlord shall in all cases retain the right to control and prevent access thereof by all persons whose presence, in the judgment of the Landlord, shall be prejudicial to the safety, character, reputation and interests of the Building and its tenants, provided that nothing herein contained shall be construed to prevent such access to person with whom the Tenant normally deals in the ordinary course of tenant's business unless such persons are engaged in illegal activities.

Entrance into the lobby with bicycle/scooters is not permitted. Furthermore, rollerblades are not to be used in the lobby as well. Tenants that rollerblade to and from the building must remove them while outside and use proper foot attire when entering and exiting the building.

If you choose to have newspaper delivery at the building, please make sure your papers are picked up by noon of the same day delivery. If they are left at the lobby doors, they will be disposed of Building Management.

No tenant and no employees or invitees or any tenant shall go upon the roof or mechanical floors of the building.

Absolutely no vending machines are allowed in common areas.

No notices, bulletins, circulars or other type of information may be placed on any common area wall or door. This restriction includes all adjoining doors and door frames.

Contract Labor

The Tenant shall not contract for or perform any work or service which might involve the employment of labor incompatible with the building employees or employees of contractors doing work or performing services by or on behalf of the landlord.

Deliveries

Large deliveries of furniture or materials after occupancy will be permitted only after 6:00 p.m. Monday through Friday, and anytime on Saturday, Sunday, and holidays. These must be scheduled in advance with building management. Normal deliveries received during the course of business will be permitted during working hours.

Delivery trucks are allowed to load and unload their materials for a period of time not longer than thirty minutes. Any deliveries that require additional time must be coordinated with building management for after-hour service. There shall be an additional charge for all after-hour services.

Delivery vehicles may not park unattended behind the building for any period of time. At no time is parking allowed behind the building, or on Arista Place.

Elevators, Stairwells & Corridors

Please report non-emergency elevator malfunctions to building management at 303-991-5980.

The Arista Place elevators are available to all tenants during regular business hours. Tenants must reserve the use of the elevators after hours for furniture moving, large boxes, computer equipment, etc. by contacting the building manger. Large moves also need to be coordinated through the building manager. Any vendor moving tenant items must have a current Certificate of Insurance on file with the management office.

No freight, furniture, or packages of bulky matter of any description will be received in the building or carried up or down in the elevators except during such hours as the management may prescribe.

All stairwells are to be kept free of any excess items and shall not be used for storage. At no time should any doors of the building, including stairwell doors, be propped open.

Stairwells are important for emergency exits during a fire. They are the only means of exits from a multi-story building. Extreme caution should be used whenever exiting through the stairwells.

HVAC

The tenant shall cooperate fully with the landlord to assure the effective operation of the building's air-conditioning system, including the closing of window coverings; and if windows are operable, keep them closed when the air-conditioning system is in use for maximum efficiency.

General Service

Heating and air conditioning are provided in season Monday through Friday 7:00 a.m. to 6:00 p.m. and 8:00 a.m. to 12:00 p.m. Saturday. After hours service can be arranged for an additional charge.

After Hours HVAC Fees

Fans Only:	\$85.00 each hour
Chiller Only:	\$75.00 each hour, includes pumps and cooling tower
Fans and Chiller:	\$200.00 first hour \$160.00 each additional hour

Holidays

Arista Place will be officially closed on the following holidays:

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

Should tenants require any cleaning, heating, ventilating, air conditioning or other special services on any of the above holidays, please contact the Management Office at least 48 hours in advance since the building staff and service providers also observe these holidays. Tenants will be charged for building services on these days.

Holiday Decorating

Holiday decorating is permissible within the tenant space, with the following guidelines:

- Candles and other open flames are prohibited.
- Decorations must not be attached to, limit the visibility/use of, restrict access to, or otherwise interfere with the operating ability of fire alarms or fire suppression equipment.
- Items such as posters, signs, flyers, etc. must not be adhered to walls and doors of shared or common area.
- Do not place or attach decorations to any hallway or stairway door (including glass windows).
- Do not obstruct or conceal fire extinguishers, emergency exit signs or emergency exits.
- Decorations must not be placed on electrical devices or near heat sources.
- “Fire Resistant” artificial trees are permissible, although size may be restricted. Live trees are not allowed.
- No artificial snow sprays are allowed.
- Agencies shall not cook, place or use any explosives, flammable liquids, flammable solids, combustible liquids or other hazardous materials in office areas, i.e., gasoline, kerosene, oil, or acids.
- Fire extinguishers shall not be moved, altered or blocked.

