

Jefferson Office Park

Standards for Office Addressing, Numbering, Space Measurement, Signage and Standard Finishes

The following is a proposed standard for the Jefferson Office Park project relating to addressing, numbering of suites, measurement of leasable spaces, standard finishes and allowable signage. Any deviations from this standard will be at the sole discretion and approval of the building owners. Any items not mentioned herein shall be at the sole discretion of the building owners and at tenant expense.

Section 1: Regulatory Agencies and Codes

Regulatory Agencies:

- City of Golden Planning & Development Department, - 303.384.8097
Steve Glueck, Planning & Development Director, - 303.384.8095
- City of Golden Building Department, - 303.384.8151
Gerald George, Chief Building Official, - 303.384.8147
- City of Golden Fire Department, - 303.384.8094
Jerry Stricker, Fire Marshal, - 303.384.8093
- City of Golden Engineering Department, - 303.384.8151
Vince Auriemma, City Engineer, - 303.384.8156

Applicable Codes:

- International Building Code, 2009 Edition
- Accessible and Usable Buildings and Facilities, ICC/ANSI A117.1-2003
- ADA Accessibility Guidelines for Buildings and Facilities
- International Fire Code, 2009 Edition
- International Energy Conservation Code, 2009 Edition
- International Mechanical Code, 2009 Edition
- International Plumbing Code, 2009 Edition
- International Fuel Gas Code, 2009 Edition
- National Electrical Code, 2008 Edition

Section 2: Addressing and Suite Numbering

We propose to address the site as follows:

The buildings will be addressed as: Southwest Building - 1010, Southeast Building - 1020, Northwest Building - 1030 and Northeast Building - 1040 Johnson Rd.

The suites within the buildings will be number with the use of a 3-digit number. The first digit will be the floor level. Suites will be numbered as tens (100, 110, 120, etc.). Other rooms on each floor will be numbered in between suite numbers (Toilet rooms, Janitorial, Mechanical, etc.). All suite and room numbers will coordinate with the building plans, so that we have agreement between permits and leases without the use of a translation table. All numbers will be verified with building owners. Numbering sequences for each floor will begin at a line centered over the main lobby entrance (on office side in office/retail buildings) and proceed counter clockwise starting with X00 and ending with X90.

All office measurements to be used in leases will be calculated per the **Standard Method for Measuring Floor Area in Office Buildings (ANSI/BOMA Z65.1-1996)** (hereinafter “standard”) as well as the BOMA Calculation sheet prepared by building owners from the above mentioned standard. The west side of 1010 and 1030 Johnson Rd. on the first level will be classified as Retail. These spaces will be measured from the outside face of wall on the side facing Johnson Rd. and to the inside face of wall on the other two exterior faces. All other spaces will be measured to inside face of exterior wall (measurement will project to glass at windows as permitted by the standard). Where office-to-office demising walls exist, the measurement will be to center of demising wall. Where office-to-common element wall exists, measurement will be to office side of wall.

Section 3: Standard Construction and Finishes:

1. **SUITE DEMISING PARTITIONS.** Four and seven-eighths inch (4 7/8") partitions consisting of three and five-eighths inch (3 5/8") 25 gauge steel studs and five-eighths inch (5/8") gypsum board on both sides. Demising walls will be insulated with sound batts. These partitions will be built from the floor to the structural deck above (barring mechanical encroachments), and will be painted on both sides. It will have 4" rubber baseboard on both sides. Demising partitions to be built as required by Tenant occupancy drawings on each level. Demising walls adjacent to unfinished spaces will remain unfinished on vacant side until that space is finished.
2. **TENANT INTERIOR PARTITIONS.** Four and seven-eighths inch (4 7/8") partitions consisting of three and five-eighths (3 5/8") 25 gauge steel studs and five-eighths inch (5/8") gypsum board on both sides. These partitions will be built from the floor to the bottom of the suspended acoustical ceiling grid or 10', and will be painted on both sides. Partitions will have 4" rubber base on both sides. Walls provided at the rate of 8 linear feet of wall per 100 square feet of space.

Acoustical (insulated) partitions are available for an additional tenant investment.

