

Island Center

Rules & Regulations for Movers

1. Prior to commencement of tenant’s move, the Property Management Office must receive a copy of the mover’s Certificate of Liability Insurance listing the Island Center Group LLC and Parmenter Realty Fund IV Investments LLC (Property Owner) and Parmenter Realty Partners (Property Manager) will be named as an additional insured on General Liability per form CG2010 (11/85) or GC2037 (10/01). Please indicate form providing additional status and provide a copy of form). Waiver of subrogation applies to General Liability and Workers Compensation and the Certificate Holder block reading as follows:

**Island Center Group LLC
c/o Parmenter
2701 N. Rocky Point Drive, Suite 1040
Tampa, FL 33607**

Limits must meet requirements as outlined.

Coverage	Description of Coverage	Minimum Limits
Commercial General Liability	This policy provides coverage for bodily injury or property damage to a 3rd party arising out of a contractor’s operations/negligence.	\$ 1M Per Occurrence \$300,000 Damage to rented property \$10,000 Med Exp (any one person) \$2,000,000 General Aggregate \$2,000,000 Products *Umbrella Policy May be used to provide additional limits
Auto Liability	This policy protects against liability arising out of the contractor’s use of an owned, non owned or hired auto that results in bodily injury or property damage to a 3 rd party	\$ 1 M Per Occurrence
Workers’ Compensation & Employers Liability	This policy compensates the contractors’ employees for all work-related injuries.	WC – Statutory EL - \$500,000 each accident, \$500,000 each disease, 500,000 disease policy limit.
Excess/Umbrella Liability		\$5,000,000 Each Occurrence \$5,000,000 Aggregate

2. All large deliveries/moves that require significant use of the service elevator must be **pre-arranged and scheduled** through the Property Management Office. Major moving activity is limited to weekend periods, weekdays completed before 8:00 a.m. and/or start after 5:00 p.m.
3. Two and four wheel dollies, mail carts, hand trucks and other carts, etc. are not allowed in the passenger elevators. Only items that can be "hand carried" are allowed in the passenger elevators. All other items must be transported using the service elevator. Passenger elevators are not to be used for transporting of tools, materials, trash or construction personnel at any time.

Island Center

Rules & Regulations for Movers

4. All work for a tenant must be confined within the tenant's space. Public corridors and stairways are not to be used for the storage of materials or to be used as a workshop. Tracking of construction dirt into the public corridors or stairways must be prevented.
5. The moving company must provide masonite for after-hours moving activity to cover the following area:
 - The freight elevator vestibule floor to the Tenant's suite

We ask that movers wait until 6:00 p.m. to install masonite and other protective coverings to avoid causing potential trip hazards during normal business hours.

6. Restrooms are not to be used for cleanup.
7. Movers are required to put down
8. Any damages caused by the tenant's contractors or employees are to be reported to the Property Management Office immediately and will be the responsibility of the tenant.
9. No music is permitted during the move.
10. No alcoholic beverages, etc., are permitted on the property. No smoking is allowed in the building. The building has an exterior designated smoking area at the back of the building.
11. Uniform/identification will be required for all moving personnel.
12. For after-hour emergencies, please dial 813-927-0072 to contact the building's Security guard service.

Strictly Prohibited Work Practices:

1. Working without evidence of insurance.
2. Any work creating loud noise (drilling), or that creates strong odors (wood refinishing, carpet glue, etc.), must be completed after normal business hours to avoid complaints from neighboring tenants and A/C must run to help dissipate the odors.
3. Landlord reserves the right to stop work in progress and notify mover's employer for violations of the above rules and regulations. Work will not proceed further until all parties agree to comply with the above rules and regulations.
4. The building is on an automated card access system and locks down at 6:00 p.m. Monday through Friday, and is locked all day Saturday and Sunday. No doors can be propped open during the time the building is locked as it will sound an alarm at our monitoring company. Card access for afterhours use is to be provided by the tenant.