

## **TENANT MOVING REQUIREMENTS**

It is required that prior to all move ins, move outs and large deliveries that you please contact our Management Office by phone at 481-5959 **PRIOR** to scheduling your move. This is necessary to go through the building procedures and schedule your move so that it can be done in an expeditious, effortless, and safe manner. It will also ensure that we can prepare the necessary scheduling of our personnel to be available and not interfere with other moves or work being performed.

1. MANAGEMENT RECEIVING CALLS FROM MOVING COMPANIES WILL ADVISE THEM OF THE FOLLOWING:
  - A. Most moves can be made only Monday to Friday, 5:30 PM to Midnight, or Saturday all day. (Delivery of tools, etc. can be made prior to move as long as all work and equipment are stored within the suite.)
  - B. Mover must forward a copy of a Certificate of Insurance and Hold Harmless to management one week prior to the move. See enclosed insurance requirements, paragraph 8.
  - C. Mover must make a physical inspection of premises prior to letter.
  - D. Mover must send a letter to the Management two weeks prior to move stating they will adhere to these conditions and state the date, time, and approximate total time of move, etc.
  - E. As determined by Management, it may require Tenant or mover to pay for supervision by Management and cleaners to clean up public areas and grounds after the move is completed.
2. Management shall ascertain date and time of the move and advise on-site personnel.
3. At the end of each move on-site personnel will be responsible for making a cursory check of the premises (Public, Tenant Areas and Grounds) and see if there are any damages, and advise the moving company of same, and see that the movers remove all masonite, tape, etc. The elevator mats must be taken down, folded and put back in the proper locations. Management will do a final inspection of the premises within three business days, which will be the final determination as to the extent of any damages, if any, and notify the tenant.
4. All keys to the premises are to be kept available by tenant to be turned over to the building person who covers move, if applicable. Upon completion, building personnel, if present or tenant, is to return keys to Management the next business day.
5. An employee of tenant must be present during the move to give access to suite to moving company. Employees of the Building are not responsible for tenant's office contents. They are only present to protect the building and surrounding grounds from any damage.
6. Ascertain from Management if any blinds, kitchen units, refrigerator, partitions, carpeting, built in cabinets, shelves, etc. is to stay and belongs to the building, and if building is to re-use carpeting, etc., and then they must take precautions to protect same.
7. Management is to change all hallway door locks upon completion of move.
8. INSURANCE REQUIREMENTS:

Contractor or subcontractor must provide all of the following prior to commencement of any work. Any changes from the following must receive written approval from Building Management.

- A. Contractor shall defend, indemnify, and hold harmless (owner), and Pepitone Properties Corp. As Managing Agent, and subsidiary or affiliate companies or corporations and employees of same against and from all claims, damages, losses, and expenses, including attorney fees, by reason of injury or death to persons or

damage to property (including the work itself) and including the loss of use, claim to have arisen out of or resulted from the act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable excepting such liability as may result from the sole negligence of the Owner. Contractor's obligation shall not be limited in any way by any limitation by the amount or types of damage, compensation or benefits payable by or for disability acts or other employee benefit acts, including coverage for below noted indemnity agreement in such companies as may be approved by the Owner.

B. The Contractor agrees to maintain the following insurance policies in full force and effect in insurance companies licensed in the State of Florida and acceptable to the building owner and property manager.

1. **Commercial General Liability Insurance** with a minimum of \$1,000,000 combined Single Limit of Bodily Injury and Property Damage Per Occurrence, and a \$2,000,000 General Aggregate Per Project and a \$2,000,000 Products/Completed Operations Aggregate.

2. **Business Owners Auto Liability Insurance** covering all owned, leased, hired or borrowed vehicles with a \$1,000,000 Combined Single Limit of Liability.

3. **Workers Compensation and Employees Liability Insurance.**

4. **Catastrophe Liability Insurance** with a minimum of \$5,000,000 Combined Single Limit of Bodily Injury and Property Damage.

The Contractor will file with Management Certificates of Insurance prior to commencement of the move. Such Certificates will show the Managing Agent and Building Owner as Additional Insured under 1, 2, and 4 above.

The Certificate will provide 30 days written Notice of Cancellation without a disclaimer.

C. The limits of insurance required do not limit the Contractor's Liability under the Indemnity Clause.

## 9. **MOVING PROCEDURES TO BE FOLLOWED DURING MOVE**

A. Tenants may be required to have their contents which are to be moved into the building exterminated by approved Board of Health "bombs" inside the moving vans in order to eliminate the transporting of rodents or insects. Exterminating should be done at the old location in order to allow necessary time to be effective.

B. Masonite to cover all carpet areas, granite, marble, brick pavers, etc., including inside elevators and freight area flooring (Masonite may be supplied by Management when applicable/available for a charge of \$200.00 per day for most typical moves. Price upon request for multiple floor or large area moves.)

C. Only one elevator should be used by moving company. That elevator should be the elevator which has the removable ceiling, if applicable. The building personnel should remove the ceiling before moving commences and replace it when move is complete or have the moving company do it and have replaced upon completion of move.

D. All moving, must be made from freight area, when applicable, at ground level to the freight elevator, or padded elevator, then to building floor elevator, taking the above precautions. When there is not a freight entrance and movers can only enter the building through the lobby entrance doors, special care will be taken to protect doors, glass, finishes, sills, mats and steps. Doors are to be stopped from the bottom or tied open, and special ramps and protection may have to be built at tenant or movers expense. Prior approval from management is required.

E. Building Personnel, when available, will supervise all moving, taking special care to instruct moving companies in the operation of elevators, at tenant's expense.

F. All foyers, lobbies, corridors on all floors in all buildings and leading to freight area which will be part of route taken by moving company is to be protected by Masonite and corners are to be treated in the same manner

- G. Management employees are responsible to check to see that all elevator wall pads and Masonite, etc., have been put into place properly before he permits moving company to proceed with move. It is that person's responsibility to check to see that all these rules are complied with throughout the move. Any moving company that does not comply with the above instructions will be forbidden access to building (lock doors or shut down elevators if necessary) and see that wall pads are put back in the proper storage room by movers upon completion.
  
- H. Finished floor by freight area, when applicable, is to be covered by masonite the width of the freight elevator and the width of hallway into building as a minimum and items must be placed on masonite, not floor.