

## EXHIBIT E

### REPUBLIC PLAZA

#### CONTRACTOR RULES AND REGULATIONS

The following Rules and Regulations have been adopted by Brookfield Properties for the safety, benefit, and convenience of all individuals working in or visiting the Building. Contractors, their Sub-Contractors and suppliers delivering to the building shall adhere to these Rules and Regulations at all times.

The General Contractor shall notify its subcontractors, workers and suppliers of, and enforce these rules and regulations. As a general rule, the General Contractor shall make all arrangements pertaining to the following with the Building Management Office located in Suite 3700, phone number 303-595-7000.

- Loading dock and service elevators
- Material and equipment storage and delivery
- Time and place of deliveries
- Building tie-ins (HVAC, electrical, plumbing, etc.)
- Core area access
- Special material handling and hoisting facilities
- Hours and coordination of work including after-hours activities
- Power, heating and restroom facilities
- Clean-up
- Discrepancies in plans
- Access to occupied tenant space

#### GENERAL

1. Building hours and telephone numbers:

7:00 a.m. - 6:00 p.m. Monday through Friday

9:00 a.m. - 2:00 p.m. Saturday

Building Management Office, Suite 3700, 8:00 a.m. - 5:00 p.m.

Building Management Office – 303-595-7000

Central Operations – 303-893-9345

**REQUESTS FOR WORK OUTSIDE BUILDING HOURS OF OPERATIONS SHALL BE SUBMITTED BY 3:00 P.M. TO THE BUILDING MANAGEMENT OFFICE.** (Special requests for X-raying, core-drilling, exhaust fans, or access to occupied tenant spaces must be received at least 48 hours in advance.) Any requests that include the use of loading dock personnel or a service elevator operator must be received at least 48 hours in advance.

2. Building Management may require that barricades be constructed around work areas and that all work be conducted and all tools and materials be kept behind barricades. **ALL CUTTING, DRILLING, WELDING OR OTHER WORK OF A NOISY, DUSTY OR VIBRANT NATURE MUST BE CONDUCTED OUTSIDE THE NORMAL BUSINESS HOURS.**
3. The General Contractor is responsible at all times for keeping the premises and adjacent areas including hallways, elevator lobbies, and loading dock free from dust and accumulations of waste material or rubbish caused by their subcontractors, workmen, or suppliers. The General Contractor is also responsible for the final clean-up which shall include, but is not limited to, light fixtures, windows, perimeter radiation units, electrical, janitorial, and telephone closets, entries, stairwells, and vacant and public space affected by the construction. Any costs incurred by Building Management to repair or clean any area effected by the construction will be forwarded to the General Contractor.
4. The General Contractor shall turn off lights and breakers following each shift and ensure the space and any other areas accessed during construction are locked (Central Operations is to be notified if Contractor cannot lock door). The General Contractor shall inform Central Operations when smoke Detectors may be reactivated after each shift.
5. Existing thermostats or temperature sensors shall remain connected and protected/stored in place. General Contractors shall not tamper with temperature control equipment in any way. Equipment settings shall not be changed except during calibration.
6. The Building Management Office shall be notified 48 hours in advance before contractors cut into any duct, water line, any existing power line, temporarily disconnect any meter, or before moving any air handling equipment, temperature sensors, etc.
7. Contractor personnel shall use restrooms located on the concourse level unless project is a full floor project. If full floor, contractor personnel may use the restrooms located on the project floor. Contractor shall clean daily. Building Management shall stock.
8. **GENERAL CONTRACTORS SHALL NOTIFY BUILDING MANAGEMENT 48 HOURS IN ADVANCE OF ANY CORE DRILLING. ALL SLABS MUST BE X-RAYED OR SURVEYED WITH GROUND PENETRATING RADAR UNLESS PREVIOUSLY WAIVED BY BUILDING MANAGEMENT IN WRITING. ALL CORE LOCATIONS SHALL BE REVIEWED BY THE CHIEF ENGINEER PRIOR TO CORE DRILLING** (Engineering Department hours are 8:00 a.m. to 4:30 p.m. Monday through Friday). All x-raying must be completed between midnight and 5:00 a.m. Monday through Friday, after 3:00 p.m. on Saturday through Sunday at 5:00 a.m. and scheduled at least 48 hours in advance through the Building Management Office. The General Contractor must provide personnel to monitor accessible areas to x-ray field for protection purposes. Core drilling may be completed anytime outside of normal business hours; however, it must be approved by the Tenants above and below the core drilling prior to the date scheduled.
9. Any project operation causing a potential disturbance (odor, dust or noise) to other tenants, including but not limited to, demolition, core drilling, shooting track, oil base painting, wall-covering

