

2000 Bering Drive Building Move-In Guidelines

- All moves must be made after 5:30 PM during the week or on weekends and holidays.
- Tenants moving in or out of the building must provide advance written notice to the Property Management Office for assistance in coordinating the move.
- A representative of your moving company must contact the property manager at least 48 hours in advance of your moving date.
- The moving company must provide the Property Management Office with a certificate of insurance for property damage and liability and name Bering Drive 2000, Ltd. and Tanglewood Property Group as additional insured.
- The freight elevator will be reserved for your use, if possible. The Property Management Office must be advised in writing of your move because the guard locks the loading dock doors manually. The guard must receive instructions from the management office to allow the move.
- The guard must remain on duty during any use of the loading dock after 7 PM during the week or anytime on the weekend. This expense is billed the tenant, currently at \$19.10 per hour.
- The moving company supervisor should check in the guard or management office before the move commences. The freight elevator will be put in independent service for the movers.
- The other elevators may not be used at any time by any movers, or by any employees engaged in the move.
- The moving company will be held liable for any and all damages to the building and elevators during the move.
- Any problems related to the use or operation of the freight elevators should be reported to the guards immediately.
- All moves in or out of the building must be made through the loading dock.
- All public area floors with granite, stone, tile, or carpet finishes must be covered and protected during the move with plywood or masonite or heavy carpet.
- All doors, doorframes, and wall corner edges in public corridors and elevator lobbies must be protected against damage during the move.

- Moving personnel will not frequent any floor of the building other than floor(s) of the moving tenant and the loading dock.
- Except for the loading dock area, smoking, eating, and drinking are strictly prohibited in all public access areas of the building.
- All packing materials, boxes, cartons, discarded furniture, periodicals, machines, and any other trash related to the move must be removed from the property. At no time will tenants or movers be allowed to leave any packing materials, boxes, cartons, discarded furniture, machines, and any other trash in the halls or on the loading dock.
- The building does not have a dumpster on-site. The moving company or tenant is solely responsible for disposal of all moving packages, boxes, and cartons. The management office can arrange for special trash removal by the housekeeping service for a fee.
- Upon completion of the move, the moving company supervisor should check-in with the guard before leaving the property. The loading dock and elevator may be inspected to document conditions.

Care of Critical Records – Safeguard critical files and records during the move process. Be careful not to leave important papers stacked where they can be mistaken for trash, or confidential information exposed.

Management Office Contact Information:

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