

2.14 Moving Guidelines for Tenants

These guidelines are designed to assist Tenants moving to / from a Providence Health System (PHSA) managed satellite Building.

Tenant's Responsibility:

- **Scheduling movers**
Tenants are responsible for scheduling all aspects of their move.
- **Moving Costs**
All costs associated with moving are the Tenant's responsibility. This also includes electrical disconnection for systems furniture, telephone systems, computers and servers. The Tenant will need to obtain a quote from their vendors and issue a purchase order for the work to be completed.
- **Trouble-shooting**
The moving contractor or Tenant is responsible for reporting any issues that occurred during the move, which may affect Building operation. Contact PHSA Security at 907-562-2211.
- **Certificate of Insurance**
Tenants are responsible for obtaining a certificate of insurance from the moving company. Certificates are necessary from vendors such as Office Depot, or other furniture supplies, vendors for refrigerators, coffee machines, water machines, telephone and data, etc. Tenants will be held responsible for all damages caused by an uninsured vendor.
- **Mail Services**
Contact the local USPS office, PHSA Mailroom and PHSA Courier Services and inform them of your move in/out dates.
- **Telephone/Data Services**
Tenants are responsible for setting up/disconnecting their telephone service, Internet access, e-mail, etc.
- **Key Return**
When vacating a suite, all keys to the Building, Leased Premises, mail box(es) and storage area(s) shall be turned in either to Property Management or the Security Department at the nearest PHSA hospital/medical center by the last day of occupancy.

General Moving Guidelines:

- **Insurance Requirements**
All vendors must be licensed, bonded, and carry a minimum of \$1 million combined single limit, property damage and public liability insurance naming Providence Health System as an additional insured.
- **Moving dates/times**
Large office moves may only be scheduled on weekends or after 6:00 pm Monday through Friday. Be sure to provide these hours to the moving companies.
- **Notification**
Notify the Property Management Office at 907-212-2328 with the date and time of your move.
- **Loading Dock / Elevator Use**
If the Building has a loading dock and freight/service elevator, this should always be used for moving purposes.

If a freight/service elevator is not available, passenger elevators must be padded or if pads are not available, all furniture, carts, etc. must be padded to protect the surfaces of the elevator interior.

In Buildings with more than one elevator, after-hour moves may lock-off one elevator for designated use. Contact your Property Manager for keys and instructions.

- **Protective Surfaces**
Carpets must be protected by using Masonite or other approved floor-protective material. Any damage to carpets, walls or entrances will be charged to the vendor and/or Tenant.
- **Access/Egress Requirements**
The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby or hallway.
- **Parking**
Do not park vehicles used for moving in marked fire lanes or block entrances to the Building.
- **Personal Property**
Property Management will not be responsible for any articles left in the Leased Premises after Tenant vacancy.

Tenants are responsible for removing all trash and bulky packing cartons from

the Building, leaving the suite in “broom clean” condition. Tenants will be charged accordingly for the removal of any items left behind, particularly hazardous materials, chemical spills, etc.

- **No Smoking**

Moving crew members are not permitted to smoke in any area of the Building.