

MOVING PROCEDURES

Wells Fargo Center

The following rules are for moving furniture, equipment or supplies in or out of Wells Fargo Center. Any movers who do not adhere to the rules will not be allowed to enter the premises or will be required to discontinue the move.

1. Moving of large quantities of furniture, equipment or supplies must be completed after 6:00pm on weekdays or on weekends/holidays, and must be coordinated through the Management Office.
2. Upon arrival, all parties associated with the move must check in at the loading dock security booth, and must be wearing a company uniform. Construction projects should have the site manager report and act as primary contact with Security. By providing a picture ID as a deposit, a security access card for the freight elevator will be assigned. The ID will be returned upon check-out and receipt of the security access card. Replacement cost for any lost security access card is \$50.00.
3. Clean masonite sections will be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The Masonite should be at least one-fourth inch thick. All sections of Masonite should be taped to prevent sliding.
4. The mover must provide and install protective coverings on all vulnerable corners, 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.
5. Never use duct tape on the floors, walls, doorjambes or doors.
6. Tenants must make arrangements with the Management Office for use of the freight elevator for each move, and provide a firm arrival time.
7. The moving company must schedule a time following the move to arrange to pick up all discarded boxes.
8. No smoking is allowed inside the building's loading dock or parking areas by any employee of the moving company.
9. The moving company must provide a Certificate of Liability Insurance at least two (2) business days prior to the scheduled move.

VENDOR INSURANCE REQUIREMENTS

Required entities to be named additional insured:

WFC Lessee LLC, BSC Realty Services LLC, and Banyan Street Capital LLC, Owner, its manager, subsidiaries and affiliated companies

Certificate Holder:

WFC Lessee LLC
c/o BSC Realty Services LLC
1 Independent Drive, Suite 1850
Jacksonville, FL 32202

General Liability

General Liability Ea. Occurrence	\$1,000,000.00
Damage to Rented Premises - each occurrence	\$300,000.00
Medical Expense-any one person	\$5,000.00
Personal & Advertising Injury	\$1,000,000.00
General Aggregate	\$2,000,000.00
Products/Completed Operations Aggregate	\$2,000,000.00

* Endorsements: Additional Insured on primary non-contributory basis, including premises and completed operations (CG2010 or equivalent) and waiver of subrogation in favor of WFC Lessee LLC, BSC Realty Services LLC, Banyan Street Capital LLC, Owner, its manager, subsidiaries and affiliated companies (per project aggregate endorsement)

Workers Compensation

Statutory

Employers Liability Each Accident \$500,000.00

Employers Liability Disease- Each Employee \$500,000.00

Employers Liability Disease- Each Accident \$500,000.00

*Endorsements: Waiver of subrogation in favor of Owner, its manager, subsidiaries and affiliated companies

*If no employees, exemption form must be filed with the State with copy submitted **prior** to start and affidavit stating the one person permitted on Premises

Automobile Liability

Combined Single Limit \$1,000,000.00

(Must include coverage for All Owned, Hired and Non Owned Autos)

*Endorsements: Additional Insured in favor of Owner, its manager, subsidiaries and affiliated companies

Umbrella/Excess Liability

Each occurrence \$2,000,000.00

Aggregate \$2,000,000.00

(Umbrella must state that coverage follows underlying forms)