

Campbell Forum I

Moving Policy

The following information pertains to moving any furniture ***in or out*** of Campbell Forum I. Please sign and returned this form to Beltway Development prior to the move. The Tenant is responsible for ensuring ***all movers*** adhere to the following policies. ***Any movers not adhering to the following conditions will be asked to discontinue the move until all issues have been resolved.***

- 1) Please contact the management office at (972) 231-4505 at least **48 hours prior** to the move. Since Campbell Forum I does not have a freight elevator, the first elevator is reserved for moves. This is on a first come first serve basis.
- 2) ***All moves need to be scheduled before 8:00 a.m. or after 5:30 p.m.*** weekdays or anytime on weekends. However, there are instances where deliveries cannot be made during these specified times. ***Please notify the management office to schedule an alternate delivery time.*** We are willing and able to accommodate most schedules as long as we are notified in advance. This policy applies to as little as one piece of furniture.
- 3) Masonite sections must be used on the lobby floor (rubber wheeled dollies are not an exception). The tenant will be billed for cleaning the lobby floor if excessive scratching occurs due to the move.
- 4) The protect-a-cab must be used in the elevator to protect the mirrors and the rest of the cab. The elevator dimensions are as follows: 100”H x 79”W x 53”Depth.
- 5) The movers are responsible for cleaning up after the move. This includes all common areas and all areas inside the leased space.
- 6) As a precaution, the Tenant and Management should simultaneously inspect all walls, door facings, elevator cabs, floors and all other areas along the path of travel, before and after the move. Management will complete an inspection regardless, to document any damages.
- 7) Any damages to the building or fixtures caused by the move will be ***billed directly to the Tenant.***
- 8) The ***moving company must carry insurance*** including, but not less than the following:
 - a) Workmen’s Compensation in statutory limit for the State of Texas, with employee liability limit of \$1,000,000 per person; including bodily injury, personal injury and property damage liability insurance and comprehensive general liability.

A Certificate of Insurance evidencing same shall be furnished to Landlord before moving any items in or out of the building. In addition, the moving company must agree to protect, indemnify and hold Landlord harmless from and against all claims, demands and causes of action of every kind in character arising in favor of moving company's employees, Landlord's employees or other third parties on account of bodily injury, personal injury, death or damage to property in any way resulting from willful or negligent acts or omissions of moving company, its agents, employees, representatives, or subcontractors. The moving company shall be responsible for all damages and losses sustained by them to their tools and equipment utilized in the performance of all work thereunder.

b) Comprehensive General Liability insurance policy shall include coverage for hazards of premises – operation, elevators, products and completed operations and including personal injury coverage part and contractual liability coverage part designating the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than \$1,000,000 per person bodily injury and personal injury; \$2,000,000 per occurrence in aggregate or property damage. Property damage insurance shall be in broad form, including completed operations.

c) The limits set forth above are the minimum. If greater limits are carried, they will apply.

Each company moving supplies, furniture and/or equipment through this building shall secure and present to the management office a ***Certificate of Insurance*** reflecting these coverage's and a ***signed copy of this document*** at least twenty-four (24) hours before the move takes place. ***Campbell Forum Partners, Ltd. / Beltway Management Corporation should be listed as the Certificate Holder and Additional Insured*** (Beltway Management Corporation, 801 E. Campbell Rd, Suite 100, Richardson, TX 75081). Please include the Tenant's name and Suite number on the Certificate of Insurance. Please call the Management Office at (972) 231-4505 with any questions you may have.

Approved and Accepted:

Date of Move: _____

Tenant Company Name

Moving Company Name

Representative

Representative

Date

Date

On Site Supervisor: _____