

MOVING INSTRUCTIONS

In an effort to ensure a peaceful environment during the workweek for all companies and employees, moving is limited to before 8:00 a.m. or after 5:00 p.m. on weekdays and permitted all day on Saturday and Sunday.

1. Please use the freight elevator only, which is located in the Denver Financial Center Tower I near the mailroom. The Denver Financial Center II has no freight elevator so passenger elevator number 1 may be used.
2. Place Masonite on all hallway carpets that furniture is going over.
3. Do not block any hallways or doors while moving. Furniture, boxes, and equipment are to be either in the suite, in the freight elevator or on the truck.
4. Prior to the move, Lincoln Property Company, requires a certificate of insurance for general liability in the amount of \$2,000,000.00 general aggregate/\$1,000,000.00 each occurrence naming TR Denver Financial Center, and Lincoln Property Company as additional insured, supplied from your mover. Also, the tenant needs to supply to the building office insurance coverage conforming to lease requirements.
5. Schedule large deliveries, such as furniture, through the management office.
6. Contact the management office as to dates you have chosen as soon as possible.
7. Security will need to be notified of the dates and times of the expected move.
8. Have your mover make an appointment so we can show them how to work the elevators and familiarize them with our operations.
9. The mover will need to do a walk through with the building management to inspect for damage before and after the move.
10. You must reserve the freight elevator with the management office prior to your move. However, as Tower II does not have a dedicated freight elevator, an elevator number 1 must be properly padded.
11. Also, when moving out – PLEASE NOTE: Any item that is attached to the walls in a permanent nature is the property of the Landlord and is not to be removed.
12. There is to be NO telephone equipment that belongs to the tenant, installed in any of the electrical/phone closets throughout the building.
13. If you have large amounts of electronic recycling from your move, please schedule a pickup with our preferred recycling vendor. You may place a few electronic items in the bins located in the dock. However, if your electronic items fill the bins, this may be billed back to you.