



**1111 19th Street, NW
Washington, DC 20036**

Moving Policies and Procedures

The **Moving Policies and Procedures** establish a specific standard of performance to which Tenants, Contractors, Vendors, and all parties (collectively, "Contractors") performing moving activities in the Building must comply. No additional enforcement notifications will be given. Any party deviating from the Moving Policies and Procedures as set forth herein may be subject to removal from the Building and/or monetary penalties as applicable.

Please see the attached Management Team Contacts sheet and contact us with any questions.

1. **ACCESS** - During non-business hours, the building is secured by a proximity reader access system. To obtain access fobs, please contact Management. Individual suites are accessed by hard keys which are provided directly to the Tenant. Additional keys may be requested from Management.

The Contractor shall only be allowed access to the floors and/or suites on and in which they are working. Hauling or delivering via the main building lobby is prohibited at all times.

2. **HOURS OF OPERATION** - The following are the standard building hours of operation. Moving activities must be restricted to non-business hours. All moves require a Building Engineer to supervise, whose time will be billed back to the tenant at an hourly rate of \$85.00/ hr., with a 4-hour minimum.

Business Hours

Monday to Friday **8:00 am to 6:00 pm (excluding legal holidays)**
Saturday **9:00 am to 1:00 pm**

3. **MOVING MATERIALS** - The loading dock entrance and freight elevator must be used for all moving of materials into or out of the building. Contractor shall be responsible for scheduling the use of the loading dock and the freight elevator. Only rubber-wheeled dollies and carts may be used for the deliveries to prevent surface damage. No wooden or metal pallet or skids are permitted within the Building, except in designated loading docks.

4. **LOADING DOCK** - Access from 18th Street via alley on north side of building. At rear of building, turn right and entrance is through set of double doors next to the dumpsters.

5. **ELEVATORS** - The designated freight elevator is the only elevator which may be used for moving materials and shall be properly protected with temporary covering and pads as appropriate. The use of the freight elevator must be coordinated with the Property Manager.

Contractors shall not use passenger elevators, without prior approval the Property Manager.

6. **INSURANCE** - All Contractors performing work in the building, including performing deliveries, move-ins, or move-outs, must provide a Certificate of Insurance prior to any activities. The specifications for the Certificate of Insurance are available on a separate Certificate of Insurance Requirements document, to be provided as applicable.



7. HAZARDOUS MATERIAL DELIVERIES - Before any hazardous materials are utilized or delivered in to the Building, the Contractor shall notify and seek the approval in writing from CUSHMAN & WAKEFIELD Management Team ("CUSHMAN & WAKEFIELD"). All required paperwork must be submitted, in advance, to CUSHMAN & WAKEFIELD.

8. Storage locations and the method of storage shall be approved in writing by CUSHMAN & WAKEFIELD in advance of any delivery. The Contractor is responsible for providing information (Material Safety Data Sheets) to workers regarding all hazardous or suspected hazardous materials and substances used or introduced by the Contractors, including their potential hazards. At the conclusion of the work requiring hazardous materials, the hazardous materials shall be removed from the Building and disposed of properly.

9. HAZARDOUS MATERIALS - The Building may contain hazardous materials. The Contractor shall contact the Property Manager to obtain a copy of the Hazardous Materials O&M Plan and shall follow the procedures outlined in the Plan.

10. ODOR & NOISE - The Contractor is responsible for controlling and for keeping noise levels to a minimum. Voices, machinery, tools and radios heard in the common areas or in adjacent occupied spaces will not be allowed, and all such activities shall be suspended at the direction of CUSHMAN & WAKEFIELD at its sole reasonable discretion.

11 . DAMAGES - The Contractor shall be financially responsible for any and all damages caused by its agents, employees, and subcontractors, including but not limited to damages arising from its loss of Building services, such as utility services, elevator services, etc. Any damage caused to the property or Building by the Contractor, including but not limited to the doors and freight elevators shall be repaired by the Contractor as directed by CUSHMAN & WAKEFIELD. CUSHMAN & WAKEFIELD reserves the right to remedy the damages at the Contractor's expense in the event that the work is not acceptably corrected within one week of written notice to the Contractor.

12. PROTECTION OF COMMON AREA FINISHES - The Contractor shall protect all finishes, including but not limited to elevator doors, frames and cabs, flooring, wall surfaces, doors, door frames, and hardware with durable materials during any the movement of materials to the space. Carpeted areas shall be protected until such time as the movement of materials has been fully completed. The method of protection must be approved by CUSHMAN & WAKEFIELD.

13. TRASH & DEBRIS - The Contractor shall maintain cleanliness throughout the Building, Tenant's demised premises, and any areas accessed by Contractor. Moving materials and debris are not permitted in the common areas or access corridors. CUSHMAN & WAKEFIELD reserves the right to remove any such items and dispose at its discretion but at the Contractor's cost. Use of the building dumpsters may be requested for small loads, but must be properly sorted for paper, commingled, or waste disposal. The blocking of hallways, exits, elevator lobbies, electrical closets or loading docks is not permitted. All carpets are to be protected and kept clean at all times, **ESPECIALLY CARPET IN COMMON LOBBIES AND CORRIDORS**. The Contractor shall be required to reimburse CUSHMAN & WAKEFIELD for a thorough carpet cleaning and or replacement at the completion of the construction job, if such cleaning or replacement is deemed necessary in the sole judgment of CUSHMAN & WAKEFIELD.



Management Team Contacts

Property Manager

Liz Hale
Liz.Hale@cushwake.com
202.457.7945

Property Administrator

Kirby Byrd
Kirby.Byrd@cushwake.com
202.457.7945

Chief Operating Engineer

Daniel Azerefegne
Daniel.Azerefegne@cushwake.com
202.497.9371

Read and Acknowledged:

Company

Signature

Print Name

Date

CONTRACTOR EMERGENCY CONTACT INFORMATION

Company

Name

Contact number(s)

Company

Name

Contact number(s)