adhesives, etc. shall be performed after hours and must be scheduled in advance with Building Management.

10. The use of impact drive screw guns is specifically prohibited during normal business hours.
11. All odors, dust and noise shall be minimized at all times.
12. Building Management shall solely determine acceptable noise and odor levels.
13. Janitor closets will be unlocked for use upon General Contractor's request. Upon completion of construction, contractor agrees to thoroughly clean the closet and repair any damage. Contractor shall confirm that slop sink is clean and drain is clear. Building Management will verify that this work was completed.
14. Access to Electrical and telephone closets will be provided upon request and Building Management approval. Upon completion of construction the General Contractor shall clean electrical and telephone closets.
15. Clean-up work or damage repair not performed by the General Contractor will be completed by Building Management at the General Contractor's expense. (General Contractors shall not use the building's janitorial equipment.) Freight vestibules will be cleaned and painted if necessary at the direction of Building Management at the General Contractor's expense.
16. General Contractors performing work on occupied floors shall cover all finished floors and walls with 1/8" masonite and/or carpet mask. The General Contractor shall clean floors, walls and ceilings of all common areas as required by building management.
17. All work required in adjacent tenant spaces shall be coordinated with Building Management with requires 48 hours advanced notice and must be completed after-hours.
18. Access to space outside the construction area will be allowed only upon Building Management approval.
19. Prior to commencement of construction, the General Contractor shall provide a list of the names of their sub-contractors and their related trade, along with emergency phone numbers of the project manager(s). Proof of insurance including required coverage and language must be approved by Building Management prior to the start of construction.
20. The General Contractor shall ensure items scheduled for reuse are removed and stored prior to commencement of work to minimize the risk of damage and loss:
  - Light fixtures
  - Thermostats and temperature sensors
  - Smoke detectors
  - Diffusers
  - Sprinkler escutcheons

- Ceiling tile and grid
- Window blinds.

21. The General Contractor must confirm with Building Management that all locking hardware is compatible with building keying system prior to ordering.
22. The General Contractor shall provide Building Management with proof of Building Department Final Inspection sign-off at conclusion of construction.
23. Smoking, music and offensive language will not be tolerated at any time. Noncompliance may result in denied access.
24. Masonite shall be laid and secured on all common area flooring from the construction suite entrance to the service elevator vestibule prior to stocking equipment or demolition.
25. Wet carpet tiles shall be placed at each exit, including freight elevator landings to control footprints.
26. All tools and equipment shall be secured at the end of the shift.
27. All floor penetrations, whether new or existing, shall be covered with plywood or sheet metal immediately until the penetration is properly sealed with concrete or the final device or system is installed.
28. No material containing any amount of asbestos shall be used in the performance of the work, including but not limited to asbestiform fiber/structure varieties of chrysotile, amosite (cummingtonite-grunerite), crocidolite, anthophyllite, tremolite, and actinolite and /or “magnesium silicates” as identified in the product manufacture’s Material Safety Data Sheets.
29. Prior to commencement of any demolition work, including floor covering removal, the General Contractor shall obtain from Owner or Owner’s designated state-certified asbestos inspector a statement to the effect that the inspector has determined that demolition of the space will not disturb building materials that contain asbestos, as defined by the U.S. Environmental Protection Agency, the U.S. Occupational Safety and Health Administration, and the State of Colorado.
30. Upon completion of the work and prior to request for final payment, the General Contractor shall provide a signed affidavit stating that no asbestos has been introduced into the building by the General Contractor, its subs or suppliers during the performance of the Work.
31. When possible, it is recommended to re-use existing materials as part of the new construction. It is also suggested and encouraged that new construction materials and products be “environmentally friendly” or consist of recycled materials when and where it does not negatively affect the intended result. All paints, coatings, and sealants must be low or zero VOC type as defined and certified in the Green Seal GS-11 Standard, the Bay Area Air Quality Management District Rule 51, or the South Coast Air Quality Management District Rule 1168, as appropriate, unless non-compliant materials are specifically approved by the Owner.

