

## Moving Procedures

The following rules are for moving furniture or equipment in or out of the buildings. Any movers who do not adhere to the rules will not be allowed to enter the premises or will be required to discontinue the move.

1. Move-ins of large quantities of furniture, equipment, or supplies must be accomplished after 6:00pm on weekdays or on weekends or holidays and must be coordinated through the Management Office.
2. All moves must be approved using a security clearance form. Upon arrival, all parties associated with move (construction projects should have the site manager report and act as primary contact with security) must check in with security on the loading dock. By providing a picture ID as a deposit, a security access card for the freight elevator will be assigned. The identification will be returned upon receipt of security card. Replacement cost for any lost security access card is \$50.00.
3. Clean masonite sections will be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The masonite should be at least one-fourth inch thick. All sections of masonite should be taped to prevent sliding.
4. The mover must provide and install protective coverings on all vulnerable corners, walls, door facings, elevator cabs, and other areas along the route to be followed during the move. These areas will be inspected for damage after the move.
5. Never stick duct tape on the floors, walls, doorjambes or doors.
6. Tenants must make arrangements with the Management Office for use of a freight elevator for each move. A firm arrival time must be established.
7. The moving company must schedule a time following the move to arrange to pick up all discarded boxes.
8. No smoking is allowed inside the buildings loading docks or parking areas by any employee of the moving company.
9. All moving company employees should provide upon check-in to Central Security a picture I.D. and must be wearing a company uniform. Any moving company individual without picture I.D. or uniform will be denied access to work on property unless authorized by security supervisor or property/construction management.
10. The moving company must carry insurance coverage including, but not less than, the following:
  - a. Worker's Compensation in compliance with State of Georgia laws.
  - b. Employer Liability with limits of: Bodily Injury by Accident: \$500,000 each accident Bodily Injury by Disease: \$500,000 policy limit Bodily Injury by Disease: \$500,000 each employee
  - c. Commercial General Liability Insurance covering bodily injury and property damage. Such insurance shall be in limits no less than \$1,000,000 per occurrence.
  - d. Fidelity Bond covering all employees in an amount not less than \$50,000.
  - e. Automobile Liability Insurance with a limit of at least \$1,000,000 covering all owned, on-owned, and hired vehicles.

Each moving company shall present the above certificates to the Management Office at least forty-eight (48) hours prior to the scheduled moving day. BSC Realty Services, Inc. shall be listed as additional insured on the Commercial General Liability and Automobile Liability Insurance policies thus reading as follows:

**Certificate Holder:**

ACP/ DLF Peachtree Center LLC  
c/o BSC Realty Services, Inc.  
Attn: Property Manager  
225 Peachtree Street, NE  
Suite 200  
Atlanta, GA 30303

**North Tower, South Tower, Harris Tower, International Tower:**

***Insurance Certificates***

Additional Insured's: ACP Peachtree Center LLC, Banyan Street Capital their officers agents and employees are named as additional insureds.

ACP Peachtree Center LLC  
c/o BSC Realty Services, Inc.  
225 Peachtree Street NE, Suite 200  
Atlanta, GA 30303

**Marquis One:**

***Insurance Certificates***

Additional Insured's: ACP Marquis I LLC, Banyan Street Capital their officers agents and employees are named as additional insureds.

ACP Marquis I LLC  
c/o BSC Realty Services, Inc.  
225 Peachtree Street NE, Suite 200  
Atlanta, GA 30303

**Marquis Two:**

***Insurance Certificates***

Additional Insured's: ACP Marquis II LLC, Banyan Street Capital their officers agents and employees are named as additional insureds.

ACP Marquis II LLC  
c/o BSC Realty Services, Inc.  
225 Peachtree Street NE, Suite 200  
Atlanta, GA 30303

The BSC Realty Services, Inc. staff is not allowed to move furniture or equipment. Should you require these services, you can call your Property Administrator for a list of companies who provide specialized moving needs in this area.