

## **BriarLake Plaza Move-in and Move-outs**

The following items are required in order to conduct a move-in or out of One BriarLake Plaza or Two BriarLake Plaza:

- ❑ Moves made Monday through Friday may only be done after 5:30 p.m., moves on Saturday or Sunday are allowed at any time. Contact the Management Office to schedule the day and time of the move – Complete/submit Building Access Authorization Form.
- ❑ The BriarLake Plaza management office must have a current insurance certificate on file for the moving company prior to the move. We require a minimum general aggregate of \$2,000,000 General Liability, \$2,000,000 Excess/Umbrella Liability and Worker's Comp. The certificate holder information should be listed as:

### One BriarLake Plaza:

One BriarLake Plaza Owner, LLC  
Tier Property Management, LLC  
Attn: – Property Manager  
2000 West Sam Houston Pkway S., Suite 175  
Houston, TX 77042

and additional insured information should be listed as:

One BriarLake Plaza Owner, LLC  
Tier Property Management, LLC  
TIER REIT, Inc.  
2000 W. Sam Houston Parkway South  
Suite 1425  
Houston, TX 77042

### Two BriarLake Plaza:

Two BriarLake Plaza Land, LP  
Tier Property Management, LLC  
Attn: – Property Manager  
2000 West Sam Houston Pkway S., Suite 175  
Houston, TX 77042

and additional insured information should be listed as:

Two BriarLake Land, LP  
Tier Property Management, LLC  
TIER REIT, Inc.  
2000 W. Sam Houston Parkway South  
Suite 1425  
Houston, TX 77042

- Reserve the Freight Elevator via Workspeed. All moves will be required to use the freight elevator and employ a freight elevator operator which property management will coordinate upon receipt of the Work Order Request.
- If applicable, schedule lighting and/or OT HVAC via WebTOS.
- Communicate to the movers that they must adequately protect the floors and walls of the basement freight area and on the floor of the tenant suite with Masonite. **No moves allowed if there is no Masonite to protect the floors and walls.**

## BriarLake Plaza Move-in, Move-out Checklist

- Tenant floor corridor walls:

Notes: \_\_\_\_\_

- Tenant floor freight elevator lobby:

Notes: \_\_\_\_\_

- Tenant corridor door:

Notes: \_\_\_\_\_

- Tenant floor corridor carpet:

Notes: \_\_\_\_\_

- Service corridor walls:

Notes: \_\_\_\_\_

- Service corridor doors:

Notes: \_\_\_\_\_

- Service corridor floors:

Notes: \_\_\_\_\_

- Loading dock doors:

Notes: \_\_\_\_\_

- Loading dock (outside area):

Notes: \_\_\_\_\_

Signature of contractor: \_\_\_\_\_

Signature of management team member: \_\_\_\_\_

Date: \_\_\_\_\_