

## **3131 TURTLE CREEK MOVING & DELIVERY POLICY**

**ALL MOVES MUST TAKE PLACE:  
AFTER 5:30 P.M. MONDAY – FRIDAY OR ANY TIME ON THE WEEKENDS.**

The following rules pertain to moving furniture, equipment and supplies in and out of the building.

**ANY MOVERS THAT DO NOT ADHERE TO THE FOLLOWING RULES WILL NOT BE PERMITTED TO ENTER THE PREMISES OR WILL BE REQUIRED TO DISCONTINUE THE MOVE.**

Clean masonite will be used as runners on all finished floor areas (**THIS INCLUDES THE LOBBY AND TENANT HALLWAY AREAS**) where heavy furniture or equipment is being moved with wheel or skid type dollies. The masonite must be at least one-fourth inch thick, 4' x 8' sheets in elevator lobbies and corridors, and 32" sheets through doors and in Tenant's space. All sections of masonite must be taped together to prohibit sliding.

All walls, door facings, elevator cabs and other areas along the route to be followed during the move will be inspected by the Landlord and moving company personnel before and after the move. The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be followed during the move.

Any damage to the building or fixtures caused by the move will be repaired or paid for by the moving company and/or the Tenant.

Move-ins of large quantities of furniture, equipment or supplies will be accomplished after 5:30 p.m. on weekdays, or during the day on weekends or holidays with prior approval of the Management Office.

The moving company must make arrangements with the Building's Management Office for the use of the freight elevator for each move. Additionally, there is a 2,500 lb maximum weight that may be carried in the elevator. Only the designated elevator may be used for moving purposes. A firm arrival time will be established for the move.

The moving company must provide an insurance certificate listing the Ownership and Management Company as the additional Insureds. Please request a COI sample through the Management Office at:

**Lincoln Property Company  
214.526.1920  
Suite 210**

**Kristina De La Rosa  
Assistant Property Manager  
[kdelarosa@lpc.com](mailto:kdelarosa@lpc.com)**

**Please provide this document to any vendor or moving company you plan to utilize for your suite. The COI will need to be received and reviewed by the Management Office prior to scheduling moves, deliveries or any 3<sup>rd</sup> party work within the building and/or the tenant space.**