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## MOVING RULES

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### Contacts

Senior General Manager – Susan Roberts  
General Manager – Jessica Sparling  
Property Assistant – Lauryl Lowe  
Management Office – 303.571.5000

Senior Chief Engineer – Darren Nickerson  
Assistant Chief Engineer – Long VanVo  
Lobby Desk – 303.820.2793

Building Hours: 6:00 a.m. to 6:00 p.m., Monday through Friday

### General Rules

Please let us help you manage your move smoothly by contacting our office well in advance.

1. The loading dock is located directly adjacent to the parking garage entrance ramp on the right side of Lawrence between 15<sup>th</sup> & 16<sup>th</sup> Streets. The loading dock is available by reservation only, on a first come, first serve basis for duration. The loading dock is open 6:00am – 6:00pm Monday – Friday. There is a height restriction of 14’0” and 20’0” in length. **The dock cannot accommodate trucks over 14’ 0” high or longer than 20’.**
2. All moves must be scheduled and coordinated with building management at least 48 hours in advance. All loading/unloading for moves must be scheduled before or after building hours (6:00 a.m. – 6:00 p.m., M-F) or weekends. Small moves of one load may be done during the day from 9:00 a.m. until 11:00 a.m. and from 1:00 p.m. to 4:00 p.m.
3. Masonite must be placed on the floor from the dock to the padded elevator and from the padded elevator to the tenant space. The Masonite will remain on the floor until the move is complete. Protection must also be provided for elevator openings, hallways, and doorways.
4. Movers must use the padded elevator only. All tower elevators are approximately 5’-5” wide by 6’-6” long by 9’-0” high. The weight limit in the elevators is 3,000 pounds. Movers must check in with the lobby desk before using the elevators.
5. When making moving arrangements with building management, the moving company should provide the name of the lead person on the moving crew and a cell phone number.

6. Tenant must submit a building authorization form to building management office at least 48 hours prior to any move.

FAILURE TO PROVIDE THIS INFORMATION AND WITHOUT APPROVAL FROM THE MANAGEMENT OFFICE WILL RESULT IN DENIAL OF ALL BUILDING ACCESS.

ANY MOVING VENDORS THAT HAVE NOT RECEIVED PRIOR WRITTEN ACCESS FROM THE MANAGEMENT OFFICE WILL ALSO BE DENIED BUILDING ACCESS.

## Insurance

Before any Vendor/Contractor may do any work at or prepares or delivers material to the project site, Vendor/Contractor shall provide Jones Lang LaSalle Americas, Inc. with original certificates of insurance evidencing coverage in amounts either as required by the specifications or as follows, whichever is greater. Original certificates must be sent by the Insurance Carrier or Agent via U.S. Mail, or email. Please ensure that all correspondence references the project or job.

**a. Worker's Compensation:** As required by the state in which the work is being performed.

**b. Employer's Liability Insurance:** With limits not less than \$1,000,000 per employee per accident.

**c. Comprehensive General Liability:** (Occurrence form) insuring bodily injury, personal injury, and property damage arising out of all operations of the named insured and including products and completed operations; independent contractors; explosion, collapse and underground hazards (X,C,U); contractual liability specifically covering the Hold Harmless Agreement as set forth in (f) below; broad form property damage, including completed operations; severability of interest wording insuring claims between insureds; added as an additional insured Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc., and TR Park Central, LLC; and as an endorsement stating that coverage for Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc., and TR Park Central, LLC under Vendor/Contractor's policy is primary and non-contributing with other insurance available to Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc., and TR Park Central, LLC. The limits of liability shall not be less than:

\$2,000,000 each occurrence, bodily injury, personal injury and property damage;  
\$2,000,000 annual aggregate for the products and completed operations hazard; and  
\$2,000,000 general aggregate for this location or job, if a general aggregate applies.



# Park Central

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**d. Hazardous Operations:** In the sole discretion of Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc., and TR Park Central, LLC, Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc., and TR Park Central, LLC may require additional limits of liability and/or additional forms of insurance and/or surety.

**e. Automobile Insurance:** Providing not less than \$2,000,000 bodily injury and property damage liability for each accident for all owned, non-owned, or hired autos and all other coverages as required by the state of operation.

**f. Hold Harmless Agreement:** To the fullest extent permitted by law, Vendor/Contractor shall assume all liability for and shall promptly defend and indemnify Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc. and TR Park Central, LLC, and their respective agents, members, partners, employees, and mortgagees, from and against any and all losses, claims, liabilities, costs, damages, settlement payments, judgments, and expenses, including reasonable attorney's fees, on account of bodily injury, personal injury including death, sustained by any person or person's whomsoever, including employees of the Vendor/Contractor or employees of the Vendor/Contractor's sub-contractors, and for injury to or destruction, including loss of use, of property of any person or organization, arising out of or relating to the performance of this contract whether such performance be by the Vendor/Contractor, any of Vendor/Contractor's sub-contractors, or anyone either directly or indirectly employed or otherwise retained by either, except for such matters caused solely and exclusively by the gross negligence or willful misconduct of Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc., and TR Park Central, LLC.

All insurance must be placed with insurers having a Best's rating of "A 10" or better, and include: Waiver of Subrogation in favor of Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc., and TR Park Central, LLC and thirty (30) days Notice of Cancellation to Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc., and TR Park Central, LLC.

**An Additional Insured Endorsement is required (Form CG 2026 11 85) or equivalent**

**Jones Lang LaSalle Americas, Inc., Invesco Advisers, Inc., and TR Park Central, LLC** must be listed as an additional insured.

Please send certificate to:

**Jones Lang LaSalle Americas, Inc.**  
**1515 Arapahoe Street, Tower 2, Suite 115**  
**Denver, Colorado 80202**

**Or e-mail: [lauryl.lowe@am.jll.com](mailto:lauryl.lowe@am.jll.com)**