



**CONTACTS**

Senior Property Manager – Ashton Steele (303) 295-6200  
Assistant Property Manager – Randi Jasper (303) 295-6200  
Administrative Assistant – Angelina Rodriguez (303) 295-6200  
Chief Engineer – Wayne Larsen (303) 295-6200  
Assistant Chief Engineer – Mike Fowler (303) 295-6200

**After Hours Security Clearances:** Randi Jasper/Angelina Rodriguez

**Lobby Desk** – (303) 292-0335, 24 hours a day (contact Lobby Desk to request bypassing alarms during spray painting, welding, sprinkler work, sweeping, etc.)

**Building Hours:** 7:00 a.m. - 6:00 p.m. Monday – Friday  
8:00 a.m. – 12:00 p.m. Saturday

**Normal Business Hours:** 8:00 a.m. - 5:00 p.m. Monday - Friday

**RULES**

All general contractors, subcontractors, suppliers, vendors, etc. shall be immediately advised of the following rules concerning their proper conduct within the building. It is the general contractor’s responsibility to ensure that their subcontractors read and understand these rules and regulations. Ignorance of these rules is neither a waiver of liability nor responsibility.

1. **Permit(s):** Contractor will perform all work according to the City and County of Denver codes and will pull a permit from the City and County of Denver when required. The permit will also be posted correctly in a public area of work.  
  
✎ **Hot work:** A permit for Hot Work is required without exception and must be posted at all times while the work is being performed. Appropriate fire blankets and protection are also required without exception.
2. **Contact List:** Prior to any work being performed within the building, Contractor must provide the management office with a list of after hours/emergency contact names and phone numbers for 24 hour notification during the length of the construction job. Such list will include Sub-Contractors who will participate in the project.
3. **Construction Schedule:** Provide the Crescent Management Office with the detailed construction schedule.

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4. **Certificate of Insurance:** Contractors and their subcontractors must have current Certificates of Insurance on file in the Crescent Management Office prior to the commencement of any work. A copy of the requirements and limits can be provided upon request.
5. **Building Access/Clearance Procedures:** Access to any construction job site is restricted to the general contractor and their subcontractors.
  - **A clearance list** that identifies the name and company of all authorized individuals who will be working on site, **is required and to be submitted to building management prior to the first day of construction.** Such list can be updated as needed during the project period.
  - **All individuals must check in at the main lobby desk each day. Those who have been cleared will receive a visitor badge and must wear the badge on the left side of their shirt, overalls or jacket while on site and at all times. The badge will expire at 11:59 PM that night. All unauthorized persons will be asked to leave the job site. There are no exceptions to this policy!**
6. **Job Site Access:** Access to the job site is **strictly limited by use of the freight elevator** and includes, but is not limited to, the delivery and removal of materials and equipment. **Passenger cabs are not to be used by construction personnel** and should have a dust barrier installed over the interior/lobby side of each passenger elevator door to prevent dust and other particulates from entering the elevator shaft during construction.
  - ✍ **Any damage needing repair or cleaning that is required due to a contractor's use of a passenger elevator or common area will either be billed directly to or withheld from the General Contractor's contract.**
7. **Deliveries:** Schedule preferably before 6:00 a.m. All major deliveries should be scheduled with Randi Jasper or Angelina Rodriguez at the Crescent Management Office 24 hours in advance.
  - Note: **The dock cannot admit trucks over 12 feet 9 inches high.**
8. **Dumpster:** A construction dumpster is not provided in the dock area. The individual contractors are responsible for removal of trash from the job site. If a dumpster is required, the individual contractor is responsible for scheduling the delivery of a dumpster to the dock area and the maintenance of dumpster for the duration of the project. Notify the Crescent Management Office in advance if a dumpster will be placed on the dock.
9. **Dock Parking:** Unattended vehicles left in the loading dock for a period of more than 30 minutes without prior approval by Building Management **will be towed immediately** at owner's expense.
10. **After Hours Work:** Any work to be done during non-building hours must be arranged and approved through the Crescent Management Office for clearances. Contact Angelina Rodriguez.

