



SCHAUMBURG TOWERS MOVING POLICY

The following rules pertain to moving furniture, equipment and supplies in and out of Schaumburg Towers, 1400 & 1450 American Lane, Schaumburg, Illinois.

ANY MOVERS WHO DO NOT ADHERE TO THE FOLLOWING RULES WILL NOT BE ALLOWED TO ENTER THE PREMISES OR WILL BE REQUIRED TO DISCONTINUE THE MOVE.

1. Due to COVID19, all personnel must wear proper Personal Protective Equipment (PPE) and follow all Policies and Procedures posted throughout Schaumburg Towers.
2. All vendors must be union of the proper jurisdiction.
3. Clean masonite section will be used as runners on all finished floor area where heavy furniture or equipment is being moved with wheel or skid type dollies. The masonite must be a least one-fourth thick, 4'x8' wide sheets in elevator lobbies and corridors, and 32" wide sheets through doors in Tenant space. All sections of masonite must be taped to prohibit sliding.
4. Any damage to the building or fixtures caused by the move will be repaired or paid for by the moving company.
3. Move-ins or move-outs of furniture, equipment or supplies must be accomplished before 8:00 AM and after 5:30 PM on weekdays and between 7:00 AM and 6:00 PM on weekends and/or holidays.
4. Only the freight elevator will be used for the movement of furniture, equipment, and supplies. The freight elevator dimensions are as follows: 10' high, 9' Depth, 5'6" Width, door opening is 4' x 8'.
5. The moving company must make arrangements with the Building Management Office at 224-653-8312 for the use of the elevator for each move.
6. For any move out of the suite, please note that the low voltage cabling in the ceiling will need to be removed per the Village of Schaumburg. This can be arranged with your phone/cabling technicians.
7. Please return to the Office of the Building any keys to the suites, restrooms, and mailbox along with access cards.

8. The Office of the Building does have rolling dumpsters that are rented for \$25.00 per disposal. This will be billed on your final statement.
9. Please provide the Office of the Building with a forwarding address.
10. The moving company must carry insurance including, but not less than the following:
 - (a) **Workers Compensation and Employee Liability Insurance** providing statutory workers compensation benefits mandated under applicable state law and employer's liability Insurance subject to a minimum limit of \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit for bodily injury by disease. Such policy is to provide **Landmark Schaumburg Towers LP, Landmark Schaumburg Mezz LP, ST GP Owner LLC, ST LP Mezz LLC, and American Landmark Properties Management LLC** a minimum of 30 days advance written notice of insurer's intent to cancel or otherwise terminate policy.
 - (b) **Commercial General Liability Insurance** written on an occurrence basis subject to limit of \$2,000,000 each occurrence for bodily injury, property damage, personal injury and advertising injury; \$2,000,000 products and completed operations; \$200,000 policy aggregate per job or per project. Policy coverage is to be based on usual Insurance Service Office ("ISO") policy forms to include, but not be limited to: Operations Premises Liability, Completed Operations and Products Liability, Personal Injury Liability and Contractual Liability Insurance. Completed Operations coverage is to be maintained for a period of not less than two years after termination of cancellation of this agreement.
 - (c) The Certificate of Insurance **must** show Landmark Schaumburg Towers LP, Landmark Schaumburg Mezz LP, ST GP Owner LLC, ST GP Mezz LLC, American Landmark Properties Management LLC as Additional Insured.
 - (d) The Certificate of Insurance **must** show Landmark Schaumburg Towers LP, Landmark Schaumburg Mezz LP, ST GP Owner LLC, ST GP Mezz LLC c/o American Landmark Properties Management LLC, 1400 American Lane, Suite 100, Schaumburg, IL 60173. Please mail to the address shown below:

American Landmark Properties
Attn: Heather Woods
1400 American Lane
Suite 100
Schaumburg, IL 60173
Or EMAIL to: h.woods@americanlandmark.com

Each company shall secure and present to the building manger a Certificate of Insurance reflecting this coverage twenty-four (24) hours prior to the move.

