MOFFETT TOWERS

MOVING GUIDELINES

Updated 07/25/2024

The following moving guidelines have been developed to ensure a safe and efficient move for your organization. Following these guidelines will expedite your move. These guidelines are in no way meant to hamper or restrict your moving process, but rather to safeguard the elements involved in the process.

All Tenants, Tenant Contractors and Vendors must comply with the following requirements.

Scheduling Moves: Moving arrangements must be made at least 98 hours in advance. Notifications can be sent via the Angus Anywhere - Work Order System. Please provide the company name, contact name, and telephone number of the moving contractor.

Moving Hours: Moves must be scheduled after-hours. After-hours have been established as before 7:00 a.m. and after 6:00 p.m., Monday through Friday, or any time on Saturday or Sunday, ***no exceptions***.

Moving Contractors: Moving contractors must provide the Property Management Office with a Certificate of Insurance prior to the move naming the appropriate property(s) as additionally insured:

- Paul Holdings, Inc. dba Jay Paul Company, and
- 1000, 1020, 1050 Enterprise:
  - MT1 ABC LLC (1000, 1020, 1050 Enterprise Way)
  - Moffett Towers Lot 1 Association LLC (990 & 1060 Enterprise Way)
- 1080 Enterprise Way:
  - Moffett Towers Building H & Amenities Parcel Association LLC (1080 Enterprise Way)
  - MT Lot 3 Common Areas Association LLC (1180 & 1190 Enterprise Way)
- 1100 Enterprise Way:
  - MT3 1100 LLC (1100 Enterprise Way)
  - MT Lot 3 Common Areas Association LLC (1180 & 1190 Enterprise Way)
- 1120, 1140, 1160 Enterprise Way:
  - MT3 EFG Real Estate LLC (1120, 1140, 1160 Enterprise Way)
  - MT Lot 3 Common Areas Association LLC (1180 & 1190 Enterprise Way)

The moving contractor must use the loading zones adjacent to their respective buildings. There is no loading/unloading in the red parking zones or in handicap reserved parking spaces.

The moving contractor must dispose of all packing material, debris, protective equipment from the property. The property's dumpsters are not to be used.

The Fire Marshall prohibits the blocking of any corridors, exit doors, elevators, or lobbies.

No pallet jacks are allowed in the building.

Articles should be moved directly to/from the moving truck to tenant suite. There is no "staging" of articles in the common areas.

Elevator Use: Reservations are on a first-come, first-served basis. Only the freight elevator can be used for moving furniture and equipment. Once Property Management is notified, the freight elevator is equipped with padding material. The freight elevator cab (inside) dimensions for **Buildings A, B, C, D, F, and G** are 108" x 95" x 65", cab door opening is 84" x 48". The freight elevator cab (inside) dimensions for **Building E** are 88"x 92"x 65", cab door opening is 84"x 48". Ceiling cannot be removed. The freight elevator has a 4,000-pound maximum capacity.

Tenant must contact the Property Management Office for elevator service and special operation (i.e., if the move requires the elevator to operate on the manual override.)

Proper Protection: Prior to any move, masonite or plywood must be placed on the freight elevator cab floor, common areas leading to the freight elevator, and leading to the tenant suite. Corner guards must be placed on walls, including elevator jambs.

Security: In the event that any exterior doors need to remain open during an after-hours move, the tenant shall arrange for a security firm to monitor exterior doors and ensure proper security for the building and premises.

Tenant: Tenant and/or moving contractor shall be liable for any damages incurred in the move.

All areas shall be returned to their original condition upon completion of the move.

Any questions relating to these moving guidelines can be directed to the **Property Management Office** at **(408) 419-4746.**