



# MOVING POLICY

*The following rules apply to moving furniture, equipment and supplies in or out of the building. Any movers who do not comply with the following rules will not be allowed to enter the premises or will be required to discontinue the move.*

## GENERAL RULES:

- 1- Moves taking over an hour must take place outside of building hours, before 8:00 a.m. or after 6:00 p.m. on weekdays or on anytime on weekends.
- 2- Only the freight elevator will be used for the movement of furniture, equipment and supplies. Movers will not be allowed to move equipment, furniture or supplies through regular elevator cabs. Nor will they be allowed to move such items through the main lobby.
- 3- A building engineer must be onsite while freight elevator is in use.
- 4- Clean masonite sections furnished by the mover will be used as runners on all finished floor areas along the move route. The masonite must be at least on quarter inch thick, 4' x 8' sheets are required in elevator lobbies and corridors; 32" sheets are required through doors and tenant space. All sections of masonite must be taped together to prevent sliding
- 5- The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas which may be subject to damage. Protective coverings may not be taped directly to painted wall surfaces. All walls, door facings, elevator cabs and other areas along the move route will be inspected by the Building Management and moving company personnel before and after the move.

## USE OF FREIGHT ELEVATOR AND ENGINEER ATTENDANCE

- 1- Tenant must make arrangements with Property Management Office to schedule use of loading dock and freight elevator.
- 2- Arrangements must be made no later than 48 hours prior to move.
- 3- For after-hour moves, the charge for an engineer's attendance is \$50/hr.

## INSURANCE INFORMATION

- 1- Any damage to the building or fixtures caused by the move will be repaired at the expense of the moving company.
- 2- The moving company must carry insurance including, but not less than, the following:
  - a. Worker's Compensation in statutory limits for the District of Columbia with employees liability limit of \$100,000; bodily injury, personal injury and property damage liability insurance in comprehensive general liability form and a certificate evidencing same and naming Landlord as additional insured shall be furnished to the Property Management Office before moving any items into the building. In addition, the moving company must indemnify and save Landlord harmless from against all claims, demands, and causes of action of every kind in character arising in favor of moving company's employees, Landlord's employer or other third parties on account of bodily injury, personal



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injury, death or damage to property in anyway resulting from willful or negligent acts or omissions of moving company, its agents, employees, representatives or subcontractors.

The moving company shall be responsible for all damages and losses sustained by them to their tools and equipment utilized in the performance of all work thereunder.

- b. The Comprehensive General Liability insurance policy shall include coverage for hazards of premises, operation, elevators, products and completed operations. Furthermore, the policy shall also include personal injury and contractual Liability coverage and designate the assumptions of Liability under performance of the act of moving. Such insurance shall be in limits no less than \$100,000 per person bodily insurance and personal injury; and \$1,000,000 per occurrence in aggregate or property damage. Property damage insurance shall be in broad form, including completed operations.
- c. Each moving company moving supplies, furniture, and/or equipment through this building shall secure and present to the Property Management a certificate reflecting this coverage 24 hours before the move takes place.