Lighting and other electrical devices should be kept to a minimum, and these guidelines must be followed:

- No holiday lights are allowed on balconies.
- Check each set of lights, new or old, for broken or cracked sockets, frayed or bare wires, or loose connections.
- Discard damaged sets or repair them before using.
- Unplug devices before leaving area unattended. Be certain to unplug all lights as you leave at night.

- Never use more than the manufacturer's recommended number of string of lights in series (plugged into each other).
- Do not use electrical lights or other electrical devices on metal trees.
- All electrical lighting, wiring and devices must be UL-Listed.
- Surge protection power strips should be utilized, not extension cords.
- Fire extinguishers shall not be moved, altered or blocked.

Insurance

Please forward a copy of your policy as per your Lease Agreement.

Janitorial

Arista Place provides janitorial services Monday through Friday from 6:00 p.m. until approximately 10:00 p.m.

The following are services regularly provided by our night cleaning staff:

- All wastebaskets and other waste receptacles emptied
- All horizontal surfaces that can be reached without a ladder are dusted
- Drinking fountains and sinks are cleaned, polished and sanitized
- Carpeted areas are vacuumed
- Non-carpeted areas swept
- Hard surfaced floors are spot damp mopped
- Resilient tile floors are machine stripped and sanitized
- All restrooms are cleaned, sanitized, and stocked with paper products

In addition, special cleaning needed outside of the regularly performed services may be contracted for on an individual basis. Charges associated with the task(s) would apply.

If by specific request, boxes within tenant spaces are to be thrown away by the night janitorial staff, they should be properly broken down and clearly designated for recycling. Under no circumstances should boxes or trash be placed in the hallway or by the freight elevator; this is a fire hazard.

Any comments regarding the night cleaning service should be directed to the building management office 303-991-5980.

Lobby Entrance (see Common Areas)

Locks & Keys

Tenant will be supplied with two keys free of charge for the main door entering the premises after completion of the Key Request Form (see *Forms*). If more than two keys for one lock are desired, the landlord will provide the same upon payment by the tenant.

All keys shall remain property of the landlord and must be returned to the landlord at the expiration or termination of tenant's lease.

No additional locks or similar devices shall be attached to any door or window without landlord's prior written consent. No keys for any door other than those provided by the landlord shall be made.

Lost & Found

Please notify Building Management of any lost items.

Mail Boxes/Keys/Entry

For the convenience of our tenants, there is a central mail box area on the first floor, east lobby. Delivery, distribution and pick up times are between 12:00 p.m. – 2:00 p.m.

Moving Procedures

Prior to any move-in/move-out the tenant shall notify building management in writing, of the dates and times that the move shall occur (see *Forms*).

Tenants shall require their movers to provide protective coverings for common areas and tenant space carpeting. Repairs of any damage to the common area, or tenant spaces during the move shall be billed to the tenant. Tenants are encouraged to have their mover walk/review the building with a building management representative prior to moving.

Additionally, for insurance purposes Arista Place, LLC shall be designated as an additional insured.

Parking and Garage Use

Arista Place desires to provide parking for office tenants and office visitors at the Arista Parkade. The parking structure is open 24 hours a day, 7 days a week. Unauthorized vehicles illegally parked will be towed away at the owner's expense. At no time shall the Parkade be used for personal, long-term or overnight parking.

Vehicles with fluid leaks of any type (oil, gas, coolant, etc.) are not allowed to be brought into the Parkade until the defects have been repaired. In cases of severe leaks, we are required by Fire Safety regulations to remove the vehicle from the property. All attempts will be made to locate the owner of any hazardous vehicle, but failing prompt response, we will tow the vehicle immediately. Vehicle repairs should never be performed within the confines of the Parkade.

