

## **3415 SEPULVEDA MOVING POLICY**

The following rules pertain to moving furniture, equipment, large deliveries and supplies into and out of 3415 Sepulveda.

ANY MOVERS THAT DO NOT ADHERE TO THE FOLLOWING RULES WILL NOT BE ALLOWED TO ENTER THE PREMISES AND/OR WILL BE REQUIRED TO DISCONTINUE THE MOVE.

1. Clean Masonite sections will be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The Masonite must be at least one-fourth (1/4) inch thick, with 4' x 8' wide sheets in elevator lobbies and corridors and 32" wide sheets of Masonite runners taped together to inhibit sliding.
2. All walls, door facings, elevator cabs and other areas along the route to be followed will be inspected by the movers and a Building Management Representative before and after the move. *In the event the move shall take longer than one day, the Building Management Representative shall walk the route with the movers each day to insure no damage has incurred.* The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be followed during the move.
3. The expense of repairing any damage to the building or fixtures caused by the move is hereby the joint responsibility of the Mover and the Tenant.
4. Only the freight elevator will be used for the movement of furniture, equipment and supplies unless prior written approval to use additional elevators is granted by the Landlord.
5. Movers have to move furniture from the truck directly into suite. There is to be no staging of furniture on sidewalks or walkways, corridors or hallways. Furniture stacking in these areas is a fire life safety hazard and can potentially block the ingress/egress of persons during an emergency. If asked to comply more than once the move will be halted immediately.
6. The Tenant must make arrangements with the Management Office for use of the freight elevator for each move. A definite arrival time must be established prior to finalizing move-in plans. If Management Office supervision is required during the move a \$50.00 per hour fee will be charged to the Tenant.
7. The move should be planned after **5:00 p.m. Monday – Friday or on Saturday from 8 a.m.- 6 p.m.** Any costs incurred by the building associated with the move will be charged to the Tenant.

8. Moving vehicles larger than a 30-foot tractor trailer are not allowed.
9. The building's loading zone is located at the front of the building in the U shaped driveway.
10. The moving company must carry the insurance coverage (attached).

The moving company is hereby required to make arrangement to provide Landlord with a current certificate of insurance not later than forty-eight (48) hours before the move takes place.

Additionally, when large items are being moved in or out of the building, it is necessary to coordinate these actions with the Building Management Office for the use of the freight elevator.

The foregoing Moving Policy for 3415 S. Sepulveda Blvd, Los Angeles, CA, has been read and is understood. We agree to comply with its provisions.

Tenant: \_\_\_\_\_

Suite: \_\_\_\_\_ Telephone: \_\_\_\_\_

By: \_\_\_\_\_  
Tenant's Principal, Officer or Liaison Date

Mover: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Anticipated moving date/time: \_\_\_\_\_

By: \_\_\_\_\_  
Name/Title

Date: \_\_\_\_\_