32. All metal materials removed from the premises as a result of demolition activities or as scrap from new construction, including sheet metal studs and plates, sheet metal ductwork, structural steel, and cabling, must be recycled by the General Contractor or Subcontractor and evidence of the recycling provided to Owner. To the extent practical, contractors are encouraged to recycle all other construction materials, including wood and gypsum wallboard.

#### LOADING DOCK AND SERVICE ELEVATORS

1. All contractors, sub-contractors, workmen, and suppliers are required to use the loading dock entrance and service elevators to gain access to and from floors under construction. **AT NO TIME SHALL THE PASSENGER ELEVATORS BE USED.** Entry or exit to construction floors through the street level lobby service elevator vestibule is also prohibited.
2. All deliveries must be made through the loading dock. The delivery of merchandise, supplies, fixtures and other materials or goods of any nature to and from the premises and all loading, unloading and handling shall be done only at such times as designated below. All delivery equipment must be equipped with rubber wheels or tires to prevent damage to flooring. Wheels must be kept clean to avoid carpet soiling. Building Management is not responsible for deliveries left at the loading dock.
  - Delivery persons are shall log-in deliveries, stating company name, delivery person's name, type of vehicle and license number, time in and destination. If it is determined the driver is abusing the dock privileges, a City & County of Denver parking ticket will be issued, and the vehicle may be towed at owner's expense. All delivery personnel must strictly comply with the directions of the loading dock personnel.
  - Drivers are not allowed to leave truck motors running during deliveries.
  - During deliveries, vehicle keys must be left with the loading dock attendant.
  - After freight has been delivered, drivers must move their vehicles from the dock as soon as possible. Deliveries shall be limited to 30 minutes during normal business hours. **NO EXCEPTIONS SHALL BE MADE.** Major moves and deliveries must be scheduled within designated times.
  - All accidents must be reported to Building Management, loading dock personnel, or security immediately. An Accident Report must be completed in all accident cases. The General Contractor and/or his vendors are fully responsible for any damages.
  - **PARKING IN THE LOADING DOCK FOR ANY PURPOSES OTHER THAN LOADING OR UNLOADING IS PROHIBITED AT ALL TIMES.**
  - Loading dock speed limit is 5 M.P.H.
  - Delivery equipment may be signed out at the loading dock. A photo I.D. must be left while equipment is signed out. Said equipment must be returned within one hour.
  - Freight elevators may not be run on independent service except by a service elevator operator after hours as designated and scheduled by Building Management. This work must be scheduled at least 48 hours in advance and 24 hour notice is required for cancellations.
  - Loading dock and/or service elevator operator personnel time is charged at a rate of \$50.00 per hour, with a four hour minimum, per person.

