

# Tenant Move In & Move Out Instructions

We have listed information and procedures below which we hope will be helpful as you plan your move. The Management Team is available to meet with Tenant and Moving Contractor in advance of the move to demonstrate loading dock and elevator access and to answer any questions.

1. Please notify the Management Office at least 48-72 hours in advance of the planned move date in writing. The following information must be provided to reserve the loading dock and freight elevator:
  - a. Date(s) of move.
  - b. Name of moving company.
  - c. Name of tenant representative who will be responsible for coordination of move.
  - d. Approximate time required to complete the move.
2. The building requires that moving be done weekdays after 6:00 PM, or anytime on weekends and holidays.
3. A Certificate of Insurance from the moving company must be provided prior to the move date. The building minimum requirements will be provided in a separate document. The insurance company can email the certificate of insurance directly to [1800M@columbia.reit](mailto:1800M@columbia.reit).
4. Protection must be provided for the elevator door and frames, carpeting and corridor finishes. All floors must be protected by plywood or tempered masonite.
5. Movers shall use the entrances and elevators designated by the building staff. All furniture, equipment, and boxes of any type must be delivered through the loading dock entrance.

#### **Loading Dock Dimensions:**

**South Loading Dock Measurements North Loading Dock Measurements** 15'W x 60'D x 14'H 15'W x 51'D x 14'H

#### **Freight Elevator Dimensions (Elevators are located on the South and North tower):**

Front Door: 41 1/2" x 96"

Rear Door: 42" x 84"

Cab: 70" W x 63" D x 118"H

6. Your firm will be responsible for any damage to the premises because of your moving contractor's actions.
7. **Your firm is responsible for the removal from the property of all boxes, trash, or debris in connection with the move. We suggest that you coordinate this with your moving contractor.**

8. Building or management staff is not permitted to accept delivery of any material for you. Nor are they authorized to issue instructions to your contractor on placement of furnishings within the space.
9. Elevators are to be operated in the manual mode by building personnel only.
10. Security Guards are at the building 24/7 so an engineer does not need to be present to provide access to the loading dock and freight elevator. However, if an engineer is requested to be onsite during the delivery, the Tenant will be billed for the available engineer's overtime.

**Management Office Information:**

Columbia Property Trust  
1800 M Street, NW  
Suite GR11  
Washington, DC 20036-3802

The Property Management office is located on the South Tower off the Main Lobby.

Main Office/Security Guard Number available 24 hours a day, 7 days a week: (202) 452-1800  
Security Roving Guard Cell Phone Numbers: (202) 507-1289; (202) 507-1233

Management Office Hours of Operation:

Monday – Friday: 8:30 AM to 5:30 PM

Closed: Saturdays, Sundays, and Holidays

**Management Team**

- Stacy McMahon, Director [Stacy.McMahon@columbia.reit](mailto:Stacy.McMahon@columbia.reit)
- Benita Bhatt, Property Manager [Benita.Bhatt@columbia.reit](mailto:Benita.Bhatt@columbia.reit)
- Lakechia Jackson, Assistant Property Manager [Lakechia.Jackson@columbia.reit](mailto:Lakechia.Jackson@columbia.reit)
- Lucca Cabrera, Concierge [Lucca.Cabrera@columbia.reit](mailto:Lucca.Cabrera@columbia.reit)

**Engineering Team**

- Tim Eagney, Assistant Chief Engineer
- Randi White, Building Engineer
- Blake Jones, Building Engineer
- Andrew Leung, Maintenance Technician