The building management works closely with the Broomfield Event Center to manage those occasions that might affect office tenant garage accessibility and availability. To that end, all Arista tenants will be issued a Tenant Parking Hang Tag for their vehicle to

grant accessibility to the Parkade and throughout the entire Arista property. The hang tag must be visible at all times while on Arista property.

There will be no event parking charges imposed to Arista tenants provided; of course that the proper Tenant Hang Tag is prominently displayed in the vehicle.

The Arista Parkade is a public parking structure and parking for office tenants is on a first-come, first-served basis. Access to the garage is through either the south or northeast entry points. As a step to facilitate movement throughout the development, and specifically, the Arista Parkade on an event day, exit from the garage will be restricted to the **north side only via Transit Way**. Exit from the Arista development will be via a single lane provided by event center parking personnel and the Broomfield Police Department, provided, of course that proper Tenant Hang Tag is prominently displayed in the vehicle.



Vehicles must exit Parkade through north exit only during events.



One hang tag will be issued to each office tenant free of charge. Replacement tags will be issued for a \$25.00 fee.

Pest Control

Pest control throughout the building is performed on a regular basis. Please notify building management at 303-991-5980 if you see any signs of rodents or insects.

Plumbing

Please report all plumbing malfunctions to building management at 303-991-5980.

It is strictly prohibited to deposit coffee grounds, food, plant soil, sweepings, rubbish, rags, acids, excessive paper or other substances in sinks, toilets, water fountains, or other plumbing fixtures.

Premises

The tenant shall not make any alterations, improvements or additions to the premises including, but not limited to, wall coverings, floor coverings and special lighting installations, without the landlord's advance written consent in each and every instance. In the event tenant desires to make any alterations, improvements or additions, Tenant shall first submit to landlord plans and specifications therefore and obtain landlord's written approval prior to commencing any such work. All alterations, improvements or additions, whether temporary or permanent in character, made by landlord or tenant in or upon the premises shall become landlord's property and shall remain upon the premises at the termination of its lease without compensation to tenant (excepting only tenant's movable office furniture, trade fixtures office and professional equipment) provided, however, that landlord shall have the right to require tenant to remove such alterations, improvement or additions, at tenant's cost, upon the termination of its lease and to repair any damage to the premises resulting there from.

Neither tenant, its clerks, agents or servants, shall bring into the building, without written consent, and under the direction of landlord, gas pipes or any telephone, telegraph or electric wires for any purpose.

The tenant shall not overload any floor. The landlord may direct the time and manner of delivery, routing and removal, and the location of safes and other heavy articles.

Unless the landlord gives advance written consent, the tenant shall not install or operate any steam or internal combustion engine, boiler, machinery, refrigerating or heating device or air-conditional apparatus in or about the premises, or carry on any mechanical business therein, or use the premises for housing accommodations or lodging or sleeping purposes, or do any cooking therein, or use any illumination or other electric light, or use or permit to be brought into the building any inflammable fluids such as gasoline, kerosene, naphtha, and benzene, or any explosives, radioactive materials or other articles

deemed extra hazardous to life, limb or property except in a manner which would not violate any ordinance of governmental regulations. The tenant shall not use the premises for any illegal or immoral purpose.

Tenant shall see that the doors, and windows, if operable, of the premises are closed and securely locked before leaving the building and must observe strict care and caution that all water faucets or water apparatus are entirely shut off before tenant or tenant's employees leave the building, and that all electricity shall likewise be carefully shut off so as to prevent waste or damage, and for any default or carelessness tenant shall make good all injuries or losses sustained by other tenants or occupants of the building of landlord.

Tenant shall not use, keep or permit to be used or kept any foul or noxious gas or substance in the premises, or permit or suffer the premises to be occupied or used in a manner offensive or objectionable to the landlord or other occupants of the building by reason of noise, odors and/or vibrations, or interfere in any way with other tenants or those having business therein, nor shall any animals, other than guide dogs for disabled visitors or employees, be brought in or kept in or about the premises or the building.

