

MOVING PROCEDURES

SCHEDULING

All large moves (over one elevator load full) must be scheduled for after hours. After hours are considered to be **before** 8:00 a.m. or **after** 6:00 p.m. Moves attempted during regular business hours will be denied access.

Moves must be scheduled in writing with the Building Management Office at least **48 hours in advance**. Please use the Building Access Form for submitting your request.

Building Access Forms can be obtained by going to www.303second.com and proceeding to Tenant Services.

The sooner a request is received the greater the chance of reserving the freight elevator and loading dock.

CERTIFICATES OF INSURANCE

Certificates of Insurance must be on file for all vendors who will be on site and working within the building. Please see the insurance requirements for 303 Second Street. It is the responsibility of the person scheduling the move to ensure that the Property's insurance requirements are met and to verify that a Certificate of Insurance has been submitted and received by the Building Management Office.

BUILDING ACCESS

Access to the Building must be made through the loading dock only, provided that the Building Access Form has been completed and the contractor/vendor is on the daily access schedule.

PROTECTION

The mover is required to install protective materials as follows:

MOVING PROCEDURES (cont.)

- All elevator lobby door corners are to be completely covered with cardboard or moving blankets.
- Corner of elevator lobby or corridor walls at floor of the move must be covered with cardboard.
- Movers must lay Masonite from the elevator to the tenant entry door.
- Additional Masonite may be required if staging is necessary.

USE OF ELEVATORS FOR MOVES

The elevators must be placed in independent service for any move.

The movers will be instructed by the Lobby Director on-site at the Lobby console on how to use the elevators while in independent service.

PASSENGER ELEVATORS MAY NOT BE UTILIZED FOR MOVES.

The interior of the Freight elevator is permanently padded. Dimensions for the Freight elevator are as follows:

- Door opening: 45" wide by 83"high
- Elevator cab interior: 120" high, 87" wide, 66" deep
- Freight elevator weight limit: 4,000 lbs.

For larger pieces of furniture, such as large conference tables, removal of the elevator hatch will be necessary. In rare cases, an exceptionally large piece of furniture may have to be moved on top of the elevator car. This work is performed by the building elevator maintenance contractor (Schindler Elevator Corporation) and results in an additional charge. **Pallet jacks are not allowed in any elevator.**

MOVING PROCEDURES (cont.)

If it is necessary to move an object on top of the elevator or through the escape hatch, the costs will be billed to the Tenant at the current hourly rate (including travel time).

Any problems or damage to the elevator, resulting from overloading, etc., that requires the services of Schindler Elevator will be billed to the respective tenant.

ADDITIONAL CHARGES

Movers/Tenants are responsible for the cleanup of all public areas from the entrance of the building to the tenant suite. Any costs incurred for janitorial services will be passed on to the tenant.

Tenants moving out of the building must ensure that the vacant space is cleaned of any materials, equipment, debris, etc. Charges incurred by the building for the removal of such materials will be passed on to the tenant.

LOADING DOCK DIMENSIONS

The loading dock area of the building is open Monday through Friday, 8:00 a.m. to 5:00 p.m., for the delivery of supplies, small furniture, etc.

Tenants should arrange for all regular office deliveries during these times. Should the tenant not be available, we cannot accept the delivery and the delivery personnel will be turned down from making the delivery. There is a 20-minute limit for a commercial vehicle in the loading dock and for using the freight elevator.

Security personnel monitor the usage of the freight elevator to make sure vendors conform to this time limit. Commercial vehicles parked in the loading dock longer than the allotted time will be towed.

MOVING PROCEDURES (cont.)

South Tower — Entrance on Harrison Street:

- Left Bay: 42' long, 16' high, 11' wide.
- Right Bay: 42' long, 16' high, 18' wide.

North Tower — Entrance on Folsom Street:

- The Right bay is 40' long, 14' high, 18'3" wide.
- The Center bay is 57' long, 14' tall, 18'6" wide.