



550 SOUTH HOPE STREET
MOVING POLICY

1. The property management office **MUST** be notified in writing at least five business (5) days prior to move-in/move-out.
2. The Freight Elevator is available for Tenant move-in/move-out weekends only (i.e., all day on Saturday and Sunday). Please contact the Building Management Office at (213) 362-6920 or 550HopeReception@lbarealty.com to coordinate scheduling and to check availability.
3. Tenants are responsible at their sole cost and expense, for the removal of all debris generated by such move-in/move-out. Debris must be removed after hours and on weekends/holidays upon request (i.e., Monday through Friday, after 6:00pm and all day on weekends/holidays). Please contact the Building Management Office at (213) 362-6920 or 550HopeReception@lbarealty.com should you require assistance.
4. The loading dock is the only building entrance permitted for large moves.
5. Please use the freight elevator **ONLY** for moving furniture, boxes, and equipment into / out of your leased premises.
6. A layer of protection (i.e., plywood, masonite, cardboard, cotton padding, etc.) **MUST BE INSTALLED** to protect all common corridor and lobby floors, walls, and doors/door jambs.
7. At least forty-eight (48) hours prior to actual move-in/move-out date, the moving company **MUST** deliver evidence of the following insurance coverage:

(a) Commercial General Liability \$3,000,000

Combined Single Limit including:
Contractual Liability
Broad Form Property Damage
Explosion, Collapse & Underground
Property Damage (as necessary)
Products/Completed Operations
Personal Injury
Broad Form General Liability Endorsement
Interest of Employees as Additional Insured

(b) Comprehensive Automobile Liability \$1,000,000

Combined Single Limit including:
Owned Vehicles
Hired Vehicles
Non-owner Vehicles



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- (c) Worker's Compensation - Employer's Liability \$1,000,000
As required by the laws of the state in which the work is to be performed, including Waiver of subrogation endorsement in favor of 550 South Hope Owner, LLC and LBA Inc. as Agent for Owner.
- (d) Additional Commercial General Liability \$3,000,000
In the event Contractor, Subcontractor and/or any other persons performing work in or at 550 South Hope Street Los Angeles, CA are self-insured.
- (e) 550 South Hope Owner, LLC and LBA Inc. as Agent for Owner must be named as ADDITIONAL INSURED relative to Commercial General Liability and Comprehensive Automobile Liability. An Endorsement Page for the additional insured must be attached to the Certificate of Insurance.
- (f) The Certificate of Insurance must provide at least (30) days prior written notice of cancellation and/or material changes in risks and coverages insured to owner, and shall also contain a waiver of subrogation clause acceptable to owner.

The certificate must list the following as the certificate holder:

550 South Hope Owner, LLC and LBA Inc. as Agent for Owner
c/o LBA Realty
550 South Hope Street, Suite 2665
Los Angeles, CA 90071

The Insurance Certificate should be delivered to the Building Management Office:

550 South Hope Owner, LLC
c/o LBA Realty
550 South Hope Street, Suite 2665
Los Angeles, CA 90071
Fax: (213) 533-4587

8. The tenant is responsible for all costs and expenses incurred by the Landlord for the repair of any damage to the building as a result of your move-in/move-out. Please advise Building Management of any damage.
9. For your protection, it is recommended that a walk-through of your suite is conducted with Building Management and the moving company at least 24 hours prior to your scheduled move to observe existing conditions.



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10. Our building has a strict “No Smoking” policy. Please be advised that smoking is NOT permitted ANYWHERE inside the building, INCLUDING, but not limited to, the stairwells, vestibules, balconies, restrooms, elevators, cafeteria, etc. Furthermore, pursuant to California Bill - Section AB486, smoking is NOT permitted with 25 feet of any entrance to the building. The designated smoking area for 550 South Hope is located on the Terrace level, which is accessible via the stairway on the right side of the building entrance right next to retail shop and the Bank or by taking the elevator to the Terrace level.
11. The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park vehicles in marked Fire Lanes.

12. Freight Elevator:

Dimensions:

Inside: Width 67 in. Height 9 ft. Depth 63 in.
Door: Width 42 in. Height 8 ft.
Capacity: 3,500 Pounds

Protection for Freight Elevator:

- Corner boards must be secured on elevator door jams.
- The cab must be padded (pads supplied by building).
- Walk-off mats must be provided to protect door thresholds.
- Mirrors in elevators must be protected.

Damage to Elevators:

Damaged safety edges, doors, and controls are to be repaired by the building’s designated contractor at tenant’s sole cost and expense.

13. Loading Dock:

The loading dock can accommodate bobtail trucks only with a clearance height of 13 feet.