



MOVING (including "BULKY MATERIAL") **RULES & REGULATIONS**

In accordance with the *Rules and Regulations* (Exhibit "C" in your lease agreement), "movement in or out of the Building of furniture, office equipment or other bulky material which requires use of the elevators, stairways or Building entrance and lobby shall be restricted to hours established by Landlord. All movement shall be under Landlord's supervision, and the use of an elevator shall be restricted to the Building's freight elevator."

Please note the requirements below:

1. All Move-Ins, Move-Outs and delivery in or out of "Bulky Material" will be done **before or after normal business hours (8:00 am or 5:30 p.m. M-F), (9:00 am – 1:00 pm Saturdays), Sundays can be scheduled for anytime.**
2. The tenant should notify the **Building Management 650-873-1054 at least Five (5) days in advance**, when planning a move-in/out or delivery in or out of "bulky Material".
3. The tenant's delivery or moving company **must** provide the landlord with a Certificate of Insurance (see attached Insurance Requirements) evidencing General Liability Insurance and Workers Compensation coverages. It is recommended to submit to Landlord at least five (5) days in advance to confirm the proper coverages, endorsements, and timely approval.
4. A "walk through" to determine a path of travel, prior to the approval/commencement of the move, shall be conducted with Building management. The delivery or moving company **must** use **Masonite** and/or other recognized protective covering for floors, doorways, and corridors. Areas to be determined by Building Management during the "walk-through".
5. Delivery or Moving trucks should not exceed 12 feet 6 inches in height. Trucks longer than 32 feet are discouraged as they may have difficulty negotiating the turns and parking islands within the parking lots.
6. The delivery or moving company will give special attention to the protection of all common areas, especially the glass lobby doors. This includes the use of all carriers (hand-trucks, furniture movers, etc) **must** have rubber wheels only. Pallet jacks or other devices will not be permitted.
7. A second walk-through will be conducted after the move to determine any damage. All keys and issued should be returned at this time.

NO EXCEPTIONS CAN BE MADE TO THESE REQUIREMENTS, UNLESS PREVIOUSLY AUTHORIZED BY LANDLORD IN WRITING

IN THE CASE OF A MOVE-OUT, THE TENANT'S SECURITY DEPOSIT WILL NOT BE RELEASED UNTIL ANY DAMAGE CAUSED BY THE MOVE IS CURED.