

MOVE-IN / MOVE-OUT PROCEDURES



Below is a list of the building's standard moving procedures.

These procedures must be followed prior to moving any furniture, equipment or files. In order to assure fair and equitable treatment of all tenants, no variations from these procedures will be allowed.

ALL MOVES MUST TAKE PLACE: Before 8 a.m. and after 6:00 p.m. on Monday – Friday
24-hours on Saturday and Sunday

Contact the Building office at least five (5) days prior to your move in order to:

- Reserve a time for using the freight elevator
- Schedule the loading dock for mover
- Phone mover to provide the building office with appropriate certificate of insurance requirements
- Obtain security officer for your move (security officer must be retained for all moves)
- Schedule janitorial service, if requested by tenant

PLEASE NOTE – SECURITY AND JANITORIAL SERVICE COSTS WILL BE CHARGED TO TENANT

ACCESS FOR DELIVERIES

Small deliveries not requiring carts or dollies may access the building Plaza Level and “A” Level Lobbies during normal business hours, 8:00 AM to 5:00 PM, Monday through Friday. Larger deliveries must be made through tunnel loading area on “C” level and freight elevator (Cab No. 1)

- Access to loading dock (tunnel) via Constellation Boulevard between 1999 Avenue of the Stars and the mall
- Height clearance for tunnel is 12'10”
- Freight Elevator door opening is 84”x54”, however the inside height is 13’ in order to accommodate large or tall items. Maximum weight capacity is 3,500 pounds
- Lay ¼” of masonite from suite to elevator to protect common areas. Security will inspect before and after to ensure there is no damage

SECURITY SERVICES

A security officer must be present during all move-ins and/or move-outs. Their primary purpose is for the protection of the building's property. They will inspect before and after the move to ensure there is no property damage. The hourly rate for a security officer is \$25.00 per hour with a minimum of 4 hours.

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UTILITIES

AIR CONDITIONING - The standard hours of air conditioning are as follows:

Monday through Friday, 8:00a.m. to 6:00p.m.

Saturday, 9:00a.m. to 1:00p.m. by request at no charge

Above standard air conditioning charges are \$65.00 an hour.

LIGHTING - The standard hours of lighting are as follows:

Monday through Friday, 7:00a.m. to 7:00p.m.

Saturday, 9:00a.m. to 1:00p.m. by request at no charge.

Above standard lighting charges are \$4.00 an hour.

JANITORIAL SERVICES

The evening janitorial staff is not responsible for disposing of move related refuse.

Above standard janitorial services are available at a charge of \$25.00 per hour. Should these services be necessary for your move, these charges will be billed to your account.

Please note that all trash must be disposed of properly. Your moving company is responsible for the removal of all or most move related refuse. Boxes must all be broken down by the tenant or its agents. At no time may trash be stored in any of the building's common areas, i.e., corridors. An extra trash bin may need to be ordered for disposal of excessive trash.

The cost for a 3 yard bin is approximately \$150 and a 1 yard bin is approximately \$70.00.

ENGINEERING

Should your move require assistance from the engineering department, all above standard charges will be billed to your account.

Please contact the Office of the Building at (310) 553-5500, to schedule above standard services or for additional information.

I have read and understand the above:

Signed by: _____ Date: _____

Please sign and fax back to the Office of the Building at (310) 551-9996.