Recycling/Document Destruction

Arista Place proudly acknowledges its environmental responsibilities by participating in a recycling program. Recycling benefits not only our environment, but is cost effective as well. Arista Place offers single stream recycling which is picked up every Thursday. Single stream recycling allows tenants to mix recyclable paper, plastic, and glass into one bin.

Materials Accepted:

- Aluminum food and beverage containers (must be empty and contain less than 5% of food debris)
- Glass food and beverage containers – brown, clear or green
- Ferrous (iron) cans
- PET plastic containers with the symbol #1 – with screw tops only, without caps
- HDPE natural plastic containers with the symbol #2 – narrow neck containers only (milk and water bottles)
- HDPE pigmented plastic containers with the symbol #2 – narrow neck containers only, without caps (detergent, shampoo bottles, etc.)
- Plastics with symbols #3, #4, #5, #6, #7-narrow and screw top containers
- Newsprint
- Old corrugated cardboard
- Magazines
- Catalogs
- Cereal boxes
- Telephone books
- Printer paper
- Copier paper

- Mail
- All other office paper without was liners

Materials not accepted:

- Microwave trays
- Mirrors
- Windows or auto glass
- Light bulbs
- Ceramics
- Porcelain
- Plastics unnumbered
- Plastic bags
- Coat hangers
- Glass cookware/bakeware
- Household items such as cooking pots, toasters, etc.
- Tissues, paper towels or other paper that has been in contact with food

Security/Life Safety

Tenants are responsible for security within their respective suites. All reports of theft, vandalism or other security matters should be reported immediately to building management. Each tenant's suite security is decided prior to construction or individualized by the tenant after move-in. The management office must be provided with a key for any locks not on the building key system, and, if applicable, alarm/access codes for electronic security systems.

Showers

Plans are to construct showers on the 1st floor, east lobby, and will be accessible with an access card. These showers will be installed as a convenience to all tenants.

Solicitation

Arista Place has a "no solicitation" policy. If you have a solicitor in your area, please call the building emergency line at 303-991-5980 and provide a detailed description of the individual to building management. Building staff will respond to your floor to assist. The landlord may exclude or expel any peddler.

Smoking

The State of Colorado adopted a smoking ban effective April 1, 2004, which prohibits smoking in any public place and workplace, as well as within 15 feet of any entranceway. The only area where smoking is permitted is on the back side of the building. There is to be **no smoking** in front of the building, or inside of the building, or on the balconies of the building. This is to ensure the health and safety of all tenants in the building.

Snow/Ice Removal

Building Management has contracted with a snow removal company and will make every effort to keep sidewalks and walkways clear.

Special Events/Celebrations

If you are planning a special event, celebration, or party in your tenant space, whether it is during normal business hours or after hours, we ask that you notify building management 72 hours in advance. Building management staff is available to help you plan for parking needs, cleaning, and coordination of your event.

Tenant Costs

Access Cards	First issue: free Replacement - \$25.00
Parking Hang Tags:	First issue: free If lost or stolen, a \$25.00 replacement charge will apply.
Keys:	\$2.50/each
General Maintenance:	\$25.00 - Maintenance \$40.00 – Engineer

Tenant Statements/Billing/Rent Collection

Tenant Statements are prepared and distributed on/around the 1st of the month. The statement includes the current rent charge and any current invoices due for building services, as well as any past due charges.

If there are any other additional charges, detailed information will be included. Building service charges are billed only once a month so that payment can be included with tenant's rent payment. Rent and all other charges are due by the 10th of the month, pursuant to standard lease terms. Checks should be made payable to "Arista Place, LLC" and can be mailed or dropped off at the building management office during normal business hours. Please call the building management office if you have a question regarding your tenant statement.

Theft

Report any suspected theft, no matter how small, to Building Management immediately. You should also notify the Police Department. The building's insurance policy does not cover the theft of tenant's personal belongings. Personal property insurance is the responsibility of each tenant.

Incident Reports

To record the details of any accident, theft, or injury that occurs on the Property, incident reports must be filed. Please notify the Building Management Office as soon as an incident occurs so we can follow up with the appropriate record taking. We appreciate your cooperation in answering any questions that building personnel may have pertaining to the incident.

