THE ORCHARD
TOWN CENTER

THE ORCHARD TOWN CENTER
TENANT HANDBOOK

LIFE IS FOR FUN.

Welcome

On behalf of the Orchard Town Center team, thank you for being part of the OTC! We strive to make your experience a positive one by providing great service to each of our tenant partners. We welcome any suggestions you may have regarding how our team can better serve your business throughout your tenancy. Please feel free to contact our office any time. Details are provided below.

The Tenant Handbook is designed to assist you and your team members with day-to-day operations of your leased space and proactively answer any questions you may have regarding the general operation of Orchard Town Center. Please review the enclosed details with your team and keep this guidebook handy for easy reference. Information will be revised periodically. Please refer to the tenant portal at vestartenantservices.com for the most up-to-date information.

Management Staff

Kate Heckman, General Manager
Ilima Lua-Lokan, Assistant Property Manager
Jessica Cowden, Marketing Director
Serena Schultz, Marketing Manager
Katie Seitz, Senior Administrative Assistant
Adam Carpenter, Director of Operations
Edwin Valenti, Director of Security

Management Office	303.450.8610
Security Non-Emergency Line (call or text)	720.926.5062
Operations	303.450.8631
Tenant Website	vestartenantservices.com
Center Website	theorchardtowncenter.com
Emergency Numbers: IN THE EVENT OF A BREAK-IN OR INJURY, CALL 911 FIRST	
EMERGENCY: Police, Fire, Ambulance, Rescue	911
Non-Emergency Police & Fire Dispatch	303.658.4360
Rocky Mountain Poison & Drug Center	800.222.1222
Orchard Security Emergency	303.450.8635

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Management Services

The Orchard Town Center is managed by Vestar. Our staff is here to assist you with any questions or concerns you may have as it relates to your tenancy. Our office is located on the first floor of Building B. You will find the entrance between Volcano Ramen and 3 Margaritas on Town Center Drive.

Management office hours are as follows:

Standard Hours *(Labor Day - Memorial Day)*

Monday - Friday	8:00 AM - 5:00 PM

Summer Hours *(Memorial Day - Labor Day)*

Monday - Thursday	8:00 AM - 5:00 PM
Friday	8:00 AM - 1:00 PM

Property Management observes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Tenant Business Hours

Tenants shall maintain the following minimum business hours:

Summer Hours *(Memorial Day - Labor Day)*

Monday - Saturday	10:00 AM - 9:00 PM
Sunday	11:00 AM - 6:00 PM

Winter Hours *(October 1st - Memorial Day)*

Monday - Thursday	10:00 AM - 8:00 PM
Friday - Saturday	10:00 AM - 9:00 PM
Sunday	11:00 AM - 6:00 PM

Please note, tenants may have variations in their hours of operation. Always refer to the specific terms of your lease agreement for details. Additionally, all tenants should open no later than and close no earlier than the published Center hours of operation without written permission or as otherwise governed by your lease. If you plan to modify your hours beyond standard times, please submit a written request to the Management office at least one week in advance. Failure to obtain permission may result in a "Did You Notice" (DYN) citation from Security.

Tenant Responsibilities

Management will distribute updates on anticipated retail holiday hours via email to our tenants at least two weeks before the holiday. Please note that department stores, office tenants, and restaurants may have varying hours.

Here is a quick reference for anticipated retail holiday hours:

New Year's Day	11:00 AM - 6:00 PM
Easter	CLOSED (open optional)
Memorial Day	10:00 AM - 6:00 PM
Independence Day	10:00 AM - 6:00 PM
Labor Day	10:00 AM - 6:00 PM
Thanksgiving	CLOSED (open optional)
Christmas	CLOSED (open optional)
New Year's Eve	10:00 AM - 6:00 PM

Emergencies

Orchard Management should be contacted to answer any questions or address problems related to the Center or its operations. The following is a list of some (but not all) situations to should be brought to the attention of the Property Management:

- General safety hazards
- Burned out common area lighting
- Potholes
- Damaged sidewalks or curbs
- Broken water lines
- Broken windows/roof leaks
- Suspicious situations or persons
- Medical emergencies
- General crimes or disturbances
- Civil disturbances or petitioners
- Wind/storm/hail/snow damage
- Gas leaks
- Fire
- Active shooter
- Bomb threats
- Any instance of first responders (police or fire) visiting your space

In the event of a life-threatening emergency, please call 911 immediately. After calling 911, contact Orchard Security and Management to report the incident.

