

# **1000 Parkwood Moving Procedures**



All Tenant moves into, out of, or within the Building must be coordinated with the Management Office (404.233.1192). Notification should be made as far in advance as possible and should include the proposed moving date and moving contractor. A minimum of 48 hour notice is required. The moving contractor must contact the Management Office to ensure the use of the freight elevator and coordinate insurance certificate submission. The Management Office should be advised in writing of any special requirements in connection with the move.

It is recommended that the moving company speak with a member of the Management Staff prior to the move to be aware of the required property protection. This will help to eliminate any lost time due to the moving company being unfamiliar with building management requirements at the time of the move. Suitable protection must be provided to protect walls, floors, doors, marble floors and elevator walls.

## **Scheduling/Access**

All Tenant moves into, out of, or within the Building must take place between 6:00 p.m. and 10:00 p.m. Monday-Friday or between 7:00 a.m. and 3:00 p.m. on Saturdays. Moves scheduled outside of these designated times may result in additional charges to the tenant. This policy is stated to simplify access to the Building for moving contractors and minimize inconvenience to other Tenants. A security guard may be required to be present during the tenants' initial move. These charges would be the responsibility of the tenant – a minimum of 4 hours would be billed-back for this added security coverage.

## **Loading/Unloading**

All items must be moved via the building freight elevator. Regular passenger elevators should not be utilized for moving purposes unless approved by the Management Office.

## **Property Protection**

The moving contractor must make every effort to thoroughly protect all Building fixtures and finishes with appropriate materials to safeguard them from damage. Building access will be discontinued if it is observed that the moving contractor is not taking proper precautions.

## **Freight Elevator Protection**

Corner boards must be provided on all doorjambs and the freight elevator must be used during moves. Walk off plates are to be used to protect door thresholds.

## **Common Area/ Lobby/Tenant Floor Protection**

The carpet from the elevator to the Tenant space as well as the marble floors in the building lobby must be protected either with plywood or Masonite. Walls and doors must be covered as needed. Cover boards must be provided in lobbies and corridors. Walk off plates must be provided to protect door thresholds.

**Clean Up**

The moving contractor is responsible for leaving the Building and premises clean by removing all pallets, cartons, boxes and other trash generated by the move. If additional cleaning services must be procured after the move, charges will be assessed directly to the responsible Tenant.

**Property Damage**

Repair charges for any damages to the Building including, but not limited to, elevator areas, doors, corridors or grounds, which the Tenant, moving company or its employees or agents cause will be the responsibility of the Tenant. The Management Office will accomplish the required repairs and assess the charges directly to the responsible Tenant.

**Freight Elevator Dimensions**

Door	Height:	8' ¾"
Door	Width:	48"
Inside		5' 3" wide
Dimensions:		8' 6" deep
		9' 6" height – front
		10' 7" height – back

**Insurance Requirements**

The moving contractor must provide and deliver a Certificate of Insurance to the Management Office at least five days prior to the move. The moving contractor must, at its sole cost and expense, obtain, maintain and keep in full force and effect insurance as described below. The Management Office will refuse to allow access if the limits on the certificate do not meet the following criteria:

**Evidence of Coverage must include:**

Workmen's Compensation: In accordance with the laws of the State with jurisdiction  
Comprehensive General Liability \$5,000,000 (not less than \$3,000,000 per occurrence)  
Automobile Liability \$1,000,000

**The Certificate Holder Section should read as follows:**

Adventus US Realty #11 LP  
c/o AYA Management Services, LLC  
30 Ivan Allen Jr. Blvd #900 Atlanta, GA 30308

**Additional Insured Section:**

Adventus US Realty #11 LP  
AYA Management Services, LLC

**Please note that the Certificate of Insurance is not valid without the Additional Insured Endorsement included.**

**Please keep all exit ways clear during your move.**