

## Moving Guidelines

Due to the heavy use of the freight elevator during business hours, moves are restricted to the hours between **5:30 p.m. and 7:30 a.m.** You may also move on weekends and holidays, with no time restrictions. All material, furniture and moving equipment must be removed from elevator lobbies and the freight elevator released by 7:30 a.m. during the business week.

All moves must be coordinated through the World Trade Center office through the Angus work order reservation system. Your freight elevator time will be scheduled so as not to conflict with other moves.

The loading dock is located on 1WTC P1 level (one level below street level) which can be accessed by a ramp between First and Second on Taylor Street. The height of the entrance is 12' 6". **However, due to the slope of the ramp long vehicles should be cautious about ceiling clearance at the bottom of the ramp. If your trucks are higher than 12' 6" or too long to span the slope change, the offloading will have to take place from the street level. Trucks longer than 30' should not go into the loading dock.** There is a loading zone on 2<sup>nd</sup> Avenue between Taylor and Salmon Streets. Moving over the brick pavers on the plaza level (street level) and the tile between the freight elevator and the carpet on the floor you are accessing requires use of plywood or Masonite to protect the bricks and tile. Please use pneumatic tires. As part of our LEED status, we require that all packing materials need to be recycled or removed from the Property by the moving company. We have a self-serve recycling center located on P1 at One World Trade Center.

### Moving Vendor Guidelines

The moving vendor must provide evidence of liability insurance coverage at least **five (5) days prior** to the day of the move.

**1. Worker's Compensation:** In statutory limits for the state, with employer's liability of \$1,000,000; bodily injury, personal injury and property damage liability insurance in comprehensive general liability form. The certificate of evidence must be furnished to the Management Office before any items can be moved onto the premises.

**2. Comprehensive General Liability:** Insurance that includes coverage of operation, elevators and products, including personal injury and contractual liability coverage and shall designate the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than \$2,000,000 per occurrence combined single limit bodily injury or property damage. Property damage insurance shall be in broad form including completed operations.

In addition, the moving vendor must agree to protect, indemnify, and hold the landlord harmless from and against all claims, demands and causes of action of every kind and character, arising in favor of moving vendor's employees, tenant and its employees, or other third parties due to bodily injury, personal injury, death, or damage to property in any way resulting from willful or negligent acts or omissions on the part of the moving contractor, its agents, employees, representatives, or sub-contractors. The moving vendor shall be responsible for all damages and losses sustained to tools and equipment utilized in the performance of all work thereunder.