Storefronts, Storefront Signs, and Display Windows

At Orchard Town Center, we strive to create a visually appealing and inviting atmosphere for all our customers. To achieve this, we require our tenants to adhere to the following signage guidelines:

Signage Requirements:

- **Clean and Professional Presentation:** The interior and exterior of your storefront, including glass, doors, signage, base molding, and all other surfaces, must be consistently maintained in a clean and professional manner.
- **Window Displays:** We encourage you to showcase your products and brand personality through professionally merchandised displays in your storefront windows. Trimming of windows should be completed during non-operational hours to minimize disruption for customers.
- **Mannequins and Props:** Mannequins should be properly and completely attired, including shoes, and kept in good repair to enhance your brand image. All props and displays should also be maintained in a clean and well-maintained condition.

Signage Regulations:

To ensure a cohesive Center aesthetic, all tenants will refrain from using the following types of signage:

- **Hand-Lettered Signs:** Hand-lettered signs or newspaper advertisements within or attached to your storefront are not permitted.
- **Taped Signage:** Signage taped to the surface of your storefront windows or doors is not allowed.
- **Product Line and Payment Decals:** Decals or other signage indicating product lines or credit card acceptance should not be placed directly on windows or doors.
- **Distracting Displays:** Strobes, flashing lights, or video monitors are not permitted.

Tenant Responsibilities

Obtaining Approval for Illuminated Signage

If you wish to install illuminated or mechanical signage, displays, or decals within public view, we require prior written consent from the Orchard Management. To expedite the approval process, please submit the following information via email:

- **Mock-up:** A professional rendering or photo of the desired signage.
- **Intended placement:** A clear description of where you plan to install the signage.

Please include the following email addresses in your request:

- **Ilima Lua-Lokan,** Assistant Property Manager: ilua-lokan@vestar.com
- **Jessica Cowden,** Marketing Director: jcowden@vestar.com

Signage that has not been approved could be subject to immediate removal.

Signage Maintenance
Orchard Management requires that the tenant will, at your sole cost and expense, maintain, repair, and replace any broken, damaged, cracked or vandalized materials of the signs or display windows within a reasonable period of time. Work must be completed no later than seven (7) days after notification by Management.

Lockboxes

Tenant shall not install, affix, place, or maintain any lockbox, key safe, combination box, or similar device on the exterior of the Premises, storefront, doors, gates, railings, or any common area without the prior written approval of Management. Any unauthorized lockbox may be removed by Management at tenant's expense. Approval, if granted, may be revoked at any time at Management's discretion.

Store Interiors

Keeping Your Space Inviting

At Orchard Town Center, we strive to create a pleasant and enjoyable experience for all our customers. To achieve this, we kindly ask our tenants to cooperate in maintaining their store premises in a clean, orderly, and sanitary condition, free of insects and vermin.

Signage and Decorations

We understand the importance of visually appealing displays. Pennants, banners, or any other advertising materials are not to be suspended from the ceiling or interior walls within four (4) feet of the store closure line (typically defined by your door frame, unless otherwise noted in your lease). Prior written consent from Orchard Management is required for the use of helium balloons as well as A-frame signage. Approval will be granted for a limited time only, typically no more than three (3) days.

Tenant Maintenance and Repairs

Maintaining Your Storefront

Should any damage occur to your storefront or interior, you will be responsible for cleaning and/or repairs within a reasonable timeframe, ideally within seven (7) days of notification by Orchard Management via a "Did You Notice" (DYN). We're happy to assist you in finding qualified repair personnel if needed.

Right of Inspection

To ensure the overall well-being of the shopping center, Orchard Management reserves the right to inspect tenant premises without prior notification.

Common Area Considerations

To ensure clear and safe access for all customers, tables or other obstructions are not to be placed at storefront entrances or beyond the store closure line. Additionally, with the exception of vending machines or video games specifically permitted by lease agreements, installing such equipment within your premises is not permitted.

Tenant Responsibilities

Compliance with Regulations
It's important for all tenants to operate in accordance with local regulations. Therefore, we require that tenants comply with all applicable laws, ordinances, rules, and requirements set forth by city, county, municipal, state, and federal authorities, both currently in effect and those that may be implemented in the future, regarding any initial or future construction, installations, use, and occupancy of your premises.

Mold Remediation
Tenants must take immediate action to remove mold as soon as it is identified within the tenant's premises and notify Management and Operations of mold issues immediately for inspection.

