

INSTRUCTIONS FOR MOVERS

The mover **must** furnish Landlord's Managing Agent with all required insurance and additional insured per the attachment.

Moves will be scheduled with the Property Manager for after 5:30 p.m. on weekdays, after 7:00 a.m. Saturday's..

One elevator (**freight**) on independent service will be supplied to mover at given time. All areas of public view are to be kept clean at all times.

Movers shall protect all building finishes from damage including but not limited to the glass doors, floors, walls, ceilings and elevators. Elevators must be padded while hauling materials.

Do not unreasonably encumber site with materials or equipment.

Applicable fines will be incurred for any violation of these rules and procedures until Landlord's Managing Agent is satisfied with Movers' housekeeping procedures.

Safety equipment is to be worn at all times as required. Movers may be terminated, at Landlord's Managing Agent's option, if there are any safety violations.

No loud music is to be played.

All Occupational Safety and Hazardous Association (OSHA) rules and regulations are to be posted.

Protect pediments which are located at the entrances of the building.

Mover

Date