

## Move and Delivery Guidelines

To ensure that your move in, move out and deliveries are executed as smoothly as possible, the Management Office asks that you comply with the following guidelines.

- 1) Notify us in writing ([sworthington@jbgsmith.com](mailto:sworthington@jbgsmith.com)) at your earliest opportunity when planning a move or major delivery to ensure there are no conflicts with your selected date. Your notice should include:
  - Requested date of move or delivery
  - Name of moving or delivery company
  - Name or tenant contact responsible for coordination
  - Name or tenant contact who will be onsite during the move-in
  - Approximate time required to complete the move or delivery
  - COI of all onsite vendors associated with move (see below guidelines)
- 2) All move-in/out deliveries must take place after hours:
  - M-F between 4:00am – 8:00am or 6:00pm-10:00pm;
  - Weekends between 8:00am – 6:00pm
- 3) The tenant may be required to pay for building personnel or an elevator operator to be present during the move or major delivery. Please coordinate with building management to ensure date does not conflict with previously scheduled Loading Dock activity.
- 4) A tenant representative must be present for the entire move-in/out delivery. They must also arrange for immediate transport of those items to their suite.
- 5) The moving company must provide a copy of their certificate of insurance prior to the move. They must be bonded and carry a minimum of \$1,000,000 combined single limit, property damage, and public liability insurance. The certificate holder and additional insured should match below:

Certificate Holder:

Central Place Office, LLC  
c/o JBG SMITH Properties  
1201 Wilson Boulevard, Suite 146  
Arlington, VA 22209



**Additional Insured:**

Central Place Office, LLC, JBG Smith Properties LP, JBG/Commercial Management, L.L.C., JBG Smith Employee Company, L.L.C. together with the respective owners, partners, members, managers, shareholders, officers, directors, employees, and agents of each of the foregoing entities, and the holder of any mortgage, deed of trust or other security interest encumbering the building

It is the tenant's responsibility to ensure that a delivery company is bonded and appropriately insured consistent with the specific delivery. Should any damage occur, it is the tenant's responsibility to obtain appropriate restitution.

- 6) Moving and delivery companies will use entrances and elevators designated by the Management Office.
- 7) Elevator protection must be provided including cab pads and appropriate protection for elevator frames, carpeting and corridor finishing. All elevator lobby and corridor floors must be protected by plywood or tempered masonite provided by your moving or major delivery company.
- 8) The tenant is responsible for removal of all boxes, excess trash and debris in connection with the move. If the Management Office deems it necessary to undertake any or all of this responsibility, reimbursement of these costs will be expected from the tenant.



**JBG SMITH**

**Loading Dock Address: 1750 N Moore Street**

**Max Loading Dock Clearance:**

**12'W x 30'L x 18'H**

*Lift gate is available in the Loading Dock*

*All delivery vendors must supply a certificate of insurance prior to delivery –  
ask property management team for requirements*

*Please bring your own delivery supplies (hand cart, pallet jack, Masonite, ect.)*

**Freight Elevator Dimensions**

**82"W x 100"D x 102"H**

**5,000 lbs capacity**

**Loading Dock Contact Information**

**24/7 Building Officer – 571-552-8189**

**Loading Dock Officer (M-F 6am-7pm) – 571-552-8191**

**JBG SMITH Property Management – 703-528-1201**

**Thank you,  
JBG SMITH Building Management**

**1201 Wilson Boulevard, Suite 146, Arlington VA 22209 / JBG SMITH / 703-528-1201**