Pest Control
Tenants must take immediate action to remove any pest infestation as soon as it is identified within the tenant's premises. It is the tenant's responsibility to perform pest control maintenance within their premises. Orchard Management will contract for pest control in the common areas.

Tenant Maintenance and Repairs
Each tenant, at their expense, must repair and maintain every part of their premises. This includes storefronts, utility meters, pipes and conduits, plumbing fixtures, lighting fixtures, light bulbs, interior air duct systems and HVAC systems, including quarterly filter changes, storefront signs, locks, window frames, doors, floor coverings, and any other fixtures or items within the suite.

Please connect with Orchard Management if you would like support sourcing a qualified vendor. Should the Center's electrical, air conditioning, or fire protection staff be called in to troubleshoot a problem, the tenant will be required to sign a work order to pay for labor and expenses if the repair or non-functioning item(s) are the tenant's responsibility.

Please Note: Unless otherwise specified, tenants will be charged for maintenance staff time and materials used in correcting or attempting to correct a problem that is the tenant's responsibility. Current rates start at $75 per hour or any fraction thereof. Materials charges may incur a surcharge.

Sound and Odors
Sound and/or odors shall not emanate from the tenant's premises at any time.

Shared Resources

Disposal Expectations

- Cardboard compactors
  - The green compactors in the service corridors are for clean, uncontaminated cardboard only. This includes any plastic or shrink wrap.
  - Any contamination expenses will be the responsibility of the tenant.
- Grease disposal requirements
  - Any kitchen grease must be appropriately disposed of through a drain with a grease interceptor.
  - Dumping any kind of grease or cooking oil into bathrooms, standard sinks, floor drains, or other drains not designed for grease disposal is prohibited.
- Hazardous material disposal
  - Please ensure all hazardous materials including batteries, paint, and chemicals are disposed of appropriately.
  - Hazardous materials cannot be thrown into the trash or cardboard compactors.

Locations

For your reference, a map highlighting locations for cardboard recycling and trash is included in Appendix A-1 of this document. Please report problems regarding the operation of trash or cardboard compactors to the Orchard Management office at 303.450.8610.

Mail Service

Mailboxes are situated in Building B for all tenants located in the Town Center area. Pad tenants will be assigned a PO box at one of the annex mailbox locations noted in Appendix A-3. There is no door-to-door delivery of mail. Tenants are responsible for the collection of their mail.

All boxes are assigned by the US Post Office. They can be contacted at 303.438.0035. The physical address is 280 East 1st Avenue, Broomfield, CO 80020.

In the event of a lost mailbox key, please contact the US Post Office for replacement keys. Tenant is responsible for replacement expenses.

Shared Resources

The Orchard Equipment
Due to insurance restrictions, only the Orchard maintenance staff is permitted to use Center maintenance equipment to cover the scope of any work at the Center. Equipment will not be lent out to tenants at any time.

After Hours Permitting
It is the responsibility of each tenant to inform the Orchard Management of any employee(s) working after normal closing hours. This includes the employees of the business, as well as any contractors or others performing work for the business.

If additional security is needed, the tenant should contract with Orchard Security or with an outside agency for this service. Seven (7) day advanced notice is necessary to provide extra security officer(s). All costs involved in extra security will be the tenant's responsibility.

Anyone observed in a business after hours without having notified Orchard Security, may be asked to leave the Center. Anyone attempting to enter the Center after hours without having obtained a permit, may be denied access.

Please contact the Director of Security at 303.450.8612 for information related to obtaining additional security officers.

Deliveries
Deliveries of any kind must be made to the rear door or service court area, if applicable, of the tenant's space.

Service areas are to be used only for the active loading and unloading of merchandise or other materials. Service areas are not to be used for parking. Violators will be subject to towing at the vehicle owner's expense.

Deliveries requiring access through any visitor-facing common area must use a dolly with rubber tires to avoid damage to the hardscape. Steel wheeled dollies are never permitted.

It is the responsibility of the store manager to inform all delivery drivers of the proper procedures.

Please email maintenance requests (roof leaks, common area concerns, etc.) to:
- **Kate Heckman,** General Manager: kheckman@vestar.com
- **Ilima Lua-Lokan,** Assistant Property Manager: ilua-lokan@vestar.com

Vendor & Insurance Requirements

Tenants are responsible for ensuring all vendors working on their behalf comply with the following requirements. This will support safe operations and minimize disruption to other tenants and guests. If the following guidelines aren't followed, vendors could be prevented from beginning or completing work.

