



FLATLEY MANAGEMENT COMPANY, LLC

Schrafft's City Center 529 Main St, Charlestown, MA 02129 Tel: 617-242-2700

Schrafft's City Center – Moving Procedures

The following are the procedures/requirements for moving and furniture deliveries at Schrafft's City Center-pertaining to 529 Main St and 465 Medford St.

- Moving and deliveries are permitted between the hours of 5 PM and 7:00 AM, Monday through Friday and any time after 7.30 a.m. on weekends.
 - Only one truck is permitted on the property/loading dock at a time and the truck engine must be switched off when loading and unloading
 - All elevators used by movers must be padded
 - Elevators need to be reserved in advance on a "first come first serve" basis. Note that Tenant deliveries take precedence.
 - Doors in the building should not be left propped open while unattended.
 - All moving personnel must have appropriate clothing-(i.e. pants, shirt and soled boots)
 - No radios allowed to be played in the building
 - All moving materials must be removed from the building and/or disposed of off-site
 - All moving equipment used by movers must be in good working order and safe at the time of use
 - Any accidents or damage needs to be reported to the Property Manager or the Security Guard on duty
 - Movers to use the restrooms closest to the elevators
 - If the Tenant's Electrical Contractor needs access to the building electrical room-they will need to stop by the Security desk and leave their work ID with the Security Guard until the key is returned.
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- Tenant/Mover is required to protect flooring with masonite. Other materials may be considered but must be previously approved by Flatley Management Company, LLC.
 - Tenant will be held responsible for any damage to the property caused by the moving process. Tenant shall be responsible for reporting existing damage along the route of the move to Flatley Management Company, LLC prior to the move.

Moving and delivery schedules must be reviewed and approved by Flatley Management Company, LLC at least 3 business days prior to the move date. Please contact Steve Moccia @ 617-242-2700 SMoccia@flatleyco.com to schedule.

The moving or delivery company must provide Flatley Management Company, LLC with a *valid, current certificate of insurance at least 3 business days prior to the scheduled move/delivery.

Insurance Coverage Requirements

General Liability	\$2,000,000	Minimum
Auto Liability	\$500,000	Minimum
Workman's Comp	\$500,000	Minimum

CERTIFICATE HOLDER:

Flatley Management Company, LLC
35 Braintree Hill Office Park, Suite 108
Braintree, MA 02184



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***Insurance Certificate must reference the Schrafft's City Center building # in question (i.e. 529 Main St, 465 Medford St) the suite # and the name of the tenant who will be moving. Please also list the entities below as additionally insured in the description of operations/special provisions section:**

Flatley Management Company, LLC, Schrafft's Center LLC, Braintree Hill Office Park LLC, 465 Medford Nominee Trust, Tara Investment Holdings, LLC, and other affiliated entities are named additional insured for all operations of contractor on property owned by additional insured.

Note: An original of the insurance certificate should be mailed to: Linda Tabbut C/O The Flatley Management Co. suite 1007, Schrafft's City Center, 529 Main St, Charlestown, MA 02129. And a copy should be faxed to Linda to fax # at 617-242-9857.