



MOVING PROCEDURES

To safeguard the smooth business operations of all our tenants, we require that all moves begin after 6:00 p.m., Monday through Friday, or at any time on the weekend. We have compiled the following points and highlighted pertinent rules and/or information to assist you in planning your move.

To simplify the moving process, please remember to contact the management office as soon as you begin planning for your move. We will be able to assist with:

- Scheduling an elevator
- Providing after-hour services during your move
- Providing access to the required areas
- Information regarding the required Certificate of Insurance from your moving company, including the required additional insured entities.

Provide the building management with the following information:

- Date of move
- Time periods the service elevator will be needed
- Name and phone number of Moving Coordinator for your company
- Name of moving company and the name of the moving supervisor for the moving company and tenant
- Proof of insurance coverage by the moving company that is consistent with the building requirements

To accommodate the interests of the tenant and to protect the property, the following policies regarding movement of office furniture and equipment should be followed:

- All employees of the Moving Company/Delivery Company MUST sign in with security at the loading dock on the B4 level.
- All employees of the Moving Company must be in uniform identifying who they work for.
- All items to be moved into the premises and not left on the loading dock or in elevator lobbies.
- As far in advance as possible schedule your move with the building. The move will be scheduled based on the availability of service elevator and loading dock availability.
- Exclusive use of the Service elevator is not guaranteed, however, we will not schedule any other moves during your time frame.

SPECIAL REQUIREMENTS

The Management Office must be advised in writing of any special requirements in connection with the move-in or move-out date. For example if furniture, supplies, equipment, etc. are due prior to the move, arrangements must be made for use of the service elevator including top loading the elevators, and for access to the tenant suite.

CLEAN-UP

The moving company must remove all padding and packing materials from the property.

PROPERTY DAMAGE

Any and all damage to the building elevator areas, doors, corridors, tenant spaces, or grounds that the tenant, moving company, or its employees or agents cause will be the responsibility of the tenant. If needed the landlord will perform the required repairs with the expense billed to the responsible Tenant.

ADDITIONAL PRECAUTIONS FOR MOVERS

The mover shall furnish all necessary equipment including among other things dollies, truck, etc. as may be required. This includes Masonite floor and wall protection.

All mobile equipment used in the interior of the building must have rubber-tired wheels and must be maintained free from grease and dirt. Movers must not prop any doors open during the move.

PROPERTY CONTACT INFORMATION

Portman Management Company
1020 Spring St. NW, Suite 835

Email: 1020spring.info@portmanholdings.com