

## Wellington Centre Moving Policy

The following rules are set forth for all tenants of the building and pertain to moving furniture, equipment and supplies in and out of Wellington Centre at 14643 Dallas Parkway, Dallas, Texas.

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

2. Wellington Centre requires that all moves be conducted using professional movers. Certain movers have been disallowed to work in the Building due to their past inability to follow our rules or other problems they have caused, or the fact that they don't have adequate insurance. Please check with us prior to entering into a binding contract with any mover.

3. All moves must be scheduled with and approved by the management office at least 72 hours prior to their occurrence. The Building Assistant Manager is the Building's main contact for coordinating all moves.

4. **IMPORTANT: The following parties must be listed as "additional named insureds" on the Tenant's liability policy prior to Tenant moving in or out of the Building:**

- (a) Parkway, Ltd.
- (b) Fidelity Commercial Realty Management Company
- (c) Marble Enterprise Corporation

The street address for all the above is:  
14643 Dallas Parkway  
Suite 520  
Dallas, Texas 75240

5. The Building Manager will solely determine the priority of any moves in the event of any conflicts.

6. All moves must be requested in writing to the management office. Security will not allow any moves that have not been previously approved by Management.

7. Clean Masonite sections will be used as runners on all carpeted floor areas where furniture or equipment is being moved with wheel or skid type dollies. The masonite must be at least ¼ inch thick, 4' X 8' sheets, and run from the freight elevator lobby to the door of the suite. A 32" sheet will be required to be laid in the doorway and into the Tenant space. All sections of masonite must be taped together to prohibit sliding. All atrium floors made of granite must be protected with no exceptions.

8. All walls, door facings, elevator cab and wooden elevator doors, chrome handrails on glass banister and other areas along the route to be followed during the move will be inspected by the Landlord and moving company personnel before and after the move. The mover must provide and install protective coverings on all walls, door facings, wooden elevator doors, chrome handrails and other areas along the route to be followed during the move.

9. Any damage to the Building or fixtures caused by the move will be repaired, per Landlord's approval, or paid for by the moving company.

10. Only the freight elevator will be used for the movement of furniture, equipment and supplies, unless prior approval to use additional elevators is granted by the Landlord. Moving Company/Tenant is responsible for payment of any additional expenses incurred for elevator service/operators. The freight elevator dimensions and capacity are as follows:

Weight Capacity:	4,500 pounds
Width:	64 inches
Height:	132 inches
Depth:	98.5 inches
Door Opening:	48" W X 100" H

11. The moving company must carry insurance including, but not to be less than, the following limits;

a) **Workmen's Compensation** coverage in compliance and valid with the statutory limits for the State of Texas.

b) **General Liability** coverage with limits of \$1,000,000.00 per occurrence, \$2,000,000.00 general aggregate. **Completed Operations Endorsement** with matching limits of coverage. There must be a statement in the Operations section that states **"NO DEDUCTIBLE FOR GENERAL LIABILITY APPLIES"**.

c) The limits set forth above are minimum; if greater limits are carried, they will apply to movements.

12. **It is the Tenant responsibility** to cause their moving company to secure and present to the building manager a certificate issued from the insurance company reflecting these coverages seventy-two (72) hours before the move takes place. The certificate must list the following parties as "Certificate Holder":

Parkway, Ltd.  
Fidelity Commercial Realty Management Company  
Marble Enterprise  
14643 Dallas Parkway  
Suite 520  
Dallas, Texas 75240

13. All moves must take place after 6:00 PM on weekdays, or on the weekend unless prior special permission is granted by the Landlord. Under no circumstances are moves allowed prior to 3:00 on any weekday.

14. 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 such will be the responsibility of the tenant.

-END-