3. **WALL FINISHES.** Drywall will be finished to a level 4 finish, (further explanation will be supplied upon request). All building walls shall be finished with one primer coat, and one color coat of eggshell latex enamel paints as pre-selected by Landlord and Tenant. Complete paint coverage will be the norm in all cases. Accent wall paint is available for an additional tenant investment if required.
4. **WALL BASE BOARD.** Building Standard Base shall be 4" high vinyl carpet base for carpeted floor areas, 4" high vinyl cove base for vinyl floor areas and ceramic tile areas shall have 6" tile base.
5. **DOOR FRAMES.** Door frames shall consist of hollow metal frames. Color of frames approved by the Landlord. Custom colors will be available at tenant expense.
6. **OFFICE SIDE-LIGHTS.** Sidelight will be building standard door/sidelight combination with tempered glass per code and at tenant expense.
7. **SUITE ENTRANCE DOORS.** Suite Entrance Doors shall be 3070 flush doors of a hardwood veneer with a finish as selected by building owner and installed in a hollow metal knock down frame.
8. **INTERIOR SUITE DOORS.** All interior doors shall consist of one and three-quarter inch (1 3/4") thick solid core pre-finished hardwood veneer face and softwood edge slabs. The doors will be seven feet (7') tall by three feet (3') wide. Each door will have passage lock and hardware consistent with the core and shell. The hardware color (brushed chrome) has been pre-selected by the Landlord. Each door will have a wall mounted door bumper. If office plan creates excessive small offices, then additional doors could be at tenant's expense.

Electronic locks/strikes are available at an additional tenant investment.

9. **BUILDING ELECTRICAL SERVICE.** The Leased Area will be supplied with electrical as specified in the Building Plans and per Landlord's Electrical Engineer.
10. **ELECTRICAL OUTLETS.** Each office will have a minimum of one wall mounted electrical outlet with standard amperage and configuration; 120V. For general office areas, Building Standard is three (3) watts 120/208 power per useable square foot. Cover plates to be white. Tenant shall have adequate amperage of 120/208 3 phase electrical power per Landlord's Electrical Engineer.

11. **TELEPHONE/DATA OUTLETS.** Each office will have one box with three-quarter inch (3/4") conduit run to six inches (6") above the suspended acoustical ceiling with a bushing on top of conduit. The building is equipped with a Telephone Terminal Panel from which Tenant's phone/data vendor may commence wiring. All Tenant installed phone/data lines must be plenum rated. There shall be one 20 amp dedicated circuit in the server/phone room.
12. **LIGHTING.** Building Standard is one two foot by four foot (2' x 4') 3-bulb lay-in fluorescent light fixture per 100 useable square feet.
13. **LIGHT SWITCHES.** Building Standard for light switches shall be wall-mounted occupancy sensor light switches at standard height, with white cover plates. Per pricing plan.
14. **WINDOW COVERINGS.** 1" horizontal aluminum blinds with .006 inch thick slats for the exterior storefront, entry and transom windows. Color will be as selected by Landlord.
15. **FLOOR FINISH.** The standard carpet supplied by Landlord is \$18 per square yard installed loop carpet (or equal). Carpet color shall be selected by the Tenant. Carpet shall be installed by a direct glue-down method, (no pad). Any borders or price in excess of \$18 per square yard installed shall be at extra cost to Tenant. The standard VCT tile is Mannington Solidpoint. Color chosen by Tenant. Per pricing plan.
16. **CEILING.** Ceilings shall consist of two foot by four foot (2' x 4') tee-grid, and 2' x 4' drop in ceiling tiles (USG Radar square edge or similar). Both components are white. The ceiling height throughout the Lease Area shall be nine feet ten inches (9'-10") except where ductwork or other obstructions limit height. There will no ceiling in the I.T. room.
17. **EXIT LIGHTS/EMERGENCY LIGHTS.** Supplied as needed for code compliance.
18. **HEATING, VENTING, AIR CONDITIONING.** The building system consists of a variable air volume (VAV) heating and cooling system. Ductwork, supply air, return air plenum, and thermostats as provided in the building to suit normal general office use. HVAC needs above normal office use, as determined by the Landlord's Mechanical Engineer, will be at tenant's expense.
19. **PLUMBING.** All plumbing within suite (Break room sink, dishwasher, toilets, etc.) will be at tenant expense.
20. **FIRE SPRINKLER SYSTEMS.** Rough-in provided in the Shell Building and drop downs and distribution to achieve code compliance. Sprinkler heads to be semi-recessed chrome in office areas, non-chromed in open ceiling areas. If office plan creates excessive small offices, then additional sprinkler heads could be at tenant's expense.
21. **CASEWORK.** Cabinetry and built-ins will be at tenant expense.
22. **I.T. ROOM.** To have carpet and finished walls. No ceiling. Provide one (1) dedicated four-plex outlet. Provide HVAC per Landlord's Mechanical Engineer.
23. **DEDICATED OUTLETS.** Provide dedicated outlet at IT. All others per pricing plan.
24. **ARCHITECTURAL AND ENGINEERING SERVICES.** Landlord to prepare all architectural plans and specifications for construction of Tenant interior improvements. Cost of architectural and engineering services shall be borne by Landlord based on normal general office design. Designs in excess of this standard will be priced and paid by tenant. A pricing plan can be created to determine compliance with this standard. Tenant would then have the option to pay the extra expense or reduce the design.

