



Johns Manville Plaza Building
717 17th Street, Denver, CO 80202

CONTACTS

Property Manager ~ Ashton Steele
Assistant Property Manager ~ Randi Jasper
Administrative Assistant ~ Angelina Rodriguez

Management Office ~ 303/295-6200
Building Management Fax ~ 303/295-0660
Lobby Attendants ~ 303/292-3398

Building Hours: 6:00 a.m. to 6:00 p.m., Monday through Friday

Information about the Dock and Freight Elevator

The following dock and freight elevator rules must be adhered to by all companies accessing our property. Our staff will ask any company that can't abide by these rules to leave the property.

1. **The dock cannot admit trucks over 13 feet 0" high** Access to the dock is off 18th Street between California and Stout Streets on the left as indicated by a sign that reads "Truck Entrance". Due to the limited number of parking spaces, the dock is only used for loading and unloading. Please make sure your team understands these spaces can't be used as a place to simply park a vehicle for the day.
2. If you require dock access, it should be scheduled in advance through the management office. To obtain dock clearance, The company you are doing work for must call our office and have you placed on our daily clearance list. All loading and unloading for major moves must be scheduled with the management office.
3. Work commencing after hours requires the lead person to check in with our lobby attendants upon arrival and departure of the Johns Manville Plaza Building. The company must provide the name of the lead person on the crew and a telephone or pager number.
4. Access to the office tower is limited to the freight elevator. **THE FREIGHT ELEVATOR IS NEVER RESERVED FOR EXCLUSIVE USE.** It must be shared with other parties as needed. If multiple moves are scheduled, we will work with the different companies involved have a schedule in place allowing everyone to complete their project as quickly as possible.

You must leave room for others to get on and off the elevator as needed. If multiple parties are using the freight elevator, you cannot take up more than ½ of the freight elevator at any given time. In the evenings Monday through Friday you will be sharing the freight elevator with our janitorial crew.

5. The freight elevator should never be held for extended periods of time. All items that need to be relocated should be near the freight elevator and ready to be loaded when the elevator is called to your floor.
6. Construction and moving companies must place masonite on the floor from the freight elevator to the tenant space. The masonite will remain on the floor until the project is complete. Please use masking tape to secure the masonite and eliminate tripping hazards. In addition, care should be exercised to ensure all walls and corners are protected.

JOHNS MANVILLE PLAZA

717 17th Street
Denver, CO 80202

CONTACTS

Senior Property Manager – Ashton Steele	(303) 867-6280	asteel@crescent.com
Assistant Property Manager – Randi Jasper	(303) 867-6285	rjasper@crescent.com
Administrative Assistant – Angelina Rodriguez	(303) 295-6200	arodriguez@crescent.com
Chief Engineer –Rick Shady	(303) 292-5317	rshady@crescent.com

Please direct all initial questions to Angelina Rodriguez.

Building Hours: 6:00 a.m. to 6:00 p.m., Monday through Friday

INSURANCE REQUIREMENTS

A valid certificate of insurance must be on file with the management office prior to work commencing at the property or access to the building will be denied.

Worker’s Compensation: Statutory limits (if state has no statutory limit ~ \$500,000)

Employer’s Liability:

\$1,000,000 each accident for bodily injury by accident
\$1,000,000 each employee for bodily injury by disease

Commercial General Liability:

\$1,000,000 per occurrence
\$2,000,000 general aggregate
\$2,000,000 product-completed operation aggregate
\$1,000,000 personal and advertising injury
\$50,000 damage to premises rented to you
\$5,000 medical expense limit

Business Automobile Liability: \$1,000,000 occurrence basis

Umbrella Liability Insurance: \$5,000,000 occurrence basis

Causes of Loss-Special Form (formerly known as “All Risk”) Property Insurance:

100% replacement cost of all of Contractor’s Equipment and Contractor’s other property.

Professional Liability: \$2,000,000

Certificate Holder & Additional Insured:

MS Crescent Two SPV, LLC
and Crescent Real Estate Limited Partnership, its managing agent
707 17th Street, Suite 2150
Denver, CO 80202

Certificates can be mailed to our above address in addition to being faxed to our office at 303-295-0660.