

MOVING PROCEDURES

SCHEDULING

All large moves (one trip in the elevator) must be scheduled after hours. After hours is considered to be **before** 7:00AM and **after** 6:00PM, Monday through Friday. Moves attempted during regular business hours will be denied access.

Moves must be scheduled in writing with the Management Office at least **48 hours in advance**. Please use the Building Access Form for submitting your request.

Building Access Forms can be obtained from 360's website at:

www.360ThirdStreet.com

CERTIFICATES OF INSURANCE

Certificates of Insurance must be on file for **all** vendors who will be on site and working within the building. Please see the attached requirements. It is the responsibility of the person scheduling the move to ensure that the Property's insurance requirements are met and to verify that a Certificate of Insurance has been submitted and received by the Building Management Office.

BUILDING ACCESS

Access to the Building must be made through the garage, provided that the Building Access Form has been completed and the contractor/vendor is on the daily access schedule with security.

PROTECTION

The mover is required to install protective materials as follows:

- All elevator lobby door corners are to be completely covered with cardboard or moving blankets.
- Corner of elevator lobby or corridor walls on the floor of the move must be covered with cardboard.
- Movers must lay Masonite from the garage entrance to the Freight Elevator and again from the elevator to the tenant entry door on the tenant's floor.
- Additional Masonite may be required if staging is necessary.

USE OF ELEVATORS FOR MOVES

The freight elevator must be placed in independent service for any move. A security guard will be required to run the elevator on independent service. The cost and scheduling for the security guard can be arranged through the Management Office.

PASSENGER ELEVATORS MAY NOT BE UTILIZED FOR MOVES.

The interior of the Freight elevator is permanently padded. Dimensions for the Freight elevator are as follows:

- Door opening: 45" wide by 83" high
- Elevator cab interior: 90" high, 81" wide, 70" deep
- Freight elevator weight limit: 3,500 lbs.

For larger pieces of furniture such as large conference tables, removal of the elevator hatch will be necessary. In rare cases, an exceptionally large piece of furniture may have to be moved on top of the elevator car. This work is performed by the building elevator maintenance contractor (Kone Elevator Corporation) and results in an additional charge. **Pallet jacks are not allowed in any elevator.**

If it is necessary to move an object on top of the elevator or through the escape hatch, the costs will be billed to the Tenant at the current hourly rate (including travel time and any applicable administrative fee per the Lease).

Any problems or damage to the elevator, resulting from overloading, etc., that requires the services of building engineering and/or Kone Elevator will be billed to the respective tenant.

ADDITIONAL CHARGES

Movers/Tenants are responsible for the cleanup of all public areas from the entrance of the building to the tenant suite. Any costs incurred for janitorial services will be passed on to the tenant.

Tenants moving out of the building must ensure that the vacant space is cleaned of any materials, equipment, debris, etc. Charges incurred by the building for the removal of such materials will be passed on to the tenant.