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- **Any activity which would adversely affect the business of tenants** (i.e. x-rays, core or hammer drilling, intense fumes, or any system shutdowns) **must be conducted during non-business hours** and must be coordinated with the Crescent Management Office for security clearances and hotel approval with a **minimum 72 hour notice**.
  - Contractor **must schedule all x-rays during non-building hours** and only during the hours of 12:00 AM – 5:00 AM. Such work must be approved through the Management Office with a **minimum 72 hour notice**. If another time frame is needed (i.e. weekends or late evenings), the Crescent Management Office will review the request, location and affected tenant's schedules. If in agreement, the Management office will provide its approval for the work to proceed.
  - If the contractor is in an area that requires lights or electricity to be turned on, or a restroom unlocked, please contact the Lobby Desk (Management Office during Normal Business Hours).
11. **Fire/Life Safety:** It is critical that all individuals are familiar with the evacuation procedures for the building and that **when a fire alarm is activated** on the construction floor, whether false or not, **all individuals on that floor must immediately evacuate the building** using one of the two stairwells. When the fire department has given the "all clear" signal to building management, the Superintendent will be notified.
- ✎ **Full Floor Construction:** At least **two strobes and two speakers** (equidistant from each other), **must remain intact and operational during all phases of construction**.
12. **False Alarms:** Any **false fire alarms** that are caused by the General Contractor or Subcontractor(s) that could have been prevented by following either standard industry procedures or the construction rules provided within this document, **will be fined to the General Contractor at a cost of \$250.00 per incident** and be billed directly to or withheld from the General Contractor's contract.
13. **Fire Extinguishers:** Contractor must have a minimum 10 lb. ABC fire extinguisher on the construction site at all times.
14. **Fire Alarm/Sprinkler Work:** The Lobby Desk must be contacted prior to performing fire alarm or sprinkler work. The Lobby Desk will contact Building Engineer for authorization to bypass alarm systems.
15. **Restricted Area Access:** If the contractor requires access through or to a restricted area, coordinate through the Crescent Management Office.
16. **Equipment Storage:** No equipment or materials are to be stored outside the confines of the specific construction area without written permission from the Crescent Management Office.
17. **Finish Protection/Dust Barriers:** All work of the contractors must be conducted with full protection of existing finishes and facilities. Dust barriers must be installed on all perimeters of the job site that are open to common and/or occupied areas of the building. If the work occurs

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in or around the building elevators, visqueen dust barriers must also be installed during construction.

18. **Safety/OSHA:** All work of the contractor must be conducted within the confines of government health and safety standards. Any injury accidents requiring medical attention must be reported to the Lobby Desk. All hazardous materials must be removed by the Contractor according to EPA and OSHA guidelines upon completion of the project.

✎ Hard hats and eye protection, at a minimum, are required at all times during demolition, in areas where work is being performed overhead and/or equipment, conduit, etc. are dangling below the typical ceiling grid elevation.

19. **Missing Equipment:** Notify the Lobby Desk in the event that material or equipment specific to your construction is missing. Any unauthorized removal of material will be subject to prosecution.

20. **Restrooms:** If restrooms are not available within the job site, an alternative location can be coordinated through the management office. However, if the approved restrooms are located on an occupied floor, appropriate floor protection must be installed to prevent soiling and damage to the carpet or other finish materials. Such protection must be maintained and kept in good order throughout the duration of the project.

