



GREENLAW

2050 Main Street **Moving Procedures**

Tenants should call the Property Management Office at least two weeks prior to a move to reserve the service elevator. Tenants should indicate the name of the moving company, a contact name and telephone number, and the time of the move out. All moves from the loading dock must be made on weekends or after 6:00 p.m. on weekdays. Moves must be supervised by the Tenant and a Courtesy Officer must be present. Extended hours are available at an additional cost.

If the loading dock cannot be used because of a truck's height or length restrictions, arrangements can be made to unload at street level. A city parking permit may be required and is the responsibility of the moving company.

Moving In Procedures

In order to minimize disruption to the existing Tenants and minimize damage to the building, the following rules and regulations apply to all vendors.

- A Certificate of Liability Insurance is required from the vendor and must name all additional insured as listed on the sample certificate of insurance.
- A pre-move walk-through must be performed with a member of the Property Management staff. Existing damage to the walls, doors, frames, etc. will be noted and photographed at this time.
- An authorized representative of the Tenant must be in the office when the moving van or shipments arrive.
- The moving vendor must protect the building surfaces from damage before beginning the move process. This includes laying down Masonite or equivalent on floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The Masonite should be at least one-fourth of an inch thick. All sections of Masonite should be taped to prevent sliding. Never use duct tape on floors, walls, door jambs, doors, etc.
- The mover must provide and install protective coverings on all vulnerable corners, walls and door facings and other areas along the route to be followed during the move. After the protection is removed, a post-walk-through inspection must also be performed. Additional damage will be noted and photographed. If required, Property Management will obtain the cost to repair the damage and bill the Tenant and/or moving company accordingly.



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- The freight elevator is used for moving and deliveries. Passenger elevators are reserved for the Tenant's use only.
- Parking will be in approved areas only. There will be no parking in fire lanes, visitor spaces, or other marked areas. Failure to abide may result in the vehicle being towed at the owner's expense.
- The building is a smoke free environment. However, those that choose to smoke may do so in the designated smoking area.
- The moving company and the Tenant will be responsible for leaving the building Premises clean by removing from the property all cartons and other trash generated in the move. If Property Management is required to call their own cleaners, a charge may be assessed to the Tenant.
- Only appropriate attire is allowed. Those that dress inappropriately or with vulgar messages on their clothing will be asked to leave.

The following section defines information that your mover should be told. A copy of this section should be given to your moving company.



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Instructions to Movers

1. Inspection of Premises

The mover is responsible for inspecting the Tenant suite prior to the move to become acquainted with the conditions existing in the suite. The mover should be aware of the conditions, time restraints, and safety precautions under which the work must be accomplished.

2. Insurance

A Sample Certificate of Insurance is attached hereto:

Certificate of Insurance: Contractor shall submit to the Property Management Office via email at ahatchell@greenlawpartners.com. Certificates issued by the insurance company or companies issuing said insurance policies, which certificates shall provide that thirty (30) days written notice shall be given prior to cancellation or reduction of coverage of any such policy.

Additional Insured: Please ensure all additional insured language is included on the certificate of insurance. Failure to do so could further delay access.

Carrier Rating: Insurance required under this Article shall be with companies rated A-VII or better in "Best's Insurance Guide."

Limits of Coverage: The adequacy of the coverage afforded by said liability insurance shall be subject to review by the Owner from time to time. If it appears as a consequence of such a review that a prudent businessman in the area operating business similar to those operated by Contractor would obtain higher limits of liability insurance; Contractor shall forthwith increase its liability insurance coverage to such limits.

3. Elevator Use

The service elevator is to be used for moving and deliveries. Passenger elevators may not be used to carry equipment or materials to or from Tenant spaces.

4. Restrooms

A restroom will be assigned to the moving company. Property Management will coordinate the assigned restrooms with the Tenant/moving company.



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5. Services to be furnished by Mover
 - a. Supervision, Labor, Materials and Equipment- The mover shall furnish all supervision, labor, materials, supplies, and equipment necessary to perform all the services contemplated in an orderly, timely, and efficient manner. Such equipment shall include, among other things, dollies, trucks, etc. as may be required. All material-handling vehicles used in the interior of the building must have rubber-tired wheels and must be maintained free from grease and dirt.
 - b. Crating, Padding, and Packing Material- The mover should take every precaution by means of crating and padding to safeguard property from damage. All padding and packing materials are to be removed by the mover. The mover shall also furnish, install, and remove floor, wall, and glass protective material wherever necessary to protect the building from damage as requested by Management.
 - c. Permits, Franchises, Licenses, or Other Lawful Authority- The mover, at his own expense, will obtain and maintain any necessary permits, franchises, licenses, or other lawful authority required for effecting the movement, handling, and other services to be performed. Before the move is made, the mover may be required to produce evidence of such authorities to Management.

All boxes, packing material, etc. must be taken off the site for disposal by the moving company.

Moving Out Procedures

In order for Property Management to accommodate the interests of the Tenant and to minimize damage to the building, the following policies regarding movement of office furniture and equipment should be followed by all vendors. If you have any questions regarding these policies, please contact the Property Management office.

1. As far in advance as possible, schedule your move with the Property Management office.
2. Provide Property Management with a letter outlining the following information:
 - a. Date of move, forwarding address, and phone number.



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- b. Hours the service elevator will be needed. The service elevator is available after 6:00 p.m. weekdays and on Saturdays from 7:00 a.m. to 1:00 p.m. on a first come, first served basis. A courtesy Officer must be present, and the Tenant will be charged for any overtime hours required by the Courtesy Officer.
 - c. Name of the moving company and the name of the moving supervisor for the moving company and Tenant.
 - d. A Certificate of Liability Insurance is required from all vendors performing work on site. The requirements are on the sample certificate of insurance, of which is attached section. The certificate must name all additional insured.
3. Special Requirements
Property Management should be notified in writing of any special requirements in connection with the move. For example, if items are to be removed prior to the move.
4. Moving Procedures
All items to be moved must be taken to the building loading dock via the service elevator. The mover will be required to sign in and out at the Courtesy Officer desk.
5. Clean-up
The moving company and the Tenant will be responsible for leaving the building and premises clean by removing all cartons and other trash generated in the move. If Property Management is required to have the space cleaned, the cost may be billed to the Tenant.
6. Property Damage
All damage to the building, elevator areas, doors, corridors, Tenant spaces, or grounds, which the Tenant's moving company or its employees or agents, cause will be the responsibility of the Tenant, Property Management will complete the required repairs and bill the Tenant accordingly.