

One BriarLake Plaza Move-in and Move-outs

The following items are required to conduct a move-in or out of One BriarLake Plaza:

- Moves made Monday through Friday may only be done after 5:30 p.m. Moves on Saturday or Sunday are allowed at any time. Contact the Management office to schedule the day and time of the move.
- All moves will be required to employ a freight operator.
- The One BriarLake Plaza management office must have a current insurance certificate on file for the moving company. We require a minimum general aggregate of \$2,000,000. The certificate holder and additional insured information should be listed as:

One BriarLake Plaza
Attn: Ms. Lizabeth Green
2000 West Sam Houston Parkway South, Suite 1275
Houston, TX 77042

- The floors and walls of the basement freight area and of the floor the tenant suite is located on must be protected with Masonite. If there is not Masonite, there can be no move. All moves must use the freight elevator with operator.
- The contractor must walk the basement and tenant floor with a member of the management team prior to the move. The following page includes the checklist that must be reviewed with the contractor and a member of the management team.

One BriarLake Plaza Move-in, Move-out Checklist

- Tenant floor corridor walls

Notes: _____

- Tenant floor freight elevator lobby

Notes: _____

- Tenant corridor door

Notes: _____

- Tenant floor corridor carpet

Notes: _____

- Service corridor walls

Notes: _____

- Service corridor doors

Notes: _____

- Service corridor floors

Notes: _____

- Loading dock doors:

Notes: _____

- Loading dock (outside area)

Notes: _____

Signature of contractor: _____

Signature of management team member: _____

Date: _____