

## MOVING AND DELIVERY GUIDELINES

These Moving and Delivery Guidelines have been developed to ensure a safe and efficient move for you and your organization. Following these Guidelines will expedite your move and protect the people handling the move as well as your property and the building itself. These Guidelines are in no way meant to hamper or restrict your moving process, but rather to safeguard the elements involved in the process. Please let us know how we can best assist you with your move. We would be happy to answer any further questions you may have. Please call the Property Management Office at (804) 780-0800.

1. Notify the Property Management Office as soon as possible as to the date and time of your scheduled move. All moving arrangements must be cleared by the Property Manager. All moves will be scheduled on a first come, first served, basis.
2. Large office moves (anything over 5,000 sq. ft. or full floors) may only occur on the weekends or after 6:00 p.m. Monday through Friday. Standard deliveries may be taken by elevator Monday through Friday 7:00 a.m. - 6:30 p.m.
3. All Large moves must be handled through the freight elevator, unless the Building Manager authorizes the use of other elevators. The building will provide pads to protect the freight elevator. If other elevators are approved for use, the moving contractor shall be responsible for supplying pads to protect the elevator cab interior.
4. The loading dock is the only building entrance permitted for use during a move. Any exceptions to this entry must be authorized by building management. If other areas of access are approved, the mover must protect floors and walls with acceptable material to prevent damage.
5. Your moving contractor will be responsible for any damage to the building incurred during the move. To avoid unnecessary damage:
  - Pad or otherwise protect all entrances, doorways, and walls affected by the move.
  - Cover all floors traversed during the move, using clean masonite sections (or equivalent) furnished by the mover, to be used as runners on all finished floor areas along the move route. The masonite must be at least one-quarter inch thick, 4' X 8' sheet in elevator lobbies and corridors and 32 inch sheets through doors and in Tenant space. All sections of masonite must be taped together to prohibit sliding.
6. Your moving contractor must report any electrical problems or equipment breakdowns that occur during the move which may affect building operation. They are also responsible for removing all trash and bulky packing cartons from the Building and the loading dock.
7. Riverfront Plaza has a strict "NO SMOKING" policy. Moving crew members are not permitted to smoke in any area of the building except outside under back Breezeway awning.
8. The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park moving vehicles in marked Fire Lanes.
9. The service elevator must be used for all deliveries. The loading dock doors are open Monday - Friday, 6:00 a.m.-7:15 a.m. & 9:15 a.m.-4:15 p.m. Deliveries to be made outside of those hours must be scheduled and approved by the Property Manager. The Service Elevator capacity is as follows:  
Floors served: P1, Plaza, 2-20 and Storage  
Weight: 4,500 lbs  
Openings: 2  
48" clear opening  
65in. Width x 103 in. Depth x 10 ft. Height with additional 2.5 ft. "doghouse" at rear of cab