

## **RULES AND GUIDELINES FOR MOVING COMPANIES**

The following is a list of the rules and guidelines required for all moves within The Summit Buildings. Any questions should be directed to the Property Management Office at (425) 467-8181.

1. The mover must furnish all supervision, labor, materials, supplies, and equipment necessary to perform all the services contemplated. Such equipment shall include dollies, trucks, and other items as necessary. All material handling vehicles used in the interior of the Building must have rubberized wheels and must be maintained free of grease and dirt.
2. Masonite protection is required on all finished floors (i.e.: carpet, stone, VCT, etc.) from the freight elevator to the Tenant suite through common hallways as applicable. Doors, door frames and walls in common areas are to be protected from damage. The mover should take every precaution by means of crating and padding to safeguard property from damage. All padding materials are to be removed by the mover. Any damage to the walls or carpet during the move will be noted by Property Management and any repairs will be charged back to the Moving Company.
3. Door propping is not allowed into any common area hallway.
4. No items should be left unattended in the common area hallways or on the loading dock while on break. Common area hallways shall not be used as staging areas.
5. If the move takes place after the Building janitors clean, it is your responsibility to vacuum the common area hallways of any debris left from the move.
6. A representative of the Tenant will need to be available for access and lock-up of the suite. It is not the responsibility of Property Management or Engineers to provide access or ensure lock-up.
7. There is one freight elevator located in the PSE Building, and one freight elevator in the PSE East Building. The elevators are reserved on a "first come, first-served" basis. Reservations may be made from 6:00 p.m. – 6:00 a.m., Monday through Friday, all day Saturday, and Sunday until 3:00 p.m. The reservation holder has priority use during their scheduled time period. However, the reservation holder may need to share the elevator with others in a priority queue managed by Building Security. Janitorial trash runs occur between 10:00 p.m. and 2:00 a.m., Monday through Thursday and the freight elevator is to be available exclusively for the Property Management and Janitorial Contractor to complete the trash runs. Large moves expected to last 8 hours or more are to be scheduled for Friday through Sunday or on consecutive weeknights.
  - a. PSE Building Freight Elevator Dimensions: 102" High x 80" Wide x 64" Deep, with a 42" x 84" doorway. Inner car diagonal measurement corner to corner is 92". Capacity is 3500 pounds, provided the weight is

centered in the elevator end to end and side to side. Delivery of very heavy loads should be coordinated with Property Management and may require an Elevator Technician on site, at the Contractor's expense.

- b. PSE East Building Freight Elevator Dimensions: 102" High x 80" Wide x 64" Deep, with a 42" x 84" doorway. Inner car diagonal measurement corner to corner is 92". Capacity is 3500 pounds, provided the weight is centered in the elevator end to end and side to side. Delivery of very heavy loads should be coordinated with Property Management and may require an Elevator Technician on site, at the Contractor's expense.

- 8. The loading dock is located in the Service Area on Level P2 of the parking garage.
- 9. Loading Dock Dimensions: 14' Clearance Height. Maximum of 28' truck length. No combination trucks.
- 10. There is no parking in the loading dock for personal vehicles. Moving trucks are allowed in the loading dock when actively loading and unloading only, not during idle times such as Tenant internal moves or furniture assembly/disassembly.
- 11. Movers are required to operate in a professional manner at all times. No smoking inside the Building or on the Building decks, no eating inside the Building, no swearing or loud noises, and no radios.