This standard may be amended or changed at any time, without notice, at the discretion of the building owners.

Modified 2/26/2010 – v2.2

Section 4: Signage Standards:

There will be no signage except as outlined here. Each building will have the address number placed high on the building near a corner in 12" high Helvetica font. Office suites will not be permitted exterior signage unless the office suite comprises 51% or more of the leasable space in the entire building or approval from building owners and will match sizes listed below. Limited to one such sign per building. Space for this signage will incur an additional cost added to the lease. Retail spaces will be allowed signage per City of Golden sign codes or as outlined here, whichever is more restrictive. For the Retail Units, (1010 and 1030 Johnson Rd first level) an area above the respective unit that does not exceed the width of the unit and is no more than 2' high and 13' long will be allowed on the street facing (Retail) side of the building. Lettering will be in a Helvetica font. A portion of the sign area, not exceeding 25% of the length of the sign, may be increased in height to 3'-6" for a logo sign. Retail units on the end of the building may have a sign on the adjacent north or south facing end of the building that is no more than 1'-6" high and 10' long with an increase to 2'-6" for no more than 25% of the length of the sign for a logo sign. All Retail signage will be on walls adjacent to the unit and placed below a line projected from the top of the brick portion of the column line. Retail units will also be allowed adhered signage on the window or entrance doors of the unit. All other exterior signage will be on the monument sign (space permitting and at an extra charge added to the lease). Office suites will be allowed a sign not exceeding 12" x 18" adjacent to or on the main door of the suite. This sign could replace a 6" x 8" sign adjacent to the door with the suite number and name.

Based on the street frontage for our site and the City of Golden Sign Code, we are allowed an entrance sign at each entrance. This sign can be 32 sq. ft. for each face and **no more than 10' tall**. The sign can be increased by an additional 32 sq. ft. on each face for a tenant identification area. The tenant identification area can be up to 2/3 of the sign. The project identification area cannot exceed 32 sq. ft. per face. This sign must be located no more than 20' from the property line or nearest right of way. If the supports for the project sign exceed 1 1/2 times the sign area, then that portion will be counted as part of the sign area.

The total allowed signage for our site would be 419 sq. ft. facing 10th Avenue and 579 sq. ft. facing Johnson Rd. based on 1 square foot for each lineal foot of street frontage if there is an active Sales Tax License within the project. The signage on 10th Avenue cannot be added to the allowed signage on Johnson Rd. The project identification signs are a part of the total allowed.

There will also be a directory sign, for each building, placed internal to the project (in the case of 1010 & 1030 Johnson Rd. the directory sign will be placed on the office side of the building away from the retail component)

Section 5: Specific Sign Construction Standards

These criteria have been established for the purpose of assuring an outstanding commercial center, and for the mutual benefit of all Tenants. Conformance will be strictly enforced, and any installed nonconforming or unapproved signs must be brought into conformance at the expense of the Tenant.

A. General Requirements:

1. Each Tenant shall submit or cause to be submitted to the Landlord for approval before fabrication at least four (4) copies of detailed drawings indicating location, size, layout, design and color of the proposed signs, including all lettering and/or graphics.
2. All permits for signs and their installation shall be obtained by the Tenant or their representative.
3. Tenant shall be responsible for the fulfillment of all requirements and specifications.
4. All signs shall be constructed and installed, including electrical hook-up, at Tenant's expense. Tenant shall cause his sign to be installed no later than forty-five (45) days after Tenant opens for business.
5. All signs shall be reviewed for conformance with this criteria and overall design quality. Approval or disapproval of sign submittals based on aesthetics of design shall remain the sole right of the Landlord.

This standard may be amended or changed at any time, without notice, at the discretion of the building owners.

Modified 2/26/2010 – v2.2

6. All signs shall be located per the Landlord's direction. All signs and their installation shall comply with all local building, zoning and electrical codes. Nothing in this criteria shall imply a waiver of requirements by the local authorities.

