



Orange Financial Center
681 S. Parker Street, Suite 270
Orange, CA 92868
Tel (714) 687-0000 / Fax (714) 687-1900

MOVING POLICIES AND PROCEDURES

Please take a moment to review the policies and procedures currently in effect for moving furniture or equipment into, out of or within ____ S. Parker Street, Suite _____. As a tenant of the building, it is your responsibility to review these procedures with your mover and to obtain a signature from an appropriate representative of the moving/delivery company in the space provided below. Property Management Office must be notified of scheduled date and a signed copy of this form should be returned to the Property Management Office prior to the move.

MOVERS WHO DO NOT ADHERE TO THE FOLLOWING PROCEDURES MAY NOT BE PERMITTED TO ENTER THE PREMISES AND/OR MAY BE REQUIRED TO DISCONTINUE THE MOVE

1. All moving/delivery companies must provide a Certificate of Insurance evidencing coverage of Commercial Liability with a combined single limit for bodily injury and property damages of not less than One Million Dollars (\$1,000,000) on an occurrence basis, and Two Million Dollars (\$2,000,000) in annual aggregate, with an additional insured endorsement naming the following as additional insured:

“Milan OFC, LLC dba Orange Financial Center, Milan Capital Management, Inc., Thrivent Financial for the Lutherans”

Certificate Holder as: “Orange Financial Center, 681 S. Parker Street, Suite 270, Orange, CA 92868”

Additionally, all moving and delivery companies must provide a Certificate of Insurance evidencing Worker’s Compensation Insurance.

****Please send all certificates to adminofc@milancap.com, attention Roquescha Azupardo****

2. Large deliveries of furniture, equipment, or supplies must be made after 5:00 p.m. on weekdays, and/or on Saturday, Sunday, and Holidays. Movers must use freight elevator if tenant is located in the 701 Building.
3. Movers will provide and install 1/4 inch thick masonite sections to be used as runners for all finished floor areas on the path of travel. It is recommended that 4 foot by 8 foot wide sheets be

used in the elevator lobbies and corridors, and 32 inch wide sheets be used at door openings and in the tenant area. All sections of the masonite should be taped to prevent sliding.

4. Movers will provide and install protective coverings for all walls, door facings, elevator cabs and other areas on the path of travel. It is recommended that these areas be inspected prior to the move to note any deficiencies.
5. The mover's path of travel will be limited to those corridors, stairwells, elevators and service areas designated by the Property Management Office.
6. Any damage to the building or fixtures caused by the move will be repaired by the Property Management Office and the cost of such repairs shall be billed to the tenant.
7. Prior to leaving the building the moving company will be required to remove all boxes, trash and protection materials used in connection with the move. Any materials left behind will be disposed of and such charges will be billed to the tenant.
8. **Tenant is responsible** to provide access to moving company for their suite and monitoring them during that time. Tenant is also responsible for securing their office when workers are finished.

The policies and procedures listed above are hereby agreed upon and accepted per below signatures:

Tenant Representative Signature

Date

Tenant Company Name

Moving Company Representative Signature

Date

Moving Company Name