3. The loading dock is located on Court Place and has a clearance of 12'8" and an entry width of 16'0". The dock hours are 6:00 a.m. - 6:00 p.m., Monday through Friday. All major deliveries (those requiring more than 30 minutes of dock time) and after hours deliveries may only be performed between the hours of 3:00 p.m. and 6:00 a.m. Monday through Thursday, and any time after 3:00 p.m. on Friday through Sunday. These deliveries must be scheduled through Central Operations, at 303-893-9345, 24 hours advance notice required.
4. Two service elevators are available for use from 6:00 a.m. to 6:00 p.m., Monday through Friday for normal deliveries (30 minute loading/unloading only). Elevators may not be reserved during normal business hours but may be after normal business hours and on weekends and must be pre-arranged through the Building Management Office. Reservations will only be taken only during the times previously noted for major deliveries. Twenty-four hours advance notice required on a first-come, first-serve basis.
5. Freight elevator use requiring a top car ride or roof-hatch removal (i.e. large materials) will require three days advance notice and an hourly will be charged for an Otis Elevator mechanic's time. Additional per hour charges will be billed for each additional Otis Elevator mechanic required. These costs are set by Otis Elevator Company and will incur an additional 15% coordination fee by Brookfield. Contact the Building Management Office if this service is required.
6. Construction crews must provide their own parking. Loading dock rules prohibit parking in the loading dock. Unauthorized vehicles will be ticketed and towed at owner's expense. Parking in the Republic Plaza or Tremont Garages will be at General Contractor's expense.
7. An open top dumpster located in the loading dock is available for use by all General Contractors and their subs for disposal of construction debris. All individuals utilizing the dumpster must sign in with dock personnel. The amount of debris (1/4 dumpster load, 1 wheel barrel, etc.) will be charged back to the General Contractor based on actual costs charged to Brookfield plus a 20% administrative fee.

#### ELEVATOR/FIRE/LIFE/SAFETY SYSTEM

1. Elevator, emergency lighting and Fire/Life/Safety Systems shall not be disconnected under any circumstances without prior written notice from contractor with approval from Building Management. Upon receiving approval, the work shall be scheduled through Building Management 24 hours in advance. Work shall be completed expeditiously and emergency facilities shall be restored immediately upon completion. Under no circumstances will the Fire/Life/Safety System remain disconnected while the contractor is not on the job site. Additionally, Central Operations, which monitors all Fire/Life/Safety Systems, should be notified at 303-893-9345 prior to and after completion of any work being done to the Fire/Life/Safety Systems. This includes the disconnecting and reinstalling of elevator hall calls and hall lanterns which must be completed by Otis Elevator.
2. Any work involving welding or dust of any type will require covering of all smoke detectors and notification of Central Operations so the floor can be taken off line with the fire alarm system. In addition, all welding work will require the use of smoke-eaters and ventilation of the floor. Exhaust fans for ventilating the floor can only operate after 6:00 p.m. Monday through Friday and after 2:00 p.m. on Saturday and Sunday. Work requiring exhaust fans (welding, all work

creating noxious fumes or strong smells such as non-latex paint, staining, varnishing, or use of toxic materials) must be scheduled at least 24 hours in advance and the cost to operate the exhaust fans will be charged to the contractor at a rate of \$20.00 per hour. Unless approved by Building Management, all welding work must be done after hours. In addition, any sprinkler work must be coordinated through Building Management at least 24 hours prior to work being performed. Existing sprinkler head covers should be removed and stored during construction to minimize the risk of damage and/or loss. Central Operations must also be notified prior to filling of sprinkler lines so that the fire pumps can be disabled.

3. Any smoke detectors which are added to the fire alarm system must be tested and calibrated. Testing with smoke is not permitted.
4. Any fire alarm, false or otherwise, will be the responsibility of the General Contractor and all associated costs incurred will be his responsibility.
5. In order to maintain the integrity of the base building warranties and guarantees, Building Management requires the use of Owner approved contractor for all modifications and/or additions to the Base Building Security System and Fire/Life/Safety System, and HVAC Control System.
6. Any work involving torch cutting or welding requires that a cutting/welding permit be completed and posted. Central Operations will provide Hot Work Permits. Building "Hot-Work" procedures must be followed as outlined on the Permit. A Hot Work Permit must be obtained prior to doing hot work and the hot work policy prohibits hot work unless the sprinklers are functional.
7. Any work involving torch cutting or welding requires that a cutting/welding permit be completed and posted. Central Operations will provide Hot Work Permits. Building "Hot-Work" procedures must be followed as outlined on the Permit.
8. If full floor demo is required, building systems will be taken off-line through Central Operations. The following is prescribed but may be altered due to scope of work engaged:
  - If the General Contractor is not working on the sprinkler system, then the system will remain fully operational.
  - Pull stations should remain in scan mode at all times, unless GC is working on said system.
  - Smoke detectors should be disabled and bagged during demo and drywall installation.
  - Anytime that General Contractor is working on signal line circuits it should be disabled.
  - If for any reason there is a special need to disable or bypass all floor fire protection devices including sprinkler, pull stations and smoke/heat detection at the same time, the General contractor will submit their request to Building Management at least 48 hours in advance for approval. Also, the General Contractor will be required to employ a person or persons competent in emergency fire watch procedures and this person or persons sole responsibility will be to maintain a continual fire watch and will not be involved with any construction activities. Also, at no time will this person or persons leave the site for any reason until portions of the fire protection systems are put back in service.
9. If a full floor tenant is modifying the elevator lobby, the elevator shall be shut off to the floor and cab openings shall be sealed to preclude dust migration into the elevator shaft.

