

CRESCENT RIDGE CORPORATE CENTER I

Move In/Move Out Procedures (Furniture/Large items)

1. A Certificate of Insurance listing Property Reserve, Inc., and Cushman & Wakefield and its affiliates as additional insured's must be received before moving. (Certificate Holder alone is *not* acceptable.)
2. Your moving company must also provide Building Management with a Certificate of Insurance listing Property Reserve, Inc., and Cushman & Wakefield and its affiliates as additional insured's prior to the move.
3. Please inform us of the date and time you will be moving into or out of the building. This will allow us to notify the janitorial vendor of its final cleaning date for your suite. This will also allow the building engineers to prepare the "freight elevator" and coordinate its use with other building Tenants and their vendors.
4. All moves will be staged and accomplished through the loading dock.
5. All door frames (office, hall and elevator) must be wrapped with cardboard or suitable material. We expect that if any damage is evident it will become the responsibility of the moving company and/or the tenant.
6. Marble, granite, tile floors, and carpet must be covered with **plywood or Masonite** at all times and will be inspected before and after each move for damage.
7. The moving company shall be totally responsible for all people contracted by them for the move. All vendors working at the property are required to wear a uniform or shirt identifying the vendor they are working for.
8. All building rules and regulations with regards to smoking, etc. must be followed.
9. All moves need to be completed **before 7:30 a.m.** and **after 5:00 p.m.** All moves must be accomplished in a manner as to not disturb any other tenants that may be working after hours.
10. If you accumulate a large amount of trash or recyclable material during the move, please contact the Management Office to obtain large bins for disposing of these materials. If new furniture is installed, the furniture installer must remove all cardboard and packing materials.
11. Computers, terminals, printers and appliances are considered hazardous waste materials and should be picked up by a vendor licensed to dispose of these items. These items should **NOT** be placed in the building trash; contact the Management Office for a qualified recycling vendor.
12. If you are moving out of the building, please stop by the Management Office to drop off keys, access cards, and provide a forwarding address. It is very important to leave a forwarding address for clients inquiring about your new location, as well as to forward any credits/charges to you the next year for any operating expense adjustments.