

# **1888 CENTURY PARK EAST**

## **MOVING RULES AND REGULATIONS**

The following procedures must be agreed upon prior to any movement of furniture, materials, or equipment at 1888 Century Park East.

1. The Tenant is responsible for insuring that the moving/delivery company submits the REQUIRED vendor insurance and acknowledges in writing and adheres to the prescribed rules and regulations regarding any move or delivery/dispatch of equipment.
2. Use of the loading dock, service corridors, freight elevator, and stairwells must be pre-arranged at least two (2) working days in advance, through the online work order Angus System. It is the responsibility of the Tenant/subtenant to insure communication between the moving company and the Property Management Office in order to avoid conflicts in scheduling a move.
3. Any work required to be done, that will affect any existing tenant in the building, shall be done during the non-business hours, unless otherwise approved by Landlord. All noise or odor complaints by Tenants shall be remedied immediately and/or all operations are to cease until such noise or odor is abated.
4. **Business Hours** deliveries via the freight elevator are from **8am – 6pm, Monday - Friday**. Deliveries may be scheduled using the online Angus System. During this time period, deliveries can be made on a first come, first served basis with a 20 minute limit in the loading dock. **All large deliveries/moves must be scheduled outside of normal business hours.** Large deliveries/moves are to take place After Hours, (see #6 below).
5. **After Hours** are between the hours of **6pm – 8am, Monday – Friday, and all day weekends and holidays**. During the After Hours time period, large deliveries and moves may be scheduled by submitting a request via the Angus System, and the freight elevator may be reserved for exclusive use. After hours requests must be submitted to the Property Management Office no less than 48 hours prior to needed access. Anyone using the freight after hours must be authorized for entry into the building at the loading dock or at the Main Lobby Desk.
6. **Parking** - Any/all general contractors, subcontractors, field workers and vendors are required to pay parking fees. The Landlord does not offer free parking for any such personnel. Parking can be paid daily or purchased on a monthly basis. To purchase a monthly pass, submit a work ticket through the Angus System. The loading dock is used for loading and unloading only, not parking. Contractor vehicles parking illegally within the project will be ticketed and/or towed at vehicle owner's expense.
7. Trucks arrive at the loading dock via the ramp on Century Park East. All vehicle traffic entering the dock is north bound only. Drivers must check in with building security and attain a freight pass at the Loading Dock Office upon arrival. There are no reserved parking spaces in the loading area. Parking of personal vehicles is prohibited.
8. Maximum heights, weights, times, and dimensions:
  - a. Loading Dock clearance is 13' 0" high.
  - b. Loading Dock height: 13' 6"
  - c. Fork lifts taller than 12' are not allowed on the dock floor.
  - d. Delivery parking maximum time: 20 minutes.
  - e. Freight elevator capacity is:
    - Freight elevator door clearance 8' H x 42"W.
    - Elevator cab is 69" D x 67"W.
    - Weight: 4,000 lbs.
    - Please note vertical clearance at freight entrance driveway, under pedestrian bridge, is 13' 6" to 14' 6" clear.
9. Freight Elevator - Requests for use of the freight elevators, for any dedicated purpose, shall be made to Office of the Building at least 48 hours in advance. Optimal times for extended use of the freight elevator are 6:00 p.m. to 8:00 a.m. (Monday – Friday) or weekends in order to avoid conflicts with daytime routine deliveries and nighttime janitorial crews. The freight elevator cannot be reserved during regular business hours. An "exclusive" reservation of the freight elevator must be shared with other scheduled building activities that occur after hours (i.e.

contractors using the freight elevator to access their floor, but not to deliver or remove items) and with the janitorial staff. A freight elevator operator is mandatory for all vendors/contractors. The cost of a freight elevator operator is \$35.00 per hour, with a 4 hour minimum. A request for an operator must be made via the Angus Online Services System, at least 2 days prior to the move. Please note: In the event the freight elevator is not functioning due to malfunction or emergency repair, every effort will be made to provide limited alternative access via a padded passenger car. In no event will the building take responsibility for cost or scheduling changes as a result of the interruption of the freight elevator. The freight elevator is to be used by vendors, construction personnel and equipment only. Under no circumstances are vendors or construction personnel with materials and/or tools to use the passenger elevators. All persons that wish to have access to the freight elevator for any reason must show a valid identification card, which shall be recorded by the loading dock officer.

- 10. All deliveries of material must be made through the loading dock. The loading dock is an in-transit area. Material must be kept moving to final destination. No materials, tools or carts shall be stored in any stairwell, public corridor, freight elevator lobby or electrical or mechanical rooms at any time.
- 11. The protection of the building premises including: building corridors, walls, corners, doors, stairwells, freight elevator, floor coverings (by masonite, cardboard, plywood, visqueen and/or other approved materials), public areas, lobbies and service areas **is required** during any move-in/out by a tenant or subtenant, or for the dispatch/delivery of oversized, heavy, or bulky items, and is at the sole expense of the tenant and/or freight, moving or delivery company. Any damage to the finishes shall be repaired at the tenant's expense. Anything over 500 lbs delivered will require masonite protection on the corridor floor.
- 12. Removal of disposable trash is the responsibility of the moving company. Property Management must approve use of the building trash recycling containers and a fee may be charged depending on volume of trash.
- 13. Any move/delivery found to be in violation of any of the following moving Rules and Regulations will be terminated until the problem is corrected.**

If you have any further questions, please contact Tenant Service Coordinator, Sydney Santiago at (310) 299-7260.

I have reviewed and agree to the terms set forth in these Moving Rules and Regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Moving Company

\_\_\_\_\_  
Telephone