

Moving Rules and Regulations

The following procedures must be adhered to and completed prior to any movement of oversized/heavy items, materials, furniture or equipment into or out of the Building.

The Tenant must notify the property management office as soon as a move is planned and at least 48 hours in advance of any move.

Protection of the Building premises is required during any move-in/move-out by the Tenant or the dispatch/delivery of oversized/heavy or bulky items and is at the expense of the Tenant and/or freight, moving or delivery company.

The Tenant is responsible for seeing that the moving/delivery company signs-off on, and adheres to, the prescribed rules and regulations regarding any move or delivery/dispatch of equipment.

The protection of Building corridors, doors, stairwells, elevators, floor coverings, public areas, lobbies and service areas is the responsibility and the expense of the Tenant and/or their moving/freight company.

Normal movement of oversized/heavy material delivery by Tenants shall be performed after business hours.

Use of the elevators and stairwells must be reserved in advance through the Property Management Office.

Protection of building floor coverings by masonite or plywood along the prescribed route of movement through the Building as outlined by the Property Management Office is required.

Complete and total protection of elevator lobbies, building corridors, and corridor doors by cardboard, plywood or other pre-approved materials by the Property Management Office is required.

The protection of elevator and entrance doorframes by two-by-four boards or other approved materials at 90-degree angles secured to the doorframe is required.

The protection of elevator cab walls and flooring with masonite or plywood in addition to a soft "cushion" pad is required.

The movement of materials, furniture and all other items is limited only to those corridors, stairwells, elevators, and service areas designated by the Property Management Office.

Any move found to be in violation of any of the above rules and regulations will be terminated until the violation is corrected.

Any and all debris generated from the move is the responsibility of the Tenant or their moving contractor to dispose of immediately. This refers specifically to packing materials. The Building's trash containers may not be used for disposing such materials. Pathways to elevators should at no time be obstructed.

Elevator Use

Moving Hours:

Monday through Thursday, 6:00 p.m. – 7:00 a.m.

Friday 6:00 p.m. – Monday 7:00 a.m.

Business hour deliveries (7:00 a.m. – 6:00 p.m.) are limited to one (1) elevator load per day. Moving any type of furniture (file cabinets included) is prohibited during business hours.

ALL MOVE-INS/MOVE-OUTS MUST BE SCHEDULED IN ADVANCE with Hines to avoid conflicts and to provide elevator protection.

Protection:

Hines will arrange to have the freight elevator padded on your behalf. However, the moving companies must provide masonite to cover the ground floor lobby from the loading entrance to the elevator and floor corridors from the elevator lobby to the entrance door of the tenant space.

Corner boards must be provided on all door jambs, including elevators.

Floor of elevator must be covered with masonite.

Walk-off plates must be provided to protect door thresholds on all floors.