

MOVING POLICY AND VENDOR WORK PROCEDURES

The following is a checklist to assist your company in planning any company event, furniture/equipment move/delivery and construction/installation. The following requirements and procedures must be followed to allow your vendor(s) to work at 655 W. Broadway.

1. Please provide the Management Office with at least 24-hours advance notice of the date and time of the delivery/installation, etc. You may contact the Management at 619-702-0655.
2. Provide the Management Office with a current insurance certificate **and** the additional insured endorsement from your vendor listing the following as the additional insured:

It is agreed that the following are additional insured:

- 655 WB Operating, LLC
- 655 West Broadway, LLC
- Metropolitan Life Insurance Company
- Metropolitan Tower Realty Company, Inc.
- Jones Lang LaSalle Americas, Inc.
- MCPP Owner LLC
- their Successors and/or Assigns ATIMA, are added as an additional insured with respect to 655 West Broadway in San Diego, CA.

We strongly suggest that you have your vendor add your company as an additional insured as well. **Uninsured vendors will not be permitted to work on the Premises.**

3. Please provide a list of guests, name(s) of company(s), etc., that will need access and/or be working within your suite. Security will not allow after hours guest or visitor access to your suite if not scheduled in advance with the management office.
4. Protect specific areas of the Building(s) that are affected by the vendor's activity. The Engineering Staff can assist you with any questions regarding this issue. The contracted vendor will also be aware of protection procedures. The following areas are of most importance:
 - Elevators and door jams;
 - Entrance doors;
 - Stone flooring in the main lobby and exterior of the building.
5. Only the freight elevator should be used for moving large/heavy materials or furniture. The freight elevator must be reserved for use before 7:00am or after 6:00pm Monday through Friday and all day on Saturdays and Sundays. We strongly recommend scheduling the service elevator for your move outside of Business Hours. 6. Vendors making deliveries that do not require the exclusive use of the freight elevator may make these deliveries during normal business hours.
6. All vendor trucks (delivery, installation &/or movers) must schedule and utilize the loading dock and/or service corridor accessible from Kettner Boulevard.
7. In case of a building emergency when the management office is closed, please call security.
8. Please remember that an Engineering or Security Staff member must be authorized by the Management Office to open phone, electrical and/or mechanical rooms, as well as to lock off the freight elevator. This authorization will not be given unless the appropriate insurance is on file in the Management Office.

If you have any questions please contact the Management Office at 619-702-0655.