



## || GENERAL MOVING PROCEDURES

The following is a summary of general moving procedures for 3120 Fairview Park Drive and include move-ins, move-outs and other furniture and equipment moves. These procedures have been enacted in an effort to help facilitate a more orderly moving process and help reduce downtime during a move.

1. **Moving Times:** Due to the operational nature of the building, office moves and furniture or equipment delivery should be scheduled during non-business hours. Office moves may take place anytime during the weekend or between 6:00 p.m. and 6:00 a.m. on weeknights.
2. **Scheduling a Move:** Please submit your office move request to us by fax or email to include the date and time you would like your move to occur. Upon confirmation of your move, we will schedule the appropriate personnel.
3. **Moving Coordinator:** Please provide us with the name and contact information of the person from your office who will be coordinating your company's move.
4. **Moving Company Information:** Please provide the name, representative and contact information for your moving company.
5. **Moving Company Insurance:** Prior to your scheduled move, your moving company will need to provide us with a Certificate of Insurance verifying coverage.

Fairview Building Owner LLC and Moore & Associates, Inc. Agent,

These shall be named as additional insured and certificate holder on contractor's policy.

Certificates of insurance should be forwarded to:  
Fairview Building Owner c/o Moore & Associates, Inc.  
Moore & Associates  
4350 East West Highway, Suite 500  
Bethesda, MD 20814

6. **Pre-Move Coordination:** We encourage representatives of your moving company to tour the building prior to your scheduled move. We have found it helpful for moving companies, tenant representatives and our building staff to meet prior to a scheduled move. Our building staff will also conduct pre and post-move inspections with your moving company.
7. **Protective Measures:** Your moving company is required to use masonite for all floors that will be used to move furniture and other equipment. In addition, walls and corners may also need to be covered with masonite as well.
8. **Moving Company Responsibilities:** It is also your moving company's responsibility to clean up all affected areas once the move has been complete.