

MOVING RULES AND REGULATIONS

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

1. TENANT will be allotted a two and a half hour window to move furniture/equipment into space.
2. TENANT shall provide Property Management Office with the contact information of any contractor/moving company including sufficient insurance information that will be assisting in the move.
3. A freight elevator will be designated for use by the moving contractor. No elevator other than the designated freight elevator shall be used in conjunction with the move
4. Contractor shall be responsible for providing masonite covering on all floor areas to include elevators. Protective carpet may be substituted in elevators. Contractor will also provide corner and wall protection at elevator and building door openings, and walk-off plates at all thresholds.
5. Tenant, Contractor/Moving Company, 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 Contractor and tenant will compensate Management for repair costs.
6. All moves shall be scheduled between the hours of 6:00 pm and 7:00 am on weekdays and weekends. All scheduling must be approved by the Property Management Office.
7. Contractor's parking and loading areas will be located on Davis between 11th and 12th Avenue.
8. Any door connecting to a fire rated enclosure shall not be blocked open: stairwells, rooftop, elevators, suite entry, etc. In addition, no means of ingress or egress to the building shall be blocked.
9. 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.
10. Accumulation of crating or coverings will not be allowed. Any such materials shall be removed from the building as soon as possible.

11. Contractor and tenant are responsible for clean up of common areas before start of the next business day. Any areas requiring additional cleaning to meet building standard will be addressed by the Property Management Office and costs will be billed to tenant.
13. Tenants and Contractors are encouraged to contact the Property Management Office (phone number 503-224-1460) for information prior to any intended move.