

**Move Out Procedures
410/412 First Street, SE
Washington, DC**

- As you prepare to move from 410/412 First Street, SE, please keep in mind that you are welcome to move anytime after 6:00 pm Monday through Friday or anytime on weekends or holidays.
- Please notify us 5 business days in advance of the time that you plan to move. This will allow sufficient time to schedule a building engineer or porter to supervise the move and assist with elevator usage. Please note, the porter and engineering time is billable. Please ask your Property Manager for the applicable rates. Please note, the porter is on duty to ensure your accessibility to elevators and to provide assistance during your move. The porter is not authorized to help your movers by carrying items, locating furniture or trash removal.
- Only the padded elevator may be used for moving of furniture and equipment. Building staff will ensure the elevator has pads installed on the walls for protection.
- The moving company is to provide masonite floor protection from the entry door and throughout the path leading to your space, as well as throughout your suite, to protect the carpeting. They should also protect the walls and any other areas they believe may get damaged during the move.
- The moving company is to provide a certificate of insurance to Akridge listing, NADA Services Corporation and The John Akridge Management Company, and their affiliates, subsidiaries, partners, agents, directors, officers and employees of any of them must be included as Additional Insureds under all policies except workers compensation for both premises/operations and products completed operations coverage on a primary and non-contributory basis. A waiver of subrogation in favor of the Additional Insureds is included on all policies. All policies include 30 days written notice for cancellation, non-renewal or material change in coverage to the Additional Insureds. Certificates may be sent to: Kathryn Brand at kbrand@akridge.com.
- Provide the Property Manager with your forwarding address and contact information (phone and email).
- Turn in all suite and security keys to the Property Manager.
- Please remember to leave your space in "broom clean" order. Any damage to drywall must be repaired and patched at the expense of the Client.
- Please remove all data cabling (i.e. internet cables, coax cables, telephone cables).
- Leased equipment should not be left in vacant space. Management cannot assume responsibility for admitting vendors to pick up copy machines, fax machines, telephone systems, etc. This is the responsibility of the office Client.
- Any furniture, file cabinets, etc. must be removed.
- Moves often result in large amounts of trash. We will be happy to assist you in arranging special trash pickups.
- **PLEASE NOTIFY MANAGEMENT IMMEDIATELY IF THE MOVE IS GOING TO BE DELAYED SO THAT WE MAY ALERT OUR PERSONNEL TO ENSURE THAT BUILDING STAFF IS AVAILABLE TO ASSIST YOU DURING YOUR MOVE.**