

MOVING RULES & REGULATIONS

1. Please notify the Management Office of any arrangements for various trades such as telephone installation, copier installation, etc. This is to ensure that the building engineer and security staffs are informed of their arrival.
2. Before setting a time and date for your move, contact the Management Office at (818) 243-3303 to schedule the move. Please provide the building manager with the name of the moving company, emergency names and telephone numbers.
3. 700 N. Brand does not have a freight elevator. Therefore, furniture and equipment must be moved through the building lobby. As a result, all move-in or move-out activity must be done during the off hours of the building, i.e. after 6:00 p.m. weekdays or on a weekend. Small moves may be allowed during normal business hours with prior approval of the building manager. In no event will any moving be allowed during the peak pedestrian traffic hours in the lobby, i.e. 7:30 a.m. to 9:00 a.m., 11:30 a.m. to 1:00 p.m., and 4:00 p.m. to 6:00 p.m. weekdays.
4. Only one elevator cab may be used and will be placed on independent operation and reserved for your move. The moving company must provide elevator pads, and masonite must be placed on the floor in the lobby as well as the path from the elevator to your suite.
5. There will be no staging of furniture and/or equipment in the walkway or driveway adjacent to the building.
6. A moving truck up to 25 feet in length may be parked in the service driveway at the south end of the building. No vehicles shall block the brick entrance walkway (between the garage and the building) or the service driveway. Vehicles larger than 25 feet in length must be parked on Monterey Road. It is the responsibility of the moving company to obtain any necessary permits, licenses or other lawful authority that may be required.

A Certificate of Insurance from your moving company is required prior to your move. The Certificate shall name ALL of the following as Additional Insured:

**EOP-700 North Brand, L.L.C., a Delaware limited liability company,
EOP Operating Limited Partnership, a Delaware limited partnership,
Equity Office Properties Trust, a Maryland real estate investment trust,
and their respective agents, members, partners, employees and mortgagees.
Equity Office Properties shall be named as the Certificate Holder.**

Your mover must be financially responsible, bonded, and carry a minimum of \$2,000,000 combined single limit, property damage, and public liability insurance. This is the minimum amount for any mover working in this building.

Please Note: Your company will be denied access to the building if a Certificate of Insurance is not on file prior to your scheduled moving date.

8. Please note that the tenant or mover is responsible for parking costs during the move. In addition, the tenant and/or mover are responsible for removing all trash associated with the move. Articles not placed in trash cans will not be thrown away by the janitors. Empty cartons and other debris must be clearly marked "TRASH" if you want them removed by the janitors. Do not place trash or discarded items in corridors; this creates a fire hazard and is in violation of the Uniform Fire Code, Section 8.
9. Any damages during the move should be reported immediately to the building management.

If you have any questions regarding these items or any other matter, please contact the Management Office at (818) 243-3303