Trash Removal

All trash receptacles are emptied daily. Any items to be disposed of that are not in a wastebasket must be clearly marked TRASH. Never use wastebaskets as storage containers for items not intended to be discarded, nor should such items be placed alongside trash containers for they may be removed with it and irretrievably lost.

We ask that Tenants do not place any type of waste in the hallway or stairwells. Any waste that was not discarded the previous evening or that has accumulated during the day due to unusual office activities may be removed by contacting the Building Management Office at 303-991-5980.

Any contractors or subcontractors employed by Tenants are solely responsible for the removal of waste and any debris resulting from their work on a daily basis. Should the contractor leave any waste material, Building Management will have it removed at an additional cost to the Tenant.

Vending Machines

Vending machines shall not be installed without permission of the landlord except for food and soft drink vending machines which are for the sole and exclusive use of tenant's employees. Such vending machine must be installed within the confines of the tenant's space. Vending machines are not allowed in hallways, stairwells, or other common areas. Please submit your vending machine request to building management to arrange for delivery/installation outside of normal business hours.

Vendor/Contractor Notification

Once Tenants have gained approval for work to be performed in Tenant offices, we ask that written notification be provided for security reasons. Notification should include:

- The company name
- Names of all people who will be doing the work
- Date(s) work will be performed
- Time the contractor will arrive and depart
- Description of the work being done

Contractor Rules

- Vertical movement through the building will be via the elevator unless the following criteria are met:
 - Employees are going between a multi-tenanted floor and the main lobby.
 - Shoes have been cleaned of all debris/dust.
 - No tools, carts, buckets or materials are to be carried or rolled onto passenger elevators.
- Full floor Tenant space is not to be used as a transfer floor at any time.
- Stair tower doors are locked and are not to be propped open.
- All construction activities that hinder or impede any business operations must be scheduled after hours at the discretion of the owner's representative.
- All workers are required to wear a shirt, shoes, and full-length trousers.
- There will be no radios on the job site.
- Any work requiring a shutdown of electricity, water, fire alarms, systems, doors etc. must be scheduled in advance. In certain cases, a lengthy notice period may be required.

Vendor Services

If tenant contracts any vendor services (i.e., coffee service, flower delivery, water service, etc.), please notify the building management and supply vendor information and frequency of visits.

Work Orders/Additional Services

We are also available to assist you with minor refurbishment and maintenance of your space. This is accomplished through the use of a Service Request Form (see **Forms**). In many cases, minor work will be done by our building maintenance staff (i.e., installing light bulbs, changing a lock, etc.), and in other cases, they can arrange to contract for work such as carpet replacement and minor electrical work.

Once signed by the tenant representative, the Service Request Form is used as authorization to proceed with work.

Please contact building management office for hourly rates for in-house services.

Light Bulb Replacement

A Service Request Form (see **Forms**) may also be used to request replacement of light bulbs in your space.

FORMS

Access Card
Request Form



Please make sure all information is completed:

The first access card is provided to you at no cost. If lost or stolen, there is a \$25.00 replacement fee.

First Name: _____ Middle Initial: _____

Last Name: _____

Company: _____

Full-Time Part-Time Intern (Duration) _____

Department: _____ Title: _____

APPROVAL:

Tenant Manager Signature: _____

Date: _____

PLEASE RETURN COMPLETED REQUEST FORM TO LANDORD



FOR SECURITY USE ONLY:

Date request received: _____

Photo taken: _____

Access card required: Yes ___ No ___

Key FOB required: Yes ___ No ___

Access card number: _____

Date card processed: _____

Arista Place

Phone: 303-460-8800
Building Management: 303-991-5980

8001 Arista Place, Suite 600
Broomfield, CO 80021



Floor Warden
Information Form

Tenant Name: _____

Floor/Suite No.: _____

Phone: _____

Fax: _____



Office Administrator: _____ Phone: _____

Floor Warden: _____ Phone: _____

Deputy Floor Warden: _____ Phone: _____

Person(s) who may require assistance in case of emergency:

