

TENANT MOVE IN AND MOVE OUT INSTRUCTIONS

**80 M Street, SE
Washington, DC 20003**

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 before 8:00 AM or 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 Benita.Bhatt@columbia.reit, 80MStreet@columbia.reit, Lakechia.Jackson@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 Measurements

- **Loading Dock 1: 10'1 W x 28' D x 13' H**
- **Loading Dock 2: 10'1 W x 28' D x 13' H**

Service Elevator Measurements

- **Cab: 7.6" W x 5" D x 9" H**
- **Front Door (opens to Lobby): 4" W x 7.9" H**
- **Rear Door (opens to service hallway): 4" W x 7.9" H**
- **Capacity (lbs.) – 4000**

Loading Dock Location: The 80 M loading dock is located on L Street SE between Cushing Place and First Street. L street is two-way traffic. Once the vendor arrives, they will check-in

with the security personnel located in the security guard booth directly on the Loading Dock who will provide any necessary access.

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
80 M Street, SE, Suite 605
Washington, DC 20003

Main Office/Security Guard Number available 24 hours a day, 7 days a week: (202-452-1800)
Security Roving Guard Cell Phone Numbers: (771-210-7575), (771-233-6906)

Management Office Hours of Operation:
Monday – Friday: 8:30 AM to 5:30 PM
Closed: Saturdays, Sundays, and Federal Holidays

Management Team

- Stacy McMahon, Director
E-mail: Stacy.McMahon@columbia.reit
- Benita Bhatt, Property Manager
Email: Benita.Bhatt@columbia.reit
- Lakechia Jackson, Asst. Property Manager
Email: lakechia.jackson@columbia.reit
- 80 M General Email
Email: 80MStreet@columbia.reit

Engineering Team

- Jorge Dumenigo, Chief Operating Engineer
- CJ Clack, Assistant Chief Engineer
- Rob Godwin, Building Engineer