

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.

1. 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 one-quarter inch thick, 4' x 8' sheets in elevator lobbies and corridors, and 32" sheets through doors and in tenant space. All sections of Masonite must be taped together to prohibit sliding.
2. All walls, door facings, elevator cabs and other areas along the move route will be inspected by Building Management and moving company personnel before and after the move. The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas that may be subject to damage. Protective coverings may not be taped directly to painted wall surfaces.
3. Any damage to the building or fixtures caused by the move will be repaired or paid for by the moving company.
4. Only the freight elevator will be used to move furniture, equipment and supplies.
5. Large quantities of furniture, equipment or supplies must be moved before 8am and after 6:00pm on weekdays or on weekends or holidays. Weekday morning moves must be completed by 8am.
6. The moving company must make arrangements with the Property Management Office for use of the elevators. A firm arrival time will be established.
7. The moving company must carry insurance including the following minimum coverage. Please contact Property Management for a sample COI:
 - (a) Worker's compensation in statutory limits for the District of Columbia with employee's liability limit of \$1,000,000; bodily injury and property damage liability insurance comprehensive general liability form. A certificate evidencing same and naming Landlord (New Hampshire Avenue Owner LLC), and Property Management Office, Madison Marquette Real Estate Services LLC before any items may be moved into the building. In addition, the moving company must indemnify and save Landlord harmless from and against all claims, demands and causes of action of every kind in character arising in favor of moving company's employees, Landlord's employees or other third parties on account of bodily injury, personal injury, death or damage to property in any way resulting from willful or negligent acts of omission or moving company, its agents, employees, representatives or subcontractors.

The certificate must indicate that a subrogation waiver is in effect for the workers compensation coverage.

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 not less than \$1,000,000 per person bodily insurance and personal injury:and \$2,000,000 per occurrence in aggregate for property damage. Property damage insurance shall be in broad form, including completed operations.

(c) Each moving company supplies, furniture and/or equipment through this building shall secure and present to the Property Management a certificate reflecting these coverage's no later than 72 hours, i.e. 3 business days, before the move takes place.

8. The moving company is responsible for removing from the property all packaging and protective materials used in the move including boxes, cartons, "picture/mirror" cartons, corrugate wrapping, plastic sheeting, paper sheets, Styrofoam "peanuts", etc.