The following are additional Demolition and Construction Requirements from the Engineering Department:

#### GENERAL

1. Any discrepancies between “existing conditions” shown on Construction Documents and actual conditions must be brought to the attention of Building Management and/or Tenant as quickly as possible. The General Contractor should not attempt to field-engineer solutions of conflicts.
2. Filters that meet the MERV-8 standard must be placed over return air plenum at shaft prior to demolition and/or construction and must be monitored and maintained throughout the construction process. When there is a need to change these filters, building engineers will be contacted prior to removing to reduce dust migration into the return air shaft. Also, all filters will be removed upon completion of the construction project.
3. Prior to demolition of ceilings or partitions, electrical contractor shall disconnect all receptacles, switches, and other related connections and remove circuit back to panel.
4. Smoke detectors, speakers, and/or any Fire/Life/Safety equipment shall be detached from partitions and ceilings prior to demolition, but all Fire/Life/Safety equipment shall remain energized throughout demolition and construction. Smoke devices shall be bagged during demo and then opened during non-construction periods and or when dust is not prevalent.
5. All floor penetrations shall be x-rayed or GPR and reviewed and approved by Building Management prior to making the penetration. Any penetration larger than 1/2” shall be core drilled. All penetrations shall be fire-proofed around pipe or conduit and water-proofed.
6. All floor penetrations to be covered until patched or device installed.
7. General Contractors coordinating TI work during non-business hours must submit an after-hours request 24 hours prior to work commencing. Forms are available through the Brookfield Building Management office.

#### HVAC

1. All air distribution outlets that are not being used are to be capped. All distribution systems shall be balanced as designed including adjoining space, if it is served by the supply box.
2. All temperature sensors shall be 54” above finished floor and shall be installed no more than 5’ from exterior window or wall.
3. The General Contractor must contract directly with a building approved Balancing Contractor for all air balancing and calibrating (this work should not be contracted by Mechanical Subcontractor).
4. Heating Fan Units (HFUs) shall be adjusted or balanced as directed by the Brookfield engineering staff. Coordinate test and balance work with Brookfield engineering personnel and schedule a kick-off meeting to review. Test and balance vendor shall be contracted directly by the General Contractor, not the mechanical subcontractor.
5. T-stat locations must be confirmed and protected during construction.
6. General Contractor shall ensure active intake systems are equipped with filters and replaced as required.

#### ELECTRICAL

1. Electrical closets shall be kept secure, clean and accessible at all times during construction. All panel schedules must be updated and panel covers replaced after construction.
2. All unused or disconnected wiring shall be removed from duct or conduit.



3. When installing lighting on newly constructed space, do not disrupt adjoining tenant that may be connected to the same circuit.
4. All supplemental air conditioning units shall be metered.
5. General Contractor to review with electrical subcontractors and Brookfield engineering team circuit make-up to isolate and identify potential circuits that may affect other suites. The contractor will not arbitrarily turn off circuits that may be suspect to feed adjacent suites.

#### PLUMBING

1. All existing waste and vent lines not being used shall be removed back to main tap and capped.
2. All domestic water lines that are not being used shall be removed back to main tap and capped or plugged.
3. All unused condenser water lines will be removed back to main and capped.
4. All plumbing stack, risers or any sanitary/storm drain or vent piping of any size specified for removal shall be immediately capped at both ends upon removal and immediately removed from the building. Also, all remaining waste/storm or vent lines will be capped, even if it is not currently tied to an active system.

