



MOVE IN/MOVE OUT PROCEDURES FOR:

Peakview Tower

6465 S. Greenwood Plaza Blvd, Centennial, CO 80111

1. All move-ins and move-outs must be scheduled 24 hours in advance with the management office by calling 303-779-3053.
2. A valid certificate of insurance showing *Crescent Peakview Tower, LLC a Delaware limited liability company (owner) and Glenborough, LLC (its managing agent)*, as the additional insured and loss payee as respects to: (ENTER WHO YOU ARE MOVING HERE, i.e., "ABC Law Firm, furniture move, 10th Floor")
3. This must be provided to the management office **prior** to the move. The certificate of insurance must show a minimum of \$2,000,000 of general liability insurance.
4. Masonite must be laid onto the granite and carpeted areas as well as wall protection used along the walls to prevent damage from dollies, furniture, etc. The moving company will be responsible for putting down and picking up the masonite and wall protection after use. The same applies to using pads in the freight elevator. The management office will supply the pads for the elevator.
5. Moves should take place via the loading dock and freight elevator. Passenger elevators may not be used to transport large, heavy or bulky items.
6. All large furniture, etc. moves at Peakview Tower must be done during specific hours. These hours are:

Monday – Friday:	4:30 p.m. to 11:30 p.m.
Saturday	7:00 a.m. to 1:00 p.m.
Sunday	Building is closed

All large furniture, etc. will have to be moved after 4:30 p.m. as we have found any moves earlier than that time leads to disruptions in building deliveries for other tenants. Smaller items such as a chair, a computer, etc. can be moved early in the morning (7:00 a.m. – 9:00 a.m.) or other time period arranged by building management.

The building closes at 1:00 p.m. on Saturday. Should your move take longer than 1:00 p.m., you will need to prearrange (at least 3 days in advance) for the security officer to stay past 1:00 p.m. You will be responsible for paying the Security Company for this overtime. This also applies to Sundays as well. If you feel your move will run longer than 1:00 p.m., please contact the management office ***PRIOR*** to your move so these arrangements can be made. No exceptions will be made to this rule! If no arrangements have been made and your move lasts past 1:00, you will have to re-schedule your movers to come back at a different time to finish.

No moves will be allowed without proper documentation for insurance purposes as well as consent from landlord. Should you attempt to move furniture in or out of Regency Plaza without following these procedures, your move will be shut down.

Please feel free to contact Jamie Wright, Building Manager at 303-779-3053 should you have an upcoming move or have any questions on the above mentioned items.