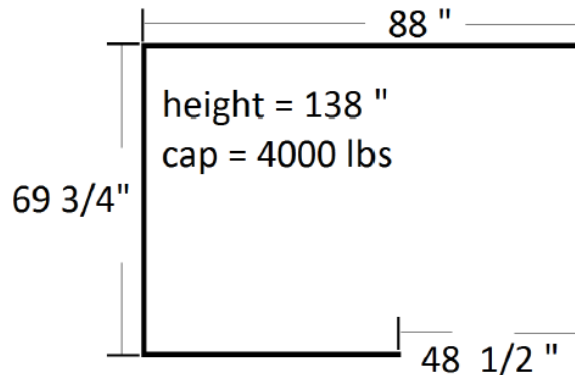




## MOVING RULES & REGULATIONS

The following rules pertain to moving furniture, equipment, and supplies in and out of 88 Kearny Street in San Francisco, California. **Any movers that do not adhere to the following rules will not be permitted to enter the building or will be required to discontinue the move.**

1. All moving shall be performed Monday through Friday, between the hours of **6:00 PM –7:00 AM** or any time Saturdays and Sundays (after-hours). Such work shall be performed after regular business hours and **must be approved and authorized by Building Management in advance.**
2. The moving company shall submit a **Certificate of Insurance (COI)** naming Owner & Agent as Additional Insured and include an endorsement. Please refer to our vendor insurance requirements attached.
3. All moving shall comply with the rules and regulations of the building, city, state, and federal governmental agencies' jurisdictions. **All moving scheduled to be performed on the premises must be approved by the Building Management prior to commencement.**
4. All movers must sign in with Security prior to daily shifts. Movers not complying with all Building policies and procedures will not work in the building.
5. All movers must wear a uniform or other proper identification.
6. All movers must only use the Freight Elevator when loading and unloading furniture, equipment, etc.
  - Loading Dock Dimensions: Maximum vehicle dimensions are 15' long x 8' tall
  - Freight Elevator Dimensions:



7. All movers must place Masonite or protective coverings in entryways and all paths for the duration of moving from the freight elevator. Masonite must be at least 1/4 inch thick and 4' x 8' wide. Sheets must be taped together to inhibit sliding. Masonite must be provided by the moving company. Further, movers must provide corner protection and install protective coverings on all walls, door

facings, elevator cabs, glass, mirrors, doorjambs, and other areas along the route to be followed during the move. Any damage to the building will be the responsibility of the tenant.

8. All moving materials, protective covers, tape, boxes, and pallets must be removed by the moving company and are not to be disposed of or left at the property. No pallet jacks are allowed in the building at any time unless it is a safe move supervised by an engineer.
9. All restrooms are to be left in clean condition.
10. The elevator doors cannot be propped open by tenants or movers under any circumstance. Should you need the door to remain open for a longer period, Security can assist by temporarily unlocking the elevator's independent mode.
11. The main building entrance cannot be left propped open while unattended.
12. All stairwells, hallways, elevators, and lobby must be kept accessible at all times.
13. Please note any stairwell signage as several stairwell doors are alarmed after hours.
14. Please give the Building Management Office as much notice as possible regarding your move, but at least 48 hours in advance is required.
15. Should telephone and telecommunications contractors be required to disconnect and remove equipment, valid Certificates of Insurance (COIs) must be provided to Building Management in advance. Without prior discussion and approval from Building Management, no work in the raceways and corridor trenches is to be undertaken. Electrical work must be coordinated through the building management office and the electrical contractor must be approved by Building Management in coordination with the Riser Management Company (IMG Connect as of this writing).

If someone from your office is moving equipment, files, boxes, etc. out of your suite, please contact the Building Management Office with the date of removal, a description of the items that are being removed, and the name of the person removing the items and we will inform security.

#### **VENDOR / CONTRACTOR AFTER-HOURS ACCESS**

There may be special instances when vendors or contractors need to perform work in your suite during non-business hours. In such instances, please provide the Building Management Office with the following information:

- Company Name and Contact information
- Name(s) of people who will be performing the work
- Date(s) the work will be performed
- Time the contractor will arrive and depart
- Description of the work being performed
- Certificate of Insurance for Contractor/Vendor
- Letter of Agreement between Contractor/Vendor and Building

Neither Management Staff nor Security will admit your contractor into your suite. Please arrange to meet the vendor or provide them with the keys.