

TWO-FIFTY Moving Procedures

In an effort to act in the best interest of the Tenant and to protect the property, the following information regarding movement of office furniture and equipment into or out of TWO-FIFTY must be adhered to. The Management Office must be advised in writing of any special requirements in connection with your move. If items are to be received prior to your move, arrangements must be made for the use of the loading dock, as well as the storage of items. Two weeks prior to any move, the Tenant must resolve the following with Millbrook Properties, Inc.

1. Please review the following section in this manual entitled "Instructions to Movers" which should be given to the moving companies bidding on Tenant's contract.
2. Once a company has been selected, the mover must provide a Certificate of Insurance to the Management Office. See the attached list for the legal names that apply to each building which need to be listed as additional insureds. Please indicate that the Tenant's name must appear on the certificate. This certificate must be on file with the Management Office prior to the move. No moving will be allowed without this certificate on file.
3. Provide the Management Office with the expected date of move.
4. Name of the moving company and the moving supervisor for both the moving company and Tenant.
5. Move-in hours are to be arranged with the Management Office. All deliveries must be received at the loading dock and signed for by the Tenant.
6. The freight elevator is the only elevator to be used for moving. There is no charge for this service.
7. Moves by company employees are not permitted. Protection of the building carpets, walls and elevators are required and must be provided by the moving contractor. Any and all damage to the building or elevator areas caused by the Tenant, moving company or its employees or agents, shall be the sole responsibility of the Tenant and will be invoiced accordingly by the Landlord. Please review the following section in this manual entitled Moving Policy which should be given to the moving companies bidding.

TWO-FIFTY Instructions to Movers

The following procedures pertain to moving furniture, equipment and supplies in and out of the buildings located at 250 East Wisconsin Avenue, Milwaukee, WI 53202.

ANY MOVERS THAT DO NOT ADHERE TO THE FOLLOWING RULES WILL NOT BE ALLOWED TO ENTER THE PREMISES OR WILL BE REQUIRED TO DISCONTINUE THE MOVE.

1. The mover shall perform all service required to move furniture, office machines, records and supplies. Each employee of the mover shall be bonded and uniformly attired identifying the moving company name. These requirements shall be strictly adhered to in order to maintain the security of the premises.

The tenant/mover assumes full responsibility for any damage caused by the mover to truck docks, doors, floors, elevators or public corridors.

The mover shall furnish all supervision, labor, materials, supplies and equipment necessary to perform all services contemplated in an orderly, timely and efficient manner. Such equipment shall

include, among other things, dollies, trucks, etc. as may be required. All material handling vehicles used in the interior of the building must have rubber tire wheels and must be free from grease and dirt. The mover shall take every precaution by means of crating and padding to safeguard property from damage. All padding and packing materials are to be removed by the mover. The mover, at his own expense, shall obtain and maintain any necessary permits, franchises, licenses or other lawful authority required for effecting the movement, handling and other services to be performed. Evidence of such authorities may be required by Building Management.

2. The mover shall provide and deliver Certificates of Insurance to Millbrook Properties at least ten (10) days prior to any move-in operation. All policies shall indicate that at least ten (10) days prior written notice will be delivered to Millbrook Properties by the insurer prior to termination, cancellation or material change of such insurance. Management can refuse the move access to TWO-FIFTY if the limits provided on the Certificate of Insurance are not acceptable to Millbrook Properties.
3. The mover shall be responsible for inspecting the Tenant suite prior to the move. The mover shall acquaint itself with the condition existing in the suite, so that they may furnish equipment and labor necessary to provide for the orderly, timely and efficient movement of furnishings and equipment. He shall acquaint himself with all available information regarding difficulties which may be encountered and the conditions, including safety precautions, under which the work must be accomplished.
4. Clean masonite sections will be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The masonite must be at least one-fourth inch ($\frac{1}{4}$ ") thick, 4' x 8' wide sheets in elevator lobbies and corridors, and 32" wide sheets through doors and in Tenant space. All sections of masonite must be taped to prohibit sliding.
1. The mover shall provide and install protective coverings on walls, door facings, elevator cabs and other areas on the route to be followed during the move. These areas will be inspected for damage prior to and after the move by Building Management.
6. The moving Company will be required to remove all boxes, trash, etc. when leaving the building. Any material left behind will be disposed of and charges for this disposal will be the responsibility of the Tenant.
7. Only the freight elevator is to be used for move-ins. Prior arrangements must be made to install pads in one of the passenger elevators. The moving company must make arrangements with the Management Office for use of the elevator for each move. A firm arrival time will be established. The freight elevator has a design capacity of 3,500 pounds, consequently, no objects heavier than this should be placed in the freight elevator.
8. The moving company must at its expense, carry insurance as defined in the following paragraphs.
 - A. Workers Compensation/Employer's Liability
Resulting from possible accidents occurring to mover's employees.
 - B. Comprehensive General/Liability Insurance
This insurance will cover bodily injury and property damage including, but not limited to 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

C. Automobile Liability Insurance

This insurance will cover claims for bodily injury or property damage arising out of the ownership, maintenance, or use of any private passenger or commercial vehicle.

D. Policies

All said policies should contain Millbrook Properties (as listed per sheet titled “Additional Insured’s”) and all subsidiaries thereof as additional insured’s.