

## 1900 West Loop South MOVING RULES AND REGULATIONS

These guidelines pertain to all move-ins and move-outs that take place at 1900 West Loop South. It clarifies the building requirements for a more efficient, timely, and less costly tenant move made by various moving companies. These Moving Rules & Regulations are subject to additions and/or changes.

1. A current Certificate of Insurance from the moving company must be on file with the management office prior to any move. Please make sure that CCI-MBM XVI, LP and TRANSWESTERN PROPERTY COMPANY SW GP, L. L. C., D/B/A TRANSWESTERN are listed as additional insured.
2. Each moving company is held personally responsible for all damages done to the building during the time of the move.
3. All moves **must be scheduled in advance** through the management office. Moves are to be scheduled after hours—before 7:00am and after 5:00pm on weekdays, and anytime on Saturdays, Sundays, and holidays.
4. All moves are to originate from the loading dock and utilize the freight elevator. Use of the freight elevator is **not** exclusive.
5. Movers are to enter the building through the loading dock which is accessed from San Felipe Road. From the loading dock, movers should go to the phone handset at the entrance door, pick up the phone, state the moving company name, and the door will be remotely unlocked. Proceed straight ahead through the double doors into the service corridor, then make a right and go to the freight elevator on your left. The freight elevator will access Floors B-17. If going to Floors 18-21, exit on Floor 17, turn right, and proceed to the two shuttle elevators directly ahead, which access Floors 18-21.
6. At **no** time will passenger elevators be used by any of the movers (except for one of the shuttle elevators which **MUST** be padded for moves to Floors 18-21).
7. Movers will not frequent any floor other than the floor of the moving tenant and the loading dock.
8. Smoking is limited to the designated smoking area, next to the Visitor Parking Area in the parking garage. There is **NO** Smoking on the Loading Dock.
9. Drinking and eating are prohibited within the building.
10. All public floor areas must be protected during the move. The protection must either be plywood, Masonite, or a similar material. All walls and corners in corridors, etc. are also to be protected. **The moving company is responsible for bringing their own material to sufficiently protect the floors and walls of all common areas they will come into contact with.** The moving company is responsible for laying down ALL protection, including building supplied, and removing it upon completion.
11. If moving to floors 18, or above, the moving company is required to use the designated shuttle elevator, which will have building supplied padding installed and will be placed on independent service for the duration of the move. No padding or protection is required for the freight elevator.
12. When moving tenants out of the building; movers will remove all trash from the building premises. This includes, but is not limited to, all discarded furniture, boxes, cartons, periodicals and abandoned office machines. **Nothing is to be left behind.** Should the movers fail to remove any of the above items; the building management will then remove these items at the tenant's expense.
13. When moving tenants into the building, the moving company is responsible for disposing of all moving boxes and cartons that were used during the move. This may necessitate a return trip after the tenant has finished unpacking, and arrangements for pick up should be coordinated through the building management.
14. At no time will tenant or movers be allowed to leave any form of trash, boxes or furniture which is accumulated during the move. Elimination of these items is the sole responsibility of the moving company.

**Thank you for your cooperation. Please contact the property management office at 713-850-9555 in advance of the move with any questions.**