If you contract a vendor who will be performing work or accessing common area infrastructure, please note the following:

- **Prior notice must be provided to management**
  - Please email the following details to the General Manager and Senior Administrative Assistant:
    - Dates of work
    - Expected work hours
    - Description of work being performed
  - All contractors, vendors, and service providers performing work at the Center, including work within tenant premises that requires access to common areas, service corridors, roofs, utility rooms, or other shared infrastructure, must provide a current Certificate of Insurance (COI) meeting property requirements prior to commencing work. Please visit www.vestartenantservices.com for COI requirements.
- **Vendors**:
  - Common area courtesy
    - Whenever possible, common area work should be performed outside of Center hours. This entails completion prior to 9 am. Please reach out to Management if you need special accommodations.
  - Roof access requirements
    - Roof access will only be provided to vendors with a current COI.
    - Once the COI is in place, vendors can call the Security non-emergency number to gain access to the FACP room or other authorized areas.
    - Note that any roof damage will be the responsibility of the tenant.
  - Heavy Equipment
    - For any heavy equipment, including but not limited to cranes, lifts, skids, and backhoes, prior approval is required from Management.
    - Operation of heavy machinery should take place as early as practical and be complete before 9 am.
    - Traffic plans and parking recommendations should be included in approval requests.

Shared Resources

- Construction and refresh waste
  - Any construction or suite refresh trash, including but not limited to drywall, furniture, and fixtures is prohibited from being placed in the service corridor trash compactors.
  - Tenants will be responsible for any damage their vendors cause to trash compactors.
  - If a roll-off dumpster is required, reach out to Management for approval and location details.
  - Dumping or storing anything, including in service corridors or behind your rear exits, or placing materials in another tenant's roll-off is prohibited.
- Utility Interruptions
  - Any work that may affect electrical service, water service, gas service, fire alarm systems, fire sprinkler systems, telecommunications systems, or other building infrastructure must receive prior written approval from Management. Requests must include the anticipated outage duration and the areas potentially affected. Unauthorized interruptions are prohibited.
- Fire Life Safety Systems
  - Vendors and contractors are prohibited from disabling, impairing, testing, or modifying any fire alarm, sprinkler, monitoring, or life safety system without prior written approval from Management. Any required fire watch, permit, or inspection shall be the responsibility of the tenant and contractor.
- Protection of Orchard Property
  - Tenants are responsible for ensuring vendors protect sidewalks, landscaping, storefronts, service corridors, parking lots, roofs, and all other common areas from damage during construction, maintenance, deliveries, or repairs. Any damage caused by a tenant, contractor, or vendor shall be repaired at the tenant's sole cost and expense.

Project Common Courtesies

Employee Conduct

Tenant employees shall conduct themselves in a professional and business-like manner at all times while on the premises of the Orchard, including in the parking lots. Tenants are not permitted, nor shall they permit solicitations, demonstrations, vending, distribution of handbills or any other materials to customers within the common areas of the Orchard. Nor will tenants place or cause to be placed any materials on or in automobiles within the parking areas of the Orchard. Solicitors will be asked to leave the premises immediately.

Employee Parking
Employee parking is designated in the perimeter of the general parking area. Employees may not park in the parallel parking spaces on Delaware St, Town Center Dr, or Orchard Parkway. Employee parking will be enforced by Orchard Security. Employees found repeatedly parking in unauthorized parking zones may have their vehicle towed at the owner's expense.

For added safety, Security officers are available to escort employees to their vehicles. Please call 720.926.5062 to coordinate as needed.

See Appendix A-2 for the Employee Parking Diagram.

Marketing Opportunities
The Orchard Town Center Marketing team is committed to promoting both the Center and our tenants. In addition to Center-wide marketing efforts, we offer opportunities to help increase your business's visibility, including paid advertising like banners and directory map ads, social media features and giveaways, and public relations support.

For more information, please contact Jessica Cowden at jcowden@vestar.com.

Media Inquiries
All media inquiries are to be directed immediately to the Orchard Management office. Tenants are not permitted to speak to the media or any type of reporter on behalf of the Orchard Town Center unless specifically authorized by Orchard Management.

Use and Care of the Premises
Tenants will conduct business on the premises in a dignified manner and in accordance with high standards of professionalism. This includes professional and appropriate treatment of the property as well as other employees and members of the Management, Security, and Operations teams.

