

I. TENANT MOVE-IN PROCEDURE

Cushman & Wakefield wants your move-in and occupancy at Independence Wharf to be as pleasant as possible. We have taken great care to create a functional work environment, which is compatible with the needs of your organization and is comfortable and convenient for your employees. One of the most important factors in achieving this objective is a timely and well-coordinated move into your premises. Very often, the move-in, if not handled properly, can be unnecessarily unsettling and inconvenient. The purpose of this section is to establish some guidelines for new tenants, which, if followed, will greatly reduce the likelihood of that happening at Independence Wharf.

A. MOVE-IN AND GENERAL CONTACT PERSON

It has been our experience that effective communications between landlord and tenant will prevent the vast majority of problems during and after your move-in. Accordingly, we request that one person be appointed as your move-in/general coordinator with responsibility for transmitting all requests for services and inquiries and for receiving notices and replies from Independence Wharf. We feel that this single contact person prevents duplication of effort and enables your organization to be sure your requests are being transmitted and acted upon. Ideally this would be someone who is readily accessible and who has an overall working knowledge of your organization.

We would appreciate notification in writing of the name of this person and the name of an alternate in case of illness, vacations, etc. Cushman & Wakefield requests that all communications from the tenant be transmitted through that person, except in the event of emergencies, in which case we will respond to any call.

Independence Wharf's contact will be the Assistant Property Manager and/or Tenant Coordinator (see Directory, Exhibit A). All requests should be directed to his/her attention.

B. SPECIAL INSTALLATIONS

Associated with the construction of every new tenant space are installations that exceed or vary from building standards. Based on our experience, we can anticipate the types of items that will require special attention, and by categorizing and discussing them here, we can help you avoid unnecessary delays and surprises. In general, the majority of the problems can be avoided if all the information on special installations or equipment has been obtained and included on the construction drawings. The following are some of the issues that may be associated with the construction of improvements in your offices:

1. Contact and coordinate with the telephone company representative early. Depending on the phone system selected, particularly if it is a private system, special conduit and/or electrical or location requirements, different from building standard, may exist. It is a good idea to review the telephone installation shown on the final working drawings with the telephone company representative as early as possible.
2. Copier machines usually have special electrical requirements. The size and type of electrical service must be placed on the electrical working drawings. In addition, the machines normally have special outlets which are furnished by the copier company. They should be delivered to the landlord, as applicable, early enough to be installed prior to the move-in.

3. Attention should be given to special equipment such as computers, word processors or fax machines which may require special electrical or mechanical installations to function properly. If electrical consumption of special equipment is greater than normal office equipment, it may be necessary to calculate the excess cost of such energy.
4. In some cases, special equipment or concentrated files or bookcases may exceed the load limits of the floors and attention must be given to distribute the weight over a greater area.

C. MOVE-IN AND DELIVERIES

It is imperative that a move-in schedule be developed to avoid conflicts and overloading of facilities. Accordingly, tenants are requested to plan for a specific move-in time and date as soon as possible after receiving notification of when the space will be ready for occupancy. At a minimum, a notice of 48 business hours is required prior to the arrival of the moving van. To avoid disrupting the construction schedule and the operations of existing tenants, move-ins will be permitted only after 6:00 p.m., Monday through Friday, and anytime on Saturday, Sunday and holidays or as otherwise approved by the Property Manager.

Independence Wharf will have a building engineer or security officer on duty to assist with any facility, elevator, and security concerns and to supervise the use of the loading dock, building entrances, lobbies, and elevators as appropriate for your building. His/her instructions on the use of these areas and facilities should be strictly followed. He/she is not authorized to assist your movers in carrying items, placing furniture, or trash removal.

Tenants should use the freight or other designated elevators to transport the furniture to their floor. Tenants should confirm that their movers will provide protective coverings for common area and tenant space carpeting. Repairs of any damage to the loading dock, common area, or tenant spaces during the move shall be billed to the tenant. Tenants are encouraged to have their mover review the building with a building management representative prior to moving.

Large deliveries of furniture or materials after occupancy will be permitted only after 6:00 p.m., Monday through Friday, and anytime on Saturday, Sunday, and holidays or as otherwise approved. These must be scheduled in advance. Normal deliveries received during the course of business will be permitted during working hours.