



## EXHIBIT 5.4.1.C

### TENANT MOVING INSTRUCTIONS

Please provide at least 48 hour notification to the Management Office at 703-527-1212 when moving bulky materials, office furniture or equipment into or out of the building.

All such movement must be pre-arranged with the Management Office. All of the following will be subject to Management's approval:

- Time of delivery or movement
- Method of movement
- Routing of movement

Penzance DC Metro Management, LLC shall not be liable for injury or damages to any person or property involved as a result of tenant deliveries or move-ins.

Two and four wheel dollies, carts or other type conveyances (with the exception of baby buggies and wheel chairs) must be taken into the freight elevator only. Only packages, cartons or other items that can be carried by hand may be transported on passenger elevators or through the Main Lobby.

Materials that can cause discomfort, inconvenience or damage (such as open paint cans) should not be carried on passenger elevators even though they are carried by hand.

All dollies and conveyances of materials, supplies or equipment will be entered through the rear building door.

***When moving furniture or equipment please provide the Management Office notification in writing stating the date and time of the move. If it involves the utilization of a professional moving company, then you must also provide the Management Office with a Certificate of Insurance for the moving company.***

**During the following hours, NO elevators are available for moving furniture and equipment:**

#### **8:00 am– 6:00 pm Normal Building Business Hours**

The tenant will be responsible for ensuring that the building lobby floors (including carpeting, tile, marble and wood) are protected during the move with Masonite or Management-Approved protection. You will not be allowed to start your move-in if you have not fully protected the building, elevators and common corridors to the level of Property Management's satisfaction. If Management finds that this requirement has not been adhered to, Management has the right to stop you from proceeding with your move until all required surfaces are protected. All damage to the building will be the sole responsibility of the tenant and/or tenant's moving company.

***Any moves into or out of the building after normal building hours, during holidays or on weekends must be attended by a Building Engineer at the tenants' expense. (\$75/hour). Owner will abate Tenant initial move in engineering cost.***

## **Moving Company Requirements**

Please request from your moving company a Certificate of Insurance showing evidence of the below at a minimum but please refer to your individual lease for Contractor insurance requirements:

Worker's Compensation Insurance  
General Liability Insurance  
Automobile Liability Insurance  
Worker's Comp Insurance

The property Owner, "**4001 Fairfax, LLC**" and Property Management Company, "**Penzance DC Metro Management, LLC**" must be listed as Additional Insureds.

Building Management will inspect your move-in route to your suite before and after you move. We suggest that your move coordinator attend the walkthrough.

### **Tenants are responsible for their moving company by:**

- Scheduling arrivals and departures
- Supervising help
- Providing access to restrooms
- Making repairs to building damages and/or reimbursement for costs
- Removing all packing materials
- Requiring placement of rigid boarding over the pathway to and from the elevators and office.
- Protecting wall corners with shields
- Keeping elevators padded
- Using established service routes and access doors
- Prohibiting the use of the main lobby without special approval and preparation
- Contact Building Management with any questions related to the building prior to the move