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# METROPOINT – 400 BUILDING

## TENANT MOVE IN / MOVE OUT INSTRUCTIONS

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**BUILDING:**

Metropoint – 400  
400 Highway 169 South  
St. Louis Park, MN 55426

**PROPERTY MANAGEMENT COMPANY:**

Interchange Investors, LLC  
Cushman & Wakefield  
600 Highway 169 South, Suite 200  
St. Louis Park, MN 55426

**MANAGEMENT OFFICE PHONE:** (952) 546-8700

**PROPERTY MANAGER:** Charlie Graves 952-525-3501

**BUILDING MAINTENANCE:** Jeff Alexander, Chief Engineer 952-525-3506

**INSURANCE REQUIREMENTS:**

Tenant is responsible for arranging for its mover to provide a current Certificate of Insurance.

**Certificate Holder:**

Metro Pointe 400 BH LLC  
Cushman & Wakefield U.S., Inc.  
600 Highway 169 South, Suite 200, St. Louis Park, MN 55426

**Description of Operations:**

400 Highway 169 South, St. Louis Park, MN 55426  
Metro Pointe 400 BH LLC and Cushman & Wakefield are included as additional insured.

**Certificates of Insurance should be submitted to:**

Amanda Olson  
600 Highway 169 South, Suite 200, St. Louis Park, MN 55426  
accounting@metropointmn.com

The following limits of coverage must be shown on the insurance certificate:

- Workers Compensation (including occupational disease) – Statutory limits, and Employer's Liability Insurance in an amount not less than \$500,000 for any occurrence
- Commercial General Liability in the amount of \$2,000,000 with a limit of liability of not less than \$1,000,000 each occurrence for bodily injury and property damage
- Umbrella Liability with a limit of not less than \$2,000,000 per occurrence
- Automobile Liability – not less than \$1,000,000 combined single limit per occurrence
- 30 day cancellation notice

**NO MOVING SHALL BE PERMITTED WITHOUT AN INSURANCE CERTIFICATE MEETING THE ABOVE REQUIREMENTS.**



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### **BUILDING ACCESS:**

Access to the building and space is through the loading dock and service elevator only. No access shall be gained via the main building entrance.

### **USE OF SERVICE ELEVATOR:**

The service elevator is available to transport all items. Passenger elevators shall not be used at any time to transport furniture, fixtures, equipment or supplies.

### **SERVICE ELEVATOR SPECIFICATIONS:**

- Door opening: 4' 0" Wide
- Inside car:
  - Width: 4' 6" (padded)
  - Depth: 4' 8" (padded)
  - Height: 7' 10"
- Load capacity: 2500 lbs.

### **SERVICE ELEVATOR SCHEDULING:**

Contact Property Management Office in advance to schedule the service elevator and loading dock. Management will provide and install pads in the elevator.

### **MOVE IN / OUT TIMES:**

Before 8:00am or after 5:30pm Monday through Friday; Saturday and Sunday by appointment.

### **RESERVATIONS:**

All moves must be scheduled and cleared in advance (minimum of 5 days' notice) with Management Office.

### **PADDING REQUIRED:**

All doorways, halls and floors around entries must be padded.

### **FLOOR COVERING:**

1/4" Masonite covering must be placed on all hard surface floors (minimum if rolling carts are used).

### **CLEANUP:**

The moving company shall be responsible for cleanup of all dirt and debris brought into the building and leased premises. MOVERS MUST REMOVE ALL PACKING AND DEBRIS from the building premises. No crates, boxes, etc. will be put in the dumpster. Materials left will be hauled away at tenant's expense at a \$50.00 minimum charge.

### **TELEPHONE/DATA CABLE:**

Upon vacating your suite, it is the Tenant's responsibility to remove their phone and data cable back to the Building's main phone room. The original cabling contractor can be used for this work provided they have a current Certificate of Insurance on file with the Management Office. A final unconditional lien waiver should also be submitted along with proof of payment. The Management Office can provide names of other approved contractors that can be used for pricing and performing this work.

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#### COMMENTS:

- Moves must be scheduled five (5) days in advance with Building Manager's approval.
- Movers must inspect route of anticipated travel in order to determine whether any previous damage exists. Any damage incurred during the move is the responsibility of the moving company and tenant.
- Hazardous or life-threatening items must be inventoried and submitted to the Management Office.
- Tenants requiring a longer move should make arrangements with Management.

#### GENERAL NOTES:

- These moving instructions pertain to the moving of furniture, fixtures, equipment and supplies into and out of Metropoint. These instructions are very important and will make your move smooth and uneventful.
- Any moving company, delivery company, supplier, or person not adhering to this policy will not be allowed to enter the premises or will be required to discontinue whatever action which is in violation of the policy.
- The Building Manager must approve any deviation or variance from this policy and any request for variances must be submitted in writing to the Management Office.
- THANK YOU for your cooperation. Please feel free to call the Management Office with any questions you have.