Tenants shall not use, nor permit the use of the premises for any purpose other than what is specified within the tenant's lease. Tenants shall not use nor permit the use of the premises in any way that will injure the reputation of the Orchard. Nor shall the tenants permit the premises to be occupied in whole or in part by any other person or business entity, except as stipulated in the tenant's lease.

Safety and Security

Tenant Responsibilities

Tenants are responsible for their own interior security, including theft prevention. The Orchard Security personnel will assist stores with incidents involving minimal bodily injury, store damage, etc. Tenants will not keep anything in, upon, or about the premises that would violate the landlord's policies. This insures against loss or damage by fire or other hazards and will assist in insuring fire or other insurance rates will not be increased beyond the minimum rate that would be applicable to the premises for the use or the purposes permitted under the lease.

Orchard Security Overview

Orchard Security is provided to maintain peace and order in the common areas of Orchard Town Center. In the event of a life-threatening emergency, please call 911. The Orchard Security team is on-duty 24 hours per day, 365 days per year. The Security office is located on Delaware Street in Building B near the service court.

Security can be reached at:

Non-Emergency Line (call or text): 720.926.5062
Emergency Line: 303.450.8635

Please keep Security abreast of any issues that may occur in your location or in the common areas. This includes snatch-and-runs, loitering, and other disturbances.

Security Responsibilities

1. Patrolling of all common areas, enforcement of Center regulations, visible presence, and keeping constant watch for persons committing or preparing to commit a crime or code of conduct violation.
2. Assistance for all customers and visitors to the Orchard with directions and information.
3. Administration of minor first aid. Incidents requiring emergency medical attention will be handled for the City of Westminster Fire Department. Call 911 immediately in the event of a medical emergency.
4. Evening checks of all front doors. Managers will be notified of unsecured doors.
5. Reporting of all occurrences of maintenance operational failures, hazards, or vandalism to the Orchard Management office.
6. Employee vehicle escorts as needed.

Security officers responding to calls regarding shoplifters inside a store will inform the store manager to call the Westminster Police Department if an arrest is to be made. 911 is for emergency use only. For non-emergency matters, please call the Westminster Police Department at 303.658.4360. Orchard Security officers can remain in the store as an observer until the police arrive. Formal investigations are the responsibility of the police and store personnel.

AEDs (Automatic External Defibrillators) are available onsite. Due to training restrictions, AEDs are securely stored in Orchard Security vehicles and in designated boxes located near the public restrooms in Buildings B and K. Please contact the Security office if you need assistance accessing the AEDs.

Tenant Provided Emergency Contact Information

The Orchard requires a listing of all manager and assistant manager cell phone numbers and email addresses. All changes to management personnel and/or contact information shall be provided to Orchard Management. Please email admin-co@vestar.com with updates or a form can be downloaded at www.vestartenantservices.com.

One-Call System

In the case of a Center-wide emergency or closure due to extreme weather conditions, threats, or other potentially dangerous situations, a text and phone call will be sent via our One-Call system. It is vitally important that store managers and owners maintain up-to-date emergency contact information with the Orchard Management office. Please email admin-co@vestar.com for a copy of the emergency contact form.

Lost and Found

All items found unattended on the premises will be taken to the Security office where they will be logged and stored. Items will be stored for 30 days. After 30 days, unclaimed items will be donated.

Handling Cash

Tenants should be cautious when handling cash. Be sure to secure doors and, when taking a deposit to a vehicle, consider requesting a Security escort by calling the non-emergency line.

Emergency Support

In the event of a life-threatening emergency, call 911 immediately.

Safety and Security

If you need urgent assistance from Orchard Security:

1. Call 720.926.5062
2. Be prepared to provide the following information:
   - Name
   - Store name and phone number
   - Type of incident
   - Brief explanation

Accidents, Injuries, and Illnesses

Incidents occurring within the store's premises should be handled in accordance with the procedures established by the store. Incidents occurring within the common areas (including the Orchard service and parking areas) should be immediately reported to the Security office. As a rule, do not attempt to move an injured person.

Lost Persons

For lost person inquiries or to report an unattended child, please contact Security immediately at 720.926.5062.

