



FLATLEY MANAGEMENT COMPANY, LLC

The Schrafft Center 529 Main St, Charlestown, MA 02129 Tel: 617-242-2700

The Schrafft Center – Moving Procedures

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

- Moving and deliveries are permitted between the hours of 5:00 PM and 7:00 AM, Monday through Friday and any time after 7:30 AM 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.
- Movers can only use the building freight elevator.
- 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 are 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 must be reported immediately to the Property Manager or the Security Guard on duty.
- Movers are 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.
- 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 its movers, and they are 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 three (3) business days prior to the move date. Please contact Steve Moccia @ 617-242-2700, or SMoccia@flatleyco.com to schedule.



FLATLEY MANAGEMENT COMPANY, LLC

The Schrafft Center 529 Main St, Charlestown, MA 02129 Tel: 617-242-2700

Insurance requirements

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

Insurance Coverage Requirements:

General Liability	\$2,000,000	Minimum
Auto Liability	\$500,00	Minimum
Workman's Comp	\$500,00	Minimum

CERTIFICATE HOLDER:

Flatley Management Company, LLC
529 Main Street
Charlestown, MA 02129

Insurance Certificate must reference the Schrafft 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 additional insured in the description of operations/special provisions section:

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

Please note: An original of the insurance certificate should be mailed to: Lisa Hogan C/O The Flatley Management Co., Suite 1007, The Schrafft's Center, 529 Main Street, Charlestown, MA 02129. And a copy should be faxed or e-mailed to Lisa as well: Fax #: 617-242-9857; or e-mail address: LHogan@flatleyco.com.