#### MISCELLANEOUS

It should be noted that if the General Contractor is hired directly by the Tenant, the Tenant is ultimately responsible for the General Contractor, their subcontractors, workmen, and suppliers. Any action detrimental to the Building and/or its occupants shall become the sole responsibility of that Tenant. Brookfield will require final lien releases from the General Contractor and Subcontractors performing work valued over \$10,000 as well as final permit sign-off prior to any tenant allowance disbursement. Additional close-out document requests shall also be considered as directed by Brookfield. Minimum requirements are as follows:

- Tenant request for TIA disbursement if tenant managed tenant improvements.
- O&M manuals and applicable warranty documentation.
- As-built drawings – (2) hard copies (1) PDF file and transmittal that all CAD floor plans and RCPs have been issued to Brookfield.
- Tenant endorsed punch-list.
- Final lien releases for General Contractor and subcontractors.
- General Contractor Pay Application certified by the architect of record.

## REPUBLIC PLAZA LOADING DOCK & SERVICE ELEVATOR INFORMATION

Loading Dock Entrance: Adjacent to 17<sup>th</sup> Street on Court Place

Clearance: 12'8" Height and 16'0" Width

Hours of Operation: 6:00 a.m. - 6:00 p.m., Monday - Friday  
7:00 a.m. - 3:00 p.m., Saturday

Dock Area: 3,000 square feet, including three truck height bays and 4 pick-up bays available.

Service Elevators: Service to Floors - Concourse - 54<sup>th</sup>

2 - Service Elevators:

Car #23 - Capacity 5,000 lbs.

Dimensions: Depth - 9'6"  
Height - 9'6"  
Width - 4'11"

Car #22 - Capacity 4,000 lbs.

Dimensions: Depth - 4'11"  
Height - 9'6"  
Width - 6'10"

Door Width (both cars): 4'

Door Height (both cars): 8'

Both cars feature gearless solid state equipment and operate at 1,000 feet per minute.

Service to Floors - 55 & 56 from 54

Car #27 - Capacity 2,500 lbs.

Dimensions: Depth - 4'4"  
Height - 9'  
Width - 6'7"

Car 27, a hydraulic elevator, operates at 125 feet per minute.

## REPUBLIC PLAZA LOADING DOCK & SERVICE ELEVATOR POLICIES FOR DELIVERIES AND MOVE-INS

### 1. Dock and Freight Rules and Regulations

- All deliveries utilizing carts or dollies to or from Republic Plaza Office Tower and Retail Building must be made through the loading dock and service elevators. These deliveries may not be made through any street entrances or by the use of the passenger elevators.
- The dock area is for deliveries or pickups for Tenants only. Parking in the dock for any other purpose is prohibited.
- All delivery equipment must be equipped with inflatable rubber wheels or tires to prevent damage to flooring. Wheels should be clean to prevent carpet soiling.
- The speed limit in the dock is **5 mph**.
- Building Management is not responsible for deliveries left at the dock.
- Delivery persons shall log-in deliveries, stating company name, delivery person's name, type of vehicle and license number, time in, and destination. If it is determined the driver is abusing the dock privileges, a Denver City Parking Ticket will be issued and the vehicle may be towed at the owner's expense. All delivery personnel must strictly comply with the directions of the loading dock personnel.
- Drivers are not allowed to leave vehicle motors running during deliveries.
- During deliveries, vehicle keys must be left with the loading dock attendant. This will allow the dock attendant to relocate the vehicle if needed.
- All accidents must be reported to Building Management, dock personnel, or Security immediately. An Accident Report must be completed in all accident cases. All contractors, sub-contractors, workmen, and suppliers are fully responsible for any damages.
- Repeated violations of loading dock policies will result in the discontinuation of loading dock privileges.

### 2. Dock Time Limit - The maximum time vehicles are allowed to remain in the dock during normal hours of operation is **30 minutes**.

