

MOVING & VENDOR COI REQUIREMENTS

A certificate of insurance is required from your moving company and all companies performing work at Corporate 500. The Certificate of Insurance must evidence the following:

The coverage indicated below must be provided through an insurance company which carries an **A.M. Best Rating of “A+” “VII” or higher**. A certificate indicating this coverage with **separate Additional Insured Endorsement** shall be on file in our office PRIOR TO COMMENCEMENT OF THE WORK, must include the following clause: *“The Insurance afforded by this policy for the additional insured(s) is primary insurance and any other insurance maintained by or available to the additional insured(s) is non-contributory”* and shall provide for thirty (30) days prior written notice of cancellation or reduction of coverage.

1. Commercial General Liability including Premises operations, independent contractors completed operations, broad form property damage, personal injury and blanket contractual liability with limits of \$2,000,000 for bodily injury and property damage per occurrence and per annual aggregate of not less than the Contractor’s liability insurance requirements.
2. Business automobile policy including owned, hired and non-owned automobiles with the Owner and Owner’s agent included as additional insureds with limits of liability for bodily injury and property damage per occurrence and per annual aggregate of not less than the Contractor’s liability insurance requirements.
3. Statutory worker’s or workmen’s compensation including occupational disease with an employer’s liability limit of at least \$1,000,000.
4. Property insurance on the Contractor’s property including but not limited to tools and equipment not intended to be incorporated in the work.

Certificate Holder TR Deerfield Office, LLC
C/O Lincoln Property Company
540 Lake Cook Road, Suite 180
Deerfield, IL 60015

Additional insured: Contractor shall add, by Additional Insured Endorsement, TR Deerfield Office, LLC, Lincoln Property Company Commercial, Inc., their parent, subsidiaries, partners, affiliates and their respective officers, directors and employees.

5. All moves and deliveries of tenant equipment (copiers, phone systems, etc.) **MUST** be scheduled through the Management Office. Moves may only be scheduled Monday through Friday **after 6:00 PM**; anytime on Saturday or Sunday; and **MUST** be completed by 8:00 AM of the next business day. **Lincoln Property Company cannot accept any tenant deliveries.**
6. A representative of the Tenant **MUST** be present during the entire move. Lincoln Property Company will not be responsible for any deliveries, signatures, etc.

7. The Loading Dock is the only available and acceptable route for any deliveries other than those small enough to be hand held.
8. The “freight” elevators must be scheduled in advance with the Management Office so that we may lock out and pad the elevators for your exclusive use. *The use of passenger elevators is absolutely prohibited for any moving purposes any time of day or night.* The dimensions of the freight elevator are as follows:

Door	42”
Cab Depth	56 ½”
Width	79”
Height [Phase I]	95 ½”
Height [Phase II]	101”
Maximum Weight	3500 lbs

9. All interior floor surfaces of the building must be protected by masonite, gypsum board, or plywood.
10. All exterior door butts and interior butts, plus door butts of freight elevators, must be protected by cardboard corner posts or similar adequate material.
11. Non-marking tape must be used to hold protective devices attached to door and elevator butts and vertical surfaces.
12. The mover is required to remove all containers, equipment, and debris by the evening of the day of the move
13. Overtime air conditioning or heating, if required, must be scheduled in advance. These services will be provided at the current customary rate.

Please schedule your move with the Management Office, in advance, providing moving/delivery dates and approximate hours needed. The freight elevator will need to be reserved for your use.

**The COI may be faxed to the Management Office at 847-374-8861
Originals must be mailed to:**

**TR Deerfield Office, LLC
C/O Lincoln Property Company
540 Lake Cook Road, Suite 180
Deerfield, IL 60015**