
MOVING POLICY

INTENT:

To protect the building, our tenants, and the building owner VBH WP LLC c/o Dunton Commercial LLC has set forth the following specifications for the movement of office furniture and equipment in and out of the property.

INSTRUCTIONS FOR MOVERS

GENERAL:

The mover shall perform all services required to move the property of the tenant as contracted. These services shall include pickup and transfer of the property to the designated location on the appropriate floor of the new building location. "Staging" of items in elevator lobbies or common corridors are prohibited during the business day.

Each employee of the moving company shall be bonded and required to have identification showing the moving company's name to maintain the security of the premises and to provide easy identification to the building security personnel.

INSPECTION OF THE PREMISES

A walk-through inspection should be made with the Dunton Commercial representative, the mover, and the tenant representative before and after the move to prepare a punch list for damage before and after the move, including the common areas.

The mover shall be responsible for inspecting the property to be moved and the facilities of the new location. The mover shall be thoroughly acquainted with the conditions existing at the building, including verifying various access dimensions (i.e., service elevator, door opening, etc.) so that he may furnish such equipment and labor necessary to provide for the orderly, timely and efficient movement of the property. Any damage shall be repaired by the building designated contractor at tenant's expense.

SERVICES TO BE PERFORMED BY MOVER

SUPERVISION, LABOR, MATERIAL AND EQUIPMENT

The mover shall furnish all supervision, labor, materials, supplies and equipment necessary to perform all contracted services in an orderly, timely and efficient manner. Such equipment shall include dollies, hand carts, etc., as may be required. All material handling vehicles used in the interior of the building must have rubber wheels and must be maintained free of grease and dirt. Floor protection is required when moving heavy objects over lobby tile surface and carpeted areas.

CRATING, PADDING AND PACKING MATERIALS

The mover shall take every precaution by means of crating and padding to safeguard property and the building from damage. All padding and packing materials are to be removed from the building by the mover. The mover shall furnish, install and then remove floor, carpet, wall and glass protective materials once the move job is completed. Protection is also to be provided to the interior and exterior trim of all elevators used in the move. This means that:

- All corners must be taped and/or protected by cardboard.
- Masonite floor protection must be used on all tile and carpeted areas in the building.
- Walk-off mats must be provided to protect door and elevator thresholds.
- Elevator walls must have properly fitted pads in place. These pads will be furnished and installed by the Building Management Office.
- Trash cannot be placed in hallways or elevator corridors. All items and materials to be discarded must remain inside the tenant space. Please contact the Building Management Office to have such items removed at a minimum charge of \$75.00 per hour.

PERMITS, FRANCHISES, LICENSES OR OTHER LAWFUL AUTHORITY

The mover, at his own expense, will obtain and maintain any necessary permits, franchises, licenses or other lawful authority required for effecting the movement, handling and other services to be performed. Before the move is approved, the mover will be required to produce evidence of such authorities to Dunton Commercial.

INSURANCE REQUIREMENTS:

The mover shall, at his sole cost and expense, obtain, maintain and keep in full force and affect the following types of insurance:

<u>Types of Insurance</u>	<u>Minimum Limits of Liability</u>
Worker's Compensation	Statutory/\$100,000
Employer's Liability	\$1,000,000

This insurance shall contain a waiver of subrogation rights against **VBH WP LLC and Dunton Commercial LLC** any liability resulting from possible accidents occurring to mover's employees.

Comprehensive General Liability	\$2,000,000
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Coverage claims for bodily injury and property damage including, but not limited to, all of the following:

- Premise and Operations
- Products/Completed Operations
- Broad Form Property Damage
- Broad Form Contractual Liability
- Personal Injury
- Coverage for any special hazard or operation not normally encountered.

All property damage policies written on behalf of the mover shall contain a waiver of subrogation rights which the mover's insurers may have against **VBH WP LLC and Dunton Commercial LLC** whether any damage is caused by the act, omission or fault to **VBH WP LLC and Dunton Commercial LLC**.

<u>Types of Insurance</u>	<u>Minimum Limits of Liability</u>
Automobile Liability	\$1,000,000 Combined Single Limit

Coverage claims for bodily injury and property damage arising from the ownership, maintenance or use of any private passenger or commercial vehicle.

The certificate holder should be listed as:

VBH WP LLC c/o Dunton Commercial LLC
5570 DTC Parkway, Ste. 150 Greenwood Village, CO 80111

The certificate should list the following as additional insured:

VBH WP LLC and Dunton Commercial LLC

FOR ELEVATOR AND BUILDING CLEARANCE, THE DIMENSIONS ARE:

Freight Door: 42" wide x 84" tall

Cab Interior: 48" deep x 76" wide x 88" tall (ceiling in)

Ceiling removed on request exposes doghouse for taller items. Doghouse measures 20" deep x 76" wide, with total height at 118".

A valid registration issued by the **Public Utilities Commission** is also required for the moving company. Either a copy of your registration or your registration number is needed before the move.

HOURS FOR MOVES IN AND OUT OF THE BUILDING ARE:

Monday – Friday, completed before 7am and to start after 5pm. Saturday and Sunday, without time restrictions.