**OTHER MISCELLANEOUS ITEMS:**

21. The building does not loan out ladders, tools, or vacuum cleaners.
22. No storage is allowed in the electrical or telephone closets at any time.
23. Stairwells are to remain free from debris at all times. Stairwell doors must remain closed at all times to meet security and fire/life safety requirements. They are never to be propped open or have items put in the keyways/door jams that would prevent normal operation.
24. All flammable, combustible, and toxic materials are to be stored in approved containers supplied by the contractor at all times. No gasoline or propane powered devices will be permitted within the building. All equipment will be electrically operated.
25. No one shall be allowed to endanger the building or its occupants in any manner whatsoever. Contractor shall immediately correct any hazardous conditions. If contractor fails to correct the hazardous condition, Crescent Management reserves the right to correct the situation at contractor's expense.
26. All construction debris shall be removed from the job site, electrical room and telephone room(s) on a timely basis and shall not be allowed to produce a fire hazard. If contractor fails to keep the premises clean, Crescent Management reserves the right to remove the debris at the contractor's expense.

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27. Existing window blinds should be pulled to the side of the window and covered in plastic for duration of the job. Any deficiencies or damage noted prior to bagging, must be logged and communicated with Crescent Management. Contractor is responsible for any deficiencies or damage that is found upon project completion which has not been previously logged as an existing condition.
28. The use of radios is prohibited on occupied floors. Any radios that are allowed must maintain its volume at a minimum to prevent transmission to occupied floors above or below the work area.
29. Smoking is prohibited on the job site. A designated smoking area is available outside between 707 17<sup>th</sup> Street and Johns Manville Plaza.
30. Tenant telephone equipment and computer servers may not be installed in the building telephone closets. Such equipment must be installed within the tenant's leased premises. Please notify the Crescent Management Office if tenant communications/computer equipment is planned for installation in the building telephone closet.
31. At the completion of the job, deliver any warranty information, as-built drawings, air balance reports, and a copy of the Certificate of Compliance to the Crescent Management Office.

**32. ACCESS TO PROPERTY.**

- **Permitted Persons.** Only Crescent employees, customers and business invitees are allowed to be on the Property. Business invitees are those individuals who enter the Property at the invitation of Crescent or its customers.
- **Crescent Employees.** Crescent employees are expected to enter the building only for purposes of performing their job duties and to leave the building promptly following completion of their duties.
- **Removal of Trespassers.** Individuals who are not Crescent employees, customers or business invitees, and business invitees who engage in conduct inconsistent with their invitation to enter the Property, are required to leave the Property immediately upon request. Anyone who fails to leave the Property after being requested to do so will be considered a trespasser and law enforcement authorities will be notified.
- **The Property.** The "Property" includes all offices, buildings, parking lots, common areas and other areas over which Crescent has legal ownership or control, excluding public streets and sidewalks and similar public areas or rights of way.

**33. SOLICITATION AND DISTRIBUTION.** To minimize disturbances and distractions to Crescent's employees and customers at work, the following rules apply:

- **For All Crescent Employees:**
  - i. **General Rule.** Crescent employees shall not 1. engage in solicitation of any kind during the working time of either the soliciting employee or the

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individual being solicited, or 2. distribute non-company related literature during working time or in working areas at any time. Employees of third party contractors employed exclusively at the Property will be expected to follow the same rules as Crescent employees for purposes of this policy.

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- ii. **Definitions.** “Working areas” are those areas where work is expected to be performed, excluding break rooms, cafeterias or kitchen areas. “Working time” is defined as the time during which the employee is expected to be performing the individual’s job duties, excluding authorized breaks or lunch periods.
- iii. **Charitable Purposes.** Collections for charitable purposes must be approved in advance by Crescent management and may be permitted so long as they do not interfere with Crescent’s ongoing business at the Property.
- **For All Non-Crescent Employees:** All parties who are not Crescent employees or business invitees providing tenant amenities under a written license are prohibited from engaging in solicitation or distribution of any kind on the Property at any time.

**FAILURE TO FOLLOW THESE RULES WILL SEVERELY LIMIT YOUR ABILITY TO CONDUCT BUSINESS IN A BUILDING MANAGED BY CRESCENT REAL ESTATE.**