### 3. Dock and Freight Reservations

- Delivery in excess of 30 minutes and after hour deliveries must be scheduled 48 hours in advance with the Building Management office. Without prior approval from the Building Management office, these deliveries will be turned away and will need to be rescheduled.
- The dock and service elevators are not reserved during normal hours of operation. After hours reservations of the dock and service elevators must be scheduled 48 hours in advance with the Building Management office by calling 303-595-7000.
- Reservations will not be accepted from the tenant's vendor: The Tenant must contact the Building Management office with the applicable information.
- An after hours reservation does not entitle Tenants to exclusive use of the service elevators. Movement of Republic Plaza Personnel (engineering, janitorial and security) must also be accommodated.

4. Reservation Times:

After hours reservations will be accepted for the following times:

Monday - Thursday: From 6:00 a.m. to 9:00 a.m.  
From 3:00 p.m. to 6:00 p.m.  
Friday: From 6:00 a.m. to 9:00 a.m.  
From 3:00 p.m. ON  
Saturday: ALL DAY  
Sunday: From 2:00 p.m. ON

5. Services:

- Elevator Operator

Tenants may request that a Republic Plaza Employee operate the service elevator to expedite large deliveries or moves after hours. There is a \$50.00 charge per man-hour (with a four hour minimum) for an operator on the service elevator after hours. Requests must be received by the Building Management office at least 48 hours in advance.

- Large Materials

Service elevator usage requiring a top car ride or roof-hatch removal (i.e., large materials) will require three days advance notice and a cost of \$347.77 per hour will be charged for an Otis Elevator mechanic's time. An additional charge of \$347.77 per hour will be billed for each additional Otis Elevator mechanic required.

- Delivery Equipment

Delivery equipment may be signed out at the loading dock. A photo I.D. must be left while the equipment is signed out. Said equipment must be returned within one hour and in the same condition as it was at the time it was signed out.

6. Tenant Move-Ins

- Reservations

Move-ins of large quantities of furniture or supplies must be scheduled after hours. Reservations for the use of the dock and service elevator must be made with the Building Management office at least 48 hours in advance by calling 303-595-7000.

- Insurance

The moving company must provide an insurance certificate including the following minimum limitations:

**Workmen's Compensation:** statutory limit for the State of Colorado, with employees' liability limit of \$100,000; Bodily injury and property damage liability insurance in comprehensive general liability form and certificate evidencing same shall be furnished to the Building Management Office before moving any items into or out of the building. In addition, the moving company must agree to protect and indemnify and hold Landlord harmless from and against all claims, demands and causes of action of every kind in character arising in favor of moving company's employees, Landlord's employees or other third parties on account of bodily injury, personal injury, death or damage to

property in any way resulting from willful or negligent acts or omissions of moving company, its agents, employees, representatives or subcontractors. The moving company shall be responsible for all damages and losses sustained by them as well as to their tolls and equipment utilized in the performance of all work thereunder.

**Automobile Insurance:** In the amount of at least \$1,000,000.

**Comprehensive General Liability Insurance Policy:** shall include coverage for hazards of premises - operation, elevators, products and completed operations and including personal injury coverage, part and contractual liability coverage designating the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than \$2,000,000 per person bodily injury and personal injury; \$1,000,000 per occurrence for aggregate or property damage. Property damage insurance shall be in broad form, including completed operations. The limits set forth above are minimum.

Each company moving supplies, furniture and/or equipment through Republic Plaza shall secure and present to the Management Office a Certificate of Insurance reflecting this coverage 48 hours before the move takes place. This certificate must have the following listed as additional insured: Brookfield Office Properties, Brookfield Commercial Properties Inc., BOP Republic Plaza I LLC, Brookfield Properties (USA II) LLC, BOP Management Services LLC, and their respective affiliates, shareholders, partners (including partners of partners), subsidiaries and related entities, and any successors and assigns of such entities.

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Name and Title

Tenant hereby acknowledges receipt of this document and agrees to abide by the requirements herein.

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Name and Title