

Moving & Freight Elevator Guidelines

Scheduling Moves & Deliveries

- Moves and large deliveries/pickups are allowed:
 - **Monday–Friday:** Before 8:00 AM or after 5:00 PM
 - **Weekends:** Anytime
- **Not permitted during business hours.**
- **Passenger elevators may not be used** for moves or large deliveries.
- **Common areas must remain clear**—no storage of boxes or furniture at any time.

Floor Protection

- Use **Masonite** to protect flooring from the loading dock to the freight elevator when moving large items.

Vendor Access

- Tenants are responsible for granting building and suite access to their vendors.
- **The Muller Company will not provide access** on behalf of tenants.

Pre-Move Requirements

- Submit insurance certificates from both the tenant and moving/delivery company to the Management Office **at least 48 hours in advance**.
- Once approved, schedule your move with the Management Office at **(714) 543-0100**.
- Security will be notified—**unauthorized moves will not be permitted**.

Freight Elevator Use

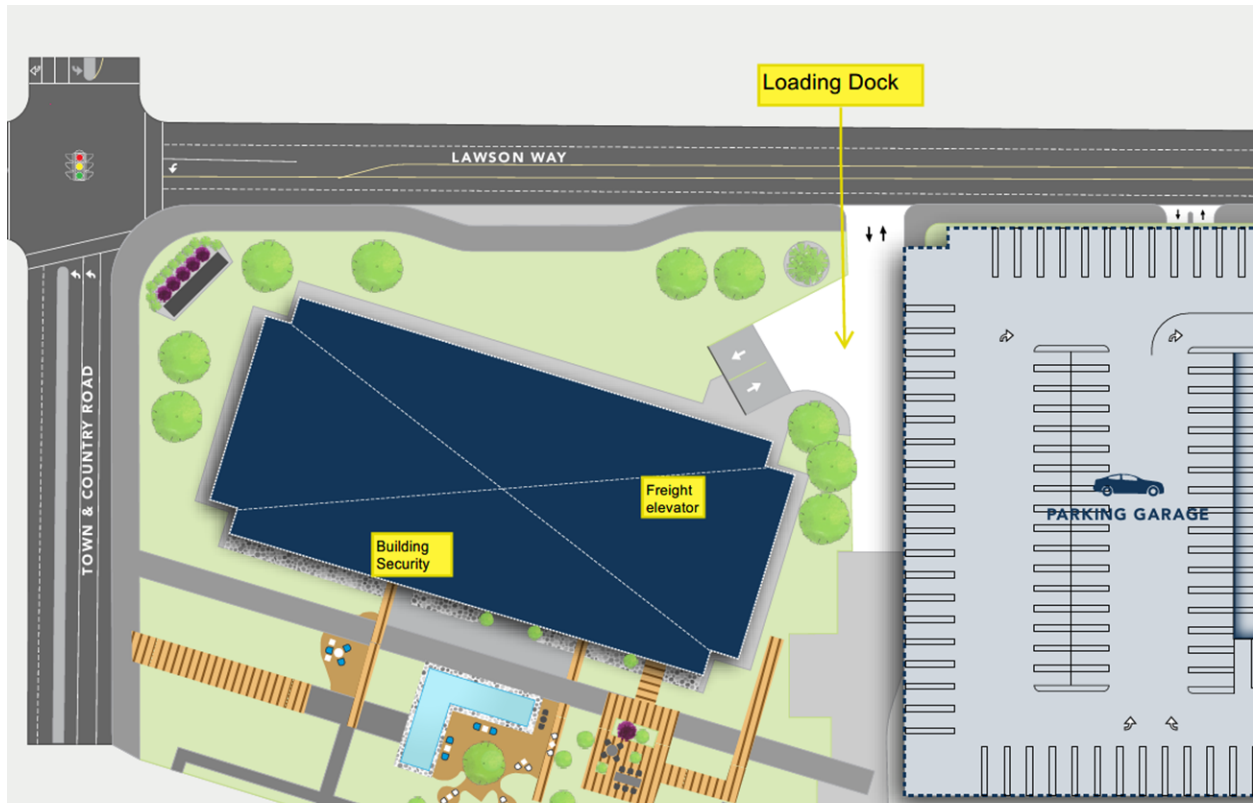
- All moves and large deliveries must use the **loading dock and freight elevator**.
- Upon arrival, **check in with Security** in the lobby: **(714) 335-3648**.

Freight Elevator Specs:

- Interior: 64" W × 103" D × 114" H
- Door: 48" W × 96" H
- Max Load: **4,500 lbs**
- **Do not prop doors open**—use the “door open” button and release when the alarm sounds to avoid damage.

Loading Dock Guidelines

- Located just south of the building, accessible via **Lawson Way**.
- Dock Door: 95" W × 92" H
- **15-minute unloading limit**, except for scheduled moves.
- Hand-carried deliveries allowed; **dollies/carts prohibited in passenger elevators**.
- No deliveries through building entrances or lobby.
- For bulky items or furniture, contact the Management Office for coordination.



