the olive.

Moving Rules and Regulations

Protection of The Olive premises is required of the tenant during any move-in or move-out for the delivery of oversized or bulky items.

The following procedures must be agreed to prior to any movement of furniture, materials or equipment at The Olive.

1. Use of the loading dock, service corridors, elevators and stairwells must be pre-arranged at least three (3) working days in advance, through the Building Management Office at (310) 645-7038. It is the responsibility of the tenant to ensure communication between the moving company and the Building Management Office in order to avoid conflicts in scheduling a move. The submittal of an access form will be needed for each vendor/guest visiting the premises.

2. Normal delivery of oversized/heavy materials by tenants is to take place after hours (on Saturdays and Sundays or weekdays after 6:00pm or before 8:00am).

3. The tenant is responsible for seeing that the moving or delivery company signs in writing and adheres to the prescribed rules and regulations regarding any move or delivery of equipment.

4. There is no exclusive use of the freight elevator or reserved parking spaces on the loading dock at 631 S Olive. The building only has one freight elevator and one loading dock, so shared usage of these areas is necessary.

5. Protection of the building floor coverings along the prescribed route of movement through the building as well as complete and total protection of elevator lobbies, building corridor walls, corners and corridor doors with

cardboard, plywood or other pre-approved materials by Property Management is required.

6. The protection of building corridors, doors stairwells, freight elevator, floor coverings, public areas, lobbies and service areas is the sole responsibility and the expense of the tenant and/or their moving/freight company.

7. Removal of disposable trash is the responsibility of the moving company. Use of the building trash compactor must be approved in advance by Building Management. A fee may be charged depending on volume of trash.

8. Any move found to be in violation of any of The Olive Moving Rules and Regulations will be suspended until the problem is corrected.

I have reviewed and agree to the terms set forth and articulated in these Moving Rules and Regulations.

Tenant Signature	Moving Company Signature
Date	Date