

1901 AVENUE OF THE STARS MOVING COMPANY REQUIREMENTS

Below is a list of the buildings 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.

1. All moves must take place:
 - Before 8:00 a.m. and after 6:00 p.m. on Monday – Friday.
 - 24-hours on Saturday and Sunday.
2. The Freight Elevator must be utilized. Usage of the passenger elevators is prohibited, unless **written** approval is obtained from Building Management.
3. All moves are required to utilize Parking Level C. Access to Parking Level C (loading dock) is through the tunnel via Constellation Boulevard between 1999 Avenue of the Stars and the Century City Shopping Mall. **Parking along Avenue of the Stars is not permitted by the City of Los Angeles.**
4. **Height clearance for tunnel is 12'10"**.
5. Freight Elevator door opening is 84"x54", however the inside height is 16' in order to accommodate large or tall items. Maximum weight capacity is 3,500 pounds.
6. Lay ¼" masonite from suite to elevator to protect all common area flooring. Protection must also be used on walls.
7. A Security Officer will 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. Any damage to the building property will be billed back to the Moving Company and/or your Client.
8. After-hours air conditioning and lighting can only be ordered via your Client.

The standard hours of air conditioning are as follows:

Monday through Friday, 8:00am to 6:00pm
Saturday, 9:00am to 1:00pm by request

The standard hours of lighting are as follows:

Monday through Friday, 7:00am to 7:00pm
Saturday, 9:00am to 1:00pm by request

9. Building staff is not responsible for disposing of move related refuse. The Moving Company is required to remove packing material and other move related refuse.

10. A Certificate of Insurance is required to be on file with Building Management **prior** to any move.

11. Should you have any questions or require clarifications on any items, please contact the Douglas, Emmett and Company Building Management at (310) 553-5500.