

## **DELIVERY AND MOVING GUIDELINES**

Please follow these guidelines when planning to move furniture/equipment in or out of this building. It is the TENANT's responsibility to fully inform movers or delivery persons of these requirements.

1. TENANT shall provide notice to Property Management Office a minimum of one-week prior to delivery or move.
2. TENANT shall provide Property Management Office with the following:
  - a) Anticipated delivery or move in/out dates and times.
  - b) List of contractors, contact persons and phone numbers.
  - c) Name and phone number of tenant contact person.
  - d) Contractor's Certificate of Insurance complying with Owner's Additional Insured requirements (Insurance requirements are attached)
  - e) Written request for additional access (if necessary) within the building.
3. Contractors will not be allowed to perform work of any nature in this building unless a properly completed Certificate of Insurance is on file in the Property Management Office.
4. Moves or deliveries of insignificant product quantity such as office supplies may be allowed during the normal workday. All other moves shall be scheduled between the hours of 6:00 pm and 7:00 am. The Property Management Office must approve all scheduling.
5. The freight elevator has been designated, padded and placed in independent service for use by the moving contractor. No elevator other than the designated freight elevator shall be used in conjunction with the move.
6. Contractors shall be responsible for providing Masonite covering on the floor area in which they are delivering. The building will provide the Masonite for the lobby floor leading to the freight elevator. Contractor will also provide corner and wall protection at elevator at elevator and building door openings and walk-off plates at all thresholds.
7. Tenant, Contractor and Property Management representatives shall survey the move route before and at completion of move to determine damages. Any damages found to have occurred as a result of the move will be repaired by Management's Contractors and tenant will compensate Management for repair costs.
8. The Property Management Office shall designate contractor's parking and loading areas.
9. Any doors connecting to a fire rated enclosure shall not be blocked open: stairwells, rooftop, elevators, suite entry, ect.
10. Staging of furniture or goods shall not impede access to, or within the building including but not limited to stairwells, corridors, doorways, lobbies, elevators, restrooms, or parking.

11. Accumulation of crating or covering will not be allowed. Any such materials shall be removed from the building as soon as possible.
12. Contractor and tenants are responsible for cleanup of common areas before start of the next business day. The Property Management Office will address any areas requiring additional cleaning to meet building standards and costs will be billed to tenant.
13. Tenants and Contractors are encouraged to contact the Property Management Office at (619) 618-2955.

We look forward to assisting you with your next delivery.