MOVE-IN AND EQUIPMENT/FURNITURE MOVE

1. Reporting. Agencies shall notify the Building Management in advance of all scheduled moves.

2. General. The moving company performing all services required to transport the property of the tenant in or out of the building shall be required to have company identification visible in order to maintain the security of the premises, i.e., uniform, identification badge, etc.

3. Inspection of the Premises. A walk-through inspection should be made by the moving company representative, tenant representative and building management representative. The moving company shall be responsible for inspecting the premises in order to become familiar with the conditions existing at the building, including but not limited to, verifying various access dimensions, and so that such equipment and labor necessary to provide for the orderly efficient movement of the property can be furnished. Any damage shall be repaired by the building's designated contractor at the moving company's sole expense.

4. Building Access. A freight elevator is available from the loading dock. For daytime use, this elevator must be reserved in advance of the move through building management. Should a second elevator be needed, arrangement must be made in advance so the cab can be padded and locked off for independent floor use.

5. Supervision, Material and Equipment. The tenant/moving company shall furnish all supervision, labor materials, supplies and equipment necessary to perform services in an orderly, timely and efficient manner. All material handling vehicles must have rubber-tired wheels and be maintained free of grease and dirt.

The tenant/moving company shall also furnish, install and remove floor, carpet, wall and glass protection materials wherever necessary to protect the building from damage. The following minimum protection is mandatory:

A. Elevator corner trim must be taped.
B. Masonite floor protection must be used on all stone tiles.
C. Walk-off plates must be provided to protect door and elevator thresholds.
D. Elevator pads must be in place if passenger elevators are reserved for moving. These are available through the building management offices. All elevators are equipped with blanket hooks.

6. Freight Elevator Specifications.

Inside Dimensions: 5''1/4" wide by 7'10" deep by 10' high floor to ceiling
Door opening: 4' wide
Capacity: 4,500 lbs.

7. Crating, Padding and Packing Material. Precautions shall be taken to safeguard the tenant's property and the building from damage. All protective materials shall be removed from the building by the tenant/company.

8. Safety. It shall be the responsibility of the tenant/company to perform the movement of property in the safest manner possible, avoiding blocking of building corridors, entrances and exits, and accumulation of large amounts of combustible materials.

9. Insurance/Licenses, etc. Tenant will ensure that requirements, as outlined in this section, are provided to building management and approved prior to any movement of property into or out of the building. Moving company shall provide a certificate of insurance to building management naming THE STATE OF CALIFORNIA, its OFFICERS, EMPLOYEES and SERVANTS as additional insured. Failure to supply the certificate could result in cancellation of the move.

Building Management

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