

MOVING PROCEDURES / LARGE DELIVERIES

Moves are only allowed after 6:00 p.m. on business days and all day on weekends and holidays. This schedule is to ensure that all tenants have access to the freight elevator and loading dock during business hours. The loading dock has two bays, one has a 3-foot tall dock for trucks to back up to, and the other bay is smaller and level with the dock. The bay height is 12'8" for the truck bay and 10'0" for the smaller bay. The loading dock serving Colonial Place III is located by the rear garage entrance on Key Boulevard. The bay height is 13'.

- Please be aware that due to Arlington County noise ordinance, loading dock hours are 7:00 a.m. to 9:00 p.m. Monday through Friday and 10:00 a.m. to 9:00 p.m. on weekends and holidays.
- Prior to any large delivery or tenant move into or out of Colonial Place, a Certificate of Insurance must be received from the contractor by the Property Management office naming **Lincoln Property Company** as the Certificate Holder. The following entities should be listed on the Certificate as **Additional Insured:**
 1. **2111 Wilson Boulevard, Inc.**
 2. **L&B Realty Advisors, LLP**
 3. **LPC Commercial Services, Inc.**
- Only the freight elevator may be used for moving into or out of Colonial Place. Carts, dollies, bins or other moving equipment are **NOT PERMITTED** on the passenger elevators at any time.

IMPORTANT!

- **THE MOVING CONTRACTOR IS REQUIRED TO PROVIDE MASONITE TO PROTECT THE LOBBY FLOORS. THE MASONITE MUST BE TAPED TOGETHER AND MUST EXTEND OVER THE ENTIRE PATH OF TRAVEL. ALSO, CORRUGATED OR HEAVY BROWN PAPER MUST BE USED TO PROTECT THE WALLS, AND CORNER GUARDS MUST BE PROVIDED TO PROTECT THE LOBBY CORNERS. PLEASE BE CERTAIN TO USE TAPE THAT WILL NOT DAMAGE THE WALL FINISH TO SECURE THE WALL AND CORNER PROTECTION.**
- Moving company personnel are allowed access only to the ground floor or garage entrance to the freight elevator and the floor where the tenant is located. Any moving company personnel that are found on a different building floor will be asked to leave the property.
- Free parking is not available at Colonial Place. This does not apply to contractor's moving truck.
- For moves into or out of Colonial Place I (2111 Wilson Boulevard), moving contractors may wish to park their vehicles on Veitch Street and use the ground level double doors at the back of the building to the freight elevator. This route provides easier and more direct access to the building.

- Please be aware that large appliances in the suite, such as refrigerators and dishwashers, typically were purchased by the landlord as part of the construction of the suite. If so, they are the property of Colonial Place and remain in the suite. Please contact the management office if there are any questions regarding the ownership of the appliances.

Tenants who are vacating the suite, must do so **ENTIRELY**. This includes items which are considered to be trash. If furniture or other items are left in the suite the rent will continue to be charged for the entire suite. Also, please be aware that Colonial Place does not have facilities or personnel for disposing of furniture, large items, or large amounts of trash. Please make arrangements for disposal of these items.

- Please notify the Colonial Place Management Office as soon as possible before moving into or out of the building or before a large delivery. The loading dock and freight elevator will be reserved for your use.
- It is the responsibility of the moving contractor to remove any boxes, cardboard, wrapping material, trash, etc. from the building. These materials may not be placed in the building trash dumpster.
- Please understand that these procedures are in place to protect the security of all the tenants and to prevent damage to the property.
- The Colonial Place Management office is located on-site at Colonial Place III, 2107 Wilson Boulevard, Arlington, VA 22201, Suite 210. Phone: (703) 527-9444, Fax (703) 358-9436. Please do not hesitate to contact the management office with any questions.