Fire Protection and Precautions

Fire protection and precautions are a joint responsibility of the tenants and the landlord. General rules regarding fire protection and some precautions to follow include:

- Tenants will install and maintain fire extinguishers, apparatus, and signs as required by local, state, and federal regulations and/or the requirements of the underwriter.
- Each tenant must have at least one fire extinguisher that is accessible and on the premises at all times. It is to be tested and recharged annually.
- Sprinkler systems are required by NFPA (National Fire Protection Association) 25-5.2.1 to be inspected annually. Alarm devices are to be inspected quarterly per 5.2.6. Please forward a copy of the test results to the Management office.
- Tenants will comply with all recommendations of any public or private agency having authority over insurance rates with respect to the use or occupancy of the premises.
- Installation of displays and stocking of merchandise will be done in a manner that will allow at least 18" of clearance from the sprinkler heads, 3' from all electrical panels, and nothing stacked on top of the electrical transformer within the premises according to fire codes.
- Housekeeping will be performed in such a way as to promote maximum fire protection.
- Access doors may not be blocked or held open.

In case of fire or smoke:

1. **Call 911**
2. **Call Orchard Security at 720.926.5062**
3. **Direct all customers to immediately leave the premises as conditions allow**
4. **Taking proper safety precautions, utilize all available firefighting equipment to extinguish the flames**
5. **Close all doors before leaving, if possible, to prevent spread of smoke and/or fire**

Emergency Procedures

Active Shooter Policy

An active shooter is an individual actively engaged in an attempt to injure people in a confined area. Active shooter situations often last just 10 to 15 minutes before law enforcement has time to arrive on the scene. It is important to be prepared. Always be aware of your environment and the nearest exits.

How to respond to an active shooter situation:

1. Remove yourself from the area of danger; if you are inside your location and it is safe to do so, lock the door to the entrance
2. Hide away from the windows
3. Once you are safe, call 911

If you are in an enclosed area during an active shooter situation and it is not safe to escape, get into a room and secure the door. If you are in a walkway and it is not safe to escape, get into a building and secure the door. When you have reached a safe location, call 911. Once in a safe hiding place, silence your cell phone and turn off any source of noise. Remain quiet and hide behind large items, if possible. Do not attempt to move wounded people.

Bomb Threats

A bomb threat is generally defined as a threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. Bomb threats received by telephone or mail should be immediately reported to Orchard Security. The Security office and/or Westminster Fire Department will issue instructions for the proper procedures to follow.

In the event your store receives a bomb threat by telephone, remain calm and attempt to obtain as much information from the caller as possible, such as:

1. Exact location of the bomb
2. Time set for detonation
3. Description of the explosive or container
4. Type of explosive
5. Reason for call or threat

The person receiving the call should also note details such as:

1. Date and time of the call
2. Exact language used
3. Estimated age of the caller
4. Background noise such as vehicles, conversations, music, etc.

Every effort should be made to keep the caller on the telephone for as long as possible.

If the Orchard notifies you of a bomb threat:

- Follow the instructions of the authorities, the Orchard staff, and your store policies
- Depending on the circumstances, a detailed search of the store may be required
- If any suspicious items are found, do not touch them. Notify the authorities and Orchard Security
- Be ready to evacuate if necessary

Tornadoes

Tornado Watch

Weather conditions are considered favorable for tornadoes to form in and near the watch area. These conditions are determined by the National Weather Service, which transmits the watch information through weather radio, television, and radio. When a tornado watch has been issued for your area, you should monitor weather radio, local radio, or television for additional watches or warnings.

Once Security has verified that a tornado watch has been issued by the National Weather Service, they will notify all parties at the Orchard Town Center. The notification will include the following instructions:

- Orchard Town Center is under a TORNADO WATCH
- Expiration time of the tornado watch
- Normal routine will not be interrupted unless a TORNADO WARNING is issued
- If the weather radar indicates a tornado warning for Adams County, proceed immediately to the nearest designated tornado shelter. All service corridors serve as a tornado shelter.

Tornado Warning

A tornado warning means that a tornado has been sighted by the public or local law enforcement; or that Doppler radar has indicated an area or rotation that could develop, or has developed, into a tornado.

All individuals at the Orchard Town Center will immediately proceed to the nearest safe area (i.e. between cement walls in the service corridors) to take shelter.

Remain in the area until the tornado warning is over. There is no "all clear" signal given; this information will be provided by listening to weather alerts, or by contacting the Security Department at 720.926.5062.

Appendix A-1
Trash Compactor/Recycle Locations

Appendix A-2
Employee Parking Diagram

Appendix A-3
Mailbox Locations

THE ORCHARD

TOWN CENTER

14697 DELAWARE ST, WESTMINSTER, CO 80023
THEORCHARDTOWNCENTER.COM
@ORCHARDTOWNCENTER