

MOVE-INS/OUTS AND DELIVERIES

The building manager must approve any deliveries, removals or relocations of large, bulky or voluminous items, such as furniture, office machinery and equipment, etc., in advance. Please give at least at 24-hour notice. This will help insure a smooth operation for all concerned. Management will require the following information from you:

1. Name of your moving company, their insurer and Insurance Certificate must be provided to building management **prior** to the move and must include the exact verbiage and minimum coverage amounts shown on the Sample Certificate that is attached.

Please note that it is the responsibility of each tenant to make sure that their movers/vendors have the proper insurance coverage. Tenants are to review the vendors Insurance Certificates to verify that everything is correct. Once the Tenant has approved the Certificate for accuracy then a copy is to be emailed to the management office with the original following in the mail.

2. Building management must approve date and time of move. All moves are to be scheduled after business hours, **before 8 a.m. or after 6 p.m., or on weekends only.**
3. Building management requires that your vendors use the designated freight elevator in each building. At no time will passenger elevators be used for the purpose of moving furniture or other freight in the building.
4. Elevator and lobby floor padding and protection are required. (i.e. masonite, carpet, heavy plastic). This is to be furnished by the moving company.
5. Loading and unloading of furniture and other freight is only allowed at designated building doors on P1 Level (to be coordinated by building manager, building engineer and/or security). **NO MOVING THROUGH THE BUILDING LOBBY WILL BE ALLOWED!**
6. Building manager must approve special requirements/arrangements.

It is recommended that your moving company's representative come by and sees the building in advance.

ALL DAMAGE TO THE BUILDING FROM THE INSTALLATION OR REMOVAL OF ANY TENANT'S PROPERTY SHALL BE REPAIRED AT THE EXPENSE OF EACH TENANT.