Name(s)	Location(s)	Phone #(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Key Request
Form

COMPLETE FORM AND FAX TO 303-280-5155 (please print):

Company Name: _____ Date: _____

Name of Recipient: _____

Authorized By: _____ Phone: _____

Authorizing Signature: _____

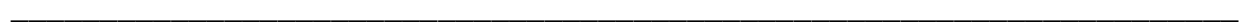


KEY REQUIREMENTS:

Floors: _____ Suite: _____ Mailbox: _____ Key No.'s: _____

Number of Keys Required: _____ New: ____ Lost: ____ Broken: ____ Stolen: ____

Additional Information: _____



KEY(S) RECEIVED:

Name: _____

Date: _____ Signature: _____



BUILDING MANAGEMENT USE ONLY:

P.O. _____ Date issued: _____ Issued by: _____ W.O. # _____

Parking Permit
Request Form - Tenant



Please make sure all information is completed:

The first parking permit is provided to you at no cost. If lost or stolen, there is a \$25.00 replacement fee.

First Name: _____ Middle Initial: _____

Last Name: _____

Company: _____

Address: _____

Email: _____@_____

Phone: _____

Check one:

Full-Time

Part-Time

.....

Vehicle Information:

Year: _____ Make: _____ Model: _____ Color: _____

License Plate: _____ State: _____ Number: _____

.....

Arista Parking Tag # _____

Phone: 303-460-8800
Building Management: 303-991-5980

Arista Place

8001 Arista Place, Suite 600
Broomfield, CO 80021

Form: AP-0002



Service Request
Form

Tenant: _____ Request Date: _____

Contact: _____

Phone: _____ Fax: _____



DETAILS OF REQUEST:



SPECIAL SERVICES:

TIME:

HVAC (Air Conditioning): _____ from/to: _____ / _____
(fans only \$85/hr, chiller only \$75/hr, both \$200/hr) am/pm am/pm

Delayed Janitorial Cleaning Services: _____ Until: _____
am/pm

Special Janitorial Services _____ from/to: _____ / _____
am/pm am/pm

Change elevator access time on floor #(s): _____ from/to: _____ / _____
(full-floor tenants only) am/pm am/pm



Authorized by (please print)

Authorizing Signature

Date

Arista Place

Phone: 303-460-8800
Building Management: 303-991-5980

8001 Arista Place, Suite 600
Broomfield, CO 80021

Date ____ / ____ / ____

Tenant Contact
Form



Tenant: _____
Tenant Contact Name: _____
email: _____
Suite #: _____
Phone: _____ Fax: _____
Number of Employees: _____

Office Manager(s):

Name: _____ Phone: _____ Fax: _____
Name: _____ Phone: _____ Fax: _____

Executive Contact Person(s):

Name: _____ Title: _____ Phone: _____
Fax: _____
Name: _____ Title: _____ Phone: _____
Fax: _____

Accounting Contact Person(s):

Name: _____ Phone: _____ Fax: _____
Name: _____ Phone: _____ Fax: _____

Emergency Contact Person(s): (after regular business hours)

Name: _____ Phone: _____ Fax: _____
Name: _____ Phone: _____ Fax: _____

Arista Place

Phone: 303-460-8800
Building Management: 303-991-5980

8001 Arista Place, Suite 600
Broomfield, CO 80021



Tenant
Move In/Out

Please complete and return by fax to 303-280-5155

Tenant Name: _____

Suite Number: _____

Phone: _____ Fax: _____

FORWARDING ADDRESS INFORMATION:

Company Name: _____

Address: _____

GENERAL INFORMATION:

Contact Name: _____

Phone #: _____

Fax #: _____

ACCOUNTING INFORMATION:

Contact Name: _____

Phone #: _____

Fax #: _____

BILLING ADDRESS (if different from above):

Company Name: _____

Address: _____

Contact Name: _____

Phone: _____

Fax: _____

Arista Place

Phone: 303-460-8800
Building Management: 303-991-5980

8001 Arista Place, Suite 600
Broomfield, CO 80021