B. General Specifications:

1. All signs are to be individual, illuminated pan channel letters with the exception of patented national trademarks.
2. Letters and raceways are to be fabricated from aluminum.
3. No exposed lamps, tubing will be permitted.
4. No audible, flashing or animated signs will be permitted.
5. Electrical service to all signs shall be on Tenant's meter at Tenant's expense.
6. No more than 5% of the length of a sign will be permitted to project above or below the sign limits. Signs must be within dimensioned limits as indicated.
7. All conductors, transformers and other equipment shall be concealed. Disconnect or j-boxes to be on top of raceway behind letters.
8. Raceways to be painted to match building body color. Matthews color match number to be provided by Landlord.
9. Tenant shall be responsible for the installation and maintenance of all signs.
10. All signs are to be installed under the direction of the Landlord or Landlord's representative.
11. Wording of signs shall not include the product sold except as part of Tenant's trade name or insignia.
12. No script will be permitted unless it is part of a patented national trademark.
13. Tenants are allowed one square foot of signage per the attached elevation drawings.
14. The width of Tenant's fascia sign shall not exceed 75% of the width of the store front.
15. All signs shall be limited to individual letters mounted as required by this exhibit. Letters to be centered vertically on raceway (lower case letters, excluding ascends and descends).
16. All sign lettering shall be internally illuminated. No signs, logos, lettering or any other insignia will be permitted unless internally illuminated.
17. The height of the sign letters shall be a maximum of 24 inches (24"), except as stated in item 6 above, and the depth of the letters from the back of the sign to the face shall be 5 inches (5").
18. All copy is to be limited to a single line. Tenants with unique circumstances must submit requests to the Landlord.
19. Logo cabinets may be permitted to accommodate the name of the store, if required, in order to fit copy into the allowable space. When logo cabinets are permitted, they are to be used in conjunction with individual illuminated letters. The intent of this criteria is that the majority of the sign is to be comprised of individual letters. The Landlord has the sole right to determine if logo cabinets are to be permitted for each individual Tenant.
20. All signs shall incorporate the use of bronze returns on all letters and logo cabinets.
21. All sign lettering shall have either gold or bronze trim cap.
22. Recommended Plexiglas color for maximum daytime visibility is red. Darker oranges may also be used. Please note that dark blue Plexiglas and dark green Plexiglas do not provide the visibility advantages that reds and oranges do.
23. All Letters shall bear U.L. labels. The letters are to be installed in accordance with U.L. specifications, and shall conform to all building codes governing the shopping center.
24. The Landlord's architect will designate exact location of sign, in relation to Tenant's storefront width, prior to any installation.
25. Tenant's sign contractor shall repair any damage caused by said contractor's work, or be its agents or employees.
26. Tenant shall be liable for the operations of Tenant's sign contractor.
27. No fascia signs perpendicular to the face of the buildings or storefront will be permitted.

C. Construction Requirements

1. All Tenant storefront entrance/store identification designs shall be subject to the approval of the project architect. Imaginative designs which depart from traditional methods and placement will be encouraged.
2. Letter fastening and clips are to be concealed and be of galvanized, stainless or aluminum metals.
3. No labels will be permitted on the exposed surface of signs, except those required by local ordinance, which shall be placed in an inconspicuous location.
4. Tenants shall have identification signs designed in a manner compatible with the overall design concept of Jefferson Office Park.
5. Design, layout and materials for Tenant signs shall conform in all respects with the sign design drawings provided to the Tenant. The maximum height and dimensions for letters in the body of the signs shall be pursuant to approved plans and specifications.
6. All penetrations of the building structure required for sign installation shall be sealed in a watertight condition and shall be patched to match adjacent finish and be compatible with building finishes.

D. Miscellaneous Provisions:

1. Each Tenant shall be permitted to place upon each entrance of its premises not more than 144 square inches of gold leaf or decal application lettering not to exceed two inches (2") in height, indicating hours of business, emergency telephone numbers, etc.
2. Except as provided herein, no advertising placards, banners, pennants, names, insignia, trademarks or other descriptive material shall be affixed or maintained upon the glass panes and supports of the show windows and doors, or upon the exterior walls of buildings or within 24 inches (24") of the show windows.
3. Each Tenant who has a non-customer door for receiving merchandise may have uniformly applied on said door in location, as directed by the project architect in two inch (2") high block letters, the Tenant's name and address. When more than one Tenant uses the same door, each name and address shall be applied.
4. Tenant may install on the storefront, if required by the U.S. Post Office, the numbers only for the street address/suite number, in exact location stipulated by the project architect. Size, type and color of numbers shall be as stipulated by the project architect.