

### **SunTrust Plaza Moving & Furniture Delivery Policy and Procedures**

**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.**

- A.** Clean masonite sections will be used as runners on all **wood, marble or tile 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 (1/4) inch thick, 4'x8' wide sheets in elevator lobbies and corridors and 32" wide sheets through doors and in the Tenant space. All sections of masonite must be taped to prohibit sliding.
- B.** The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be followed during the move. These areas will be inspected for damage after the move.
- C.** Any damage to the building or fixtures caused by the move will be paid for by the Tenant.
- D.** The Building Property Manager will designate the use of the service elevator to be used for the movement of furniture, equipment and supplies after having received written request from the Tenant or its moving company.
- E.** Move-ins of large quantities of furniture, equipment or supplies must be accomplished after 5:00 P.M. on weekdays, unless otherwise agreed to in writing.
- F.** The moving company must make arrangements with the Building Property Management Office for use of the elevator for each move. A firm arrival time will be established.
- G.** The moving company will be required to remove all boxes, trash, etc. when leaving the building. Any materials left behind will be disposed of and charges for this disposal will be sent to the Tenant.
- H.** The moving company must carry insurance, including, but not less than, the following:
  - 1. Workman's Compensation in statutory limit for the State of Tennessee, bodily insurance in comprehensive general liability form and certificate evidencing the same shall be furnished to the Building Property Management Office before moving any items into the building. In addition, the moving company must agree to protect, indemnify and save Landlord harmless from and against all claims, demands and causes of action of every kind in character arising in favor of moving company's employees, Landlord's employees or other third parties on account of bodily injury, personal injury, death or damage to property in any way resulting from willful or negligent acts or omissions of the moving company, its agents, employees, representatives or subcontractors. The moving company shall be responsible for all damages and losses sustained by them to their tools and equipment utilized in the performance of all work thereunder.

2. Comprehensive General Liability insurance policy shall include coverage for hazards of premises – operation, elevators, products and completed operations and including personal injury coverage part and contractual liability coverage part designating the assumptions of liability under performance of the act of moving. Such insurance shall be in limits of \$1,000,000 primary general liability with \$2,000,000 excess liability. Property damage insurance shall be in broad form, including completed operations.
  3. Each moving company shall secure and present to the Building Property Manager a certificate reflecting the coverage twenty-four (24) hours before the move takes place. STP Partners, LLC and Eakin Partners, LLC should be listed as additional insured.
- I. The moving company is required to meet Eakin Partners’ Property Manager for a pre-move walk through of the base building and tenant space. Tenant is required to provide moving company with Property Management contact information.

*\*\*These rules pertain to moving and delivery of all furniture, equipment, and supplies.*