

Movers Guidelines

The following guidelines are provided to assist movers and large furniture deliveries to The Summit at Lantana. For a number of reasons, including commitments to other tenants and issues associated with liability, we will require movers to comply with these rules. If they do not, it is our duty to either deny them entry to the property or discontinue the move.

Before Your Move

- **MOVE DATE:** Please schedule your move-in with the Campus Management Office and provide the name of the moving company and contact information. Large deliveries to multi-tenant buildings must be reserved in advance through Angus Anywhere Reservation Resources. *Depending on the size of the delivery, it may need to be scheduled after 6:00 PM on weekdays or anytime on weekends to avoid possible inconvenience to other tenants and/or to avoid any conflicts with any other tenants.*
- **PRE-MOVE WALK:** Once move-in date is selected, we will coordinate a meeting with the appointed Tenant Representative, a representative with the moving company, and the Property Manager to review the Rules of Building as well as walk the move-in route.
- **INSURANCE REQUIREMENT:** The moving company must carry the insurance coverage listed below and provide a Certificate of Insurance to Property Management prior to the move:
 - General Liability (including contractual liability coverage): \$1 Million each occurrence, \$2 Million general aggregate on a “per project” or “per location” basis, \$1 Million products/completed operations
 - Automobile (hired and non-hired autos): \$1 Million
 - Employer Liability Insurance coverage required
 - Excess Liability Policy: \$3 Million
 - 30 day cancellation notice required
 - Waiver of Subrogation is required
 - List address of property

Additional Insured:

Summit Lantana Owner, LP (owner)
HPI Real Estate Management, Inc. (manager)

Additional Insureds Endorsement: Copies of General Liability Additional Insured endorsements for Ongoing and Completed Operations are required. Copy of Auto Liability additional insured endorsement is required.

Certificate Holder: Summit Lantana Owner, LP
c/o HPI Real Estate Management, Inc.
7171 Southwest Parkway, Bldg. 500, Suite 125
Austin, Texas 78735
Attn: Kathleen Goddard, CPM | Email: goddard@hpitx.com

During Your Move

- **All trucks must unload at loading dock and utilize the service elevator. No deliveries using dollies are permitted through the lobby, unless received prior approval from management and mover provides proper finish protections.**
- The designated Tenant Representative must be present at all times during move-in and large deliveries.
- Upon arrival, the moving company must sign in with Property Management Office and management will advise Security of the number of movers and will release the service elevator for the moving company's use after sign-in.
- Moving company must use rubber matting and clean Masonite sections as runners on all finished floor areas and carpet where heavy furniture or equipment is being moved with wheel- or skid-type dollies. The Masonite must be at least ¼-inch thick and 4-feet by 8-feet. Sheets in corridors must be taped together to inhibit sliding. The moving company must supply such protective coverings.
- Moving company must provide and install protective coverings on all walls, doors facing, elevator cabs, corridor corners, and other areas along the move-in route. Before and after the move, a representative of Property Management Office will meet with the moving company foreman to inspect all walls, carpet, door facings, elevator cab, and other areas along the move-in route.
- The moving company or tenant must repair any damage to the property, building or fixtures caused by the move-in process. Otherwise, the tenant will be billed for necessary repairs or restoration.
- For reasons of liability, property employees are not permitted to assist in moves. We also cannot loan any tools, including ladders, power tools, or jumper cables. We do provide certain courtesy services for minor maintenance needs that may arise during your move.
- Moving company personnel may not smoke anywhere in the building.

Elevator Operation

- Moving company must make prior arrangements with the Property Management Office for use of the service elevator for each move.
- Moving company personnel are not permitted to use the passenger elevators, unless received prior approval from property management and provide proper elevator cab wall and floor protection.
- The elevator must be key-operated to hold the doors open for prolonged periods. Doors must not be blocked open by furniture or objects.
- The service elevator's weight capacity is 4,500 lbs. Any items or combination of items that exceed these capacities will require special handling and documentation.
- The passenger elevator's weight capacity is 3,500 lbs. Any items or combination of items that exceed these capacities will require special handling and documentation.

Clean-up and Repairs

- Moving company must remove all protective coverings from the glass, doors, elevator, corridors, floors, stairwells, and any other places where such coverings have been placed. Tape marks, if any, must be cleaned off completely.
- Moving company must vacuum, sweep, and/or damp-mop all common area floors wherever necessary to restore them to their original conditions of cleanliness and appearance.
- Restrooms must be left in clean condition.
- Moving company must remove from the property any and all trash or refuse generated as a result of the move-in by the end of the move-in date. Tenant will be billed for the removal of any materials not taken away by the moving company.