
Move-in/Move-out Procedures

Please be aware that the tenant is responsible for moving all supplies, furniture, fixtures, and personal property into, within, and out of the building. **It is recommended that a copy of these procedures be given to the moving company prior to the scheduled move date.**

The freight elevator is available for use by all tenants, subject to prior reservation and scheduling with the property management office. (See Freight Elevator and Loading Dock in the Services section). Please adhere to the following move-on/move-out guidelines:

1. Move-in/move-out must take place after 6 p.m. on business days, weekends, or holidays and be scheduled through the management office. These hours will be considered after-hours or overtime operation.
2. The property management office will provide a freight elevator attendant to operate the freight elevator for all moves at tenant's cost.
3. There is a minimum charge for overtime service: four (4) hours for a freight elevator attendant and four (4) hours for a security officer, if required. Overtime rates may be obtained by calling the property management office. **Please note that 24 hour notice is required for all cancellations. If sufficient notice is not received, all minimum charges will apply.**
4. The tenant must coordinate with the management office a schedule of the move and provide the name and phone number of a contact person knowledgeable about the move.
5. All moving companies must submit an insurance certificate prior to the start of any move. For information regarding coverage requirements, certificate holders, and additional insureds, please contact the property management office.
6. Employees of the moving company will not be permitted access to any part of the building other than the freight elevator.
7. The tenant shall be responsible for admitting tenant's moving contractor into tenant's leased premises and for ensuring that all suite entry doors are locked after the move. Tenant's moving contractor should at all times be supervised by the tenant move coordinator or other representative of tenant's company.
8. A pre-move walk-through by property management, tenant's move coordinator and tenant's moving contractor will be conducted before the commencement of the move to inspect common areas and corridors and to ensure areas to be used for transporting items are protected and padded according to building regulations. After completion of the move, a property management representative, tenant's move coordinator, and tenant's moving contractors will

conduct a post-move walk-through to determine any damage to the building caused by the move. The tenant shall be responsible for any costs to repair damage resulting from the move, plus fifteen percent (15%) administrative fee to property management for coordinating the repair work.

9. Passenger elevators are for transporting passengers only and may not be used for moving.
10. During any move-in/move-out activity, the tenant and its agents should take care not to damage the freight elevator, any walls, doors, flooring, etc. The moving company must provide and install protective covering on walls, door facings, elevator cabs, and other areas along the moving route.
11. Clean masonite sections are required as runners on all furnished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. Masonite sections should be at least 1/4" thick. 4' x 8' sheets are required in the lobby area and corridors; 32" sheets are required in suite doorways.
12. Movers must use dollies with rubber wheels.
13. Safes and other large heavy objects are to be transported via the freight elevator only and must not exceed the elevator load limits (See Freight Elevator in the Services section),
14. Tenants and their movers must be certain that objects which exceed load per square foot limits not be placed on any floor without proper property management-approved reinforcement and support systems. Contact the property management office if you have questions on load factors.
15. Following a move-in, the tenant may request additional clean-up services. This additional service includes cleaning furniture, breaking down boxes, removing all trash, vacuuming, dusting, cleaning walls and spot cleaning carpets. All such requests should be forwarded in writing to the property management office.
16. Tenants will be billed the hourly rate for such services following completion of all work. Tenant's moving contractor shall not use building facilities for waste disposal.
17. Property management reserves the right to add to or change these rules at any time.