- In partnership with our LEED efforts, proper disposal of furniture is required, meaning any furniture that is to be recycled, re-used, or sold. If you have a need to dispose of old furniture, please arrange a pickup to remove the items from the building, as we cannot have any furniture placed in or near the trash enclosure.

Feel free to contact our office with any questions you may have (714) 543-0100

VENDOR INSURANCE REQUIREMENTS

Orange Executive Tower 1100 Town & Country Road, Orange, California 92868

c/o The Muller Company, LLC, a California Limited Liability Company

All insurance companies must have at least an "A-VIII" A.M. Best rating.

General Liability:

1. Commercial General Liability Policy Form* - ISO Occurrence Form

General Aggregate \$2,000,000.00

Products Comp/Ops Aggr. \$2,000,000.00

Each Occurrence \$1,000,000.00

Umbrella limits

Excess limits cited above \$5,000,000.00

Coverage to include:

Coverage for independent contractors, No exclusion for XCU

(Explosion, Collapse, Underground) hazards (or no exclusions cited)

2. **Additional Insured Endorsement:** A separate endorsement must accompany the certificate naming The Muller Company, LLC, a California Limited Liability Company (property management entity) and OC OET Owner, LLC and any other entities required by Owner as respects all operations for entities. The endorsement must be the Acord form CG 20 10 11 85 (Form B) or equivalent. Any form that alters the intent of the original wording in form CG 20 10 11 85 is unacceptable.
3. **Waiver of Subrogation:** Endorsement must be attached to the certificate of insurance which confirms that the carrier is providing a waiver of subrogation in favor of The Muller Company, LLC, a California Limited Liability Company (property management entity) and OC OET Owner, LLC and any other entities required by Owner.
4. **Severability of Interest (Separation of Insureds):** An endorsement which clarifies the intent of the word "insured" as it appears in a policy. The coverage applies severally and not collectively, as if a separate policy were issued to each insured, however the policy limits are not cumulative, but apply to all insureds collectively.
5. **Primary & Non-Contributory Language:** Endorsement must be attached which confirms that the vendor's policy shall pay first for any loss or liabilities

arising from their operations. The insurance maintained by the certificate holder will not contribute or participate.

6. **30-Day Notice of Cancellation:** 30-day cancellation.
7. **Building Address:** Property address must be listed in the Description of Operations section of the Certificate.

Workers Compensation:

1. Workers Compensation limit stated as Statutory
2. Employer Liability limits:
 - \$1,000,000 Each Accident plus \$5,000,000 Umbrella = \$6,000,000 Limit
 - \$1,000,000 Policy Limit plus \$5,000,000 Umbrella = \$6,000,000 Limit
 - \$1,000,000 Each Employee plus \$5,000,000 Umbrella = \$6,000,000 Limit
3. Thirty (30) days notice of cancellation to additional insured
4. **Waiver of Subrogation** - a separate endorsement must be issued by the carrier providing Waiver of Subrogation in favor of The Muller Company, LLC, a California Limited Liability Company (property management entity) and OC OET Owner, LLC and any other entities required by Owner **as respects all operations** and included with the certificate of insurance (this is also called "waiver of right to recovery from others endorsement").

This insurance is not required if the owner, partners or husband/wife do all work and there are no employees. We will, however, need a letter to that fact.

If you are a Qualified Self-Insurer, please provide State Certificate.

Automobile Liability:

1. All owned, non-owned and hired vehicles must be covered. Any one of the following three types of auto policies are acceptable and the appropriate boxes must be checked on the insurance certificate:
 - Any Auto - includes owned, non-owned & hired vehicles
 - All Owned Autos - owned vehicles only (non-owned or hired are not used)
 - Non-Owned & Hired - no vehicles are owned by subcontractor
(must check both boxes)

2. \$1,000,000.00 combined single limit plus \$5,000,000 Umbrella = \$6,000,000 Limit
3. **Additional Insured Endorsement:** A separate endorsement must accompany the certificate naming The Muller Company, LLC, a California Limited Liability Company (property management entity) and OC OET Owner, LLC and any other entities required by Owner **as respects all operations performed for entity. If your policy is the equivalent of ISO CA 00 01 0797 in which “Who is Insured” includes “c. Anyone liable for the conduct of an insured described above, but only to the extent of that liability”, please so state and provide a copy of the portion of the policy form confirming the wording.**
4. Bodily injury, property damage, and uninsured motorist
5. Thirty (30) days notice of cancellation

Additional Coverages/Limits:

At the discretion of Owner. Possible additional coverages may include POLLUTION LEGAL LIABILITY COVERAGE for those trades that may be involved in Hazardous Materials at the jobsite.

Certificate Holder's Address

OC OET Owner, LLC, and
The Muller Company, LLC, a California Limited Liability Company
1100 Town & Country Road, Orange, CA 92868