

VENDERS, CONTRACTORS, DELIVERIES INSURANCE REQUIREMENTS

DTZ requires an original Certificate of Insurance and Endorsement from all vendors before work or service is performed in the building.

It is the responsibility of the person scheduling the delivery or visit to ensure the Property's insurance requirements are met, and to verify that a Certificate of Insurance has been submitted and received by Building Management. Please contact the Building Management Office for a copy of the insurance requirements and additional insured language or please visit www.4040civiccenter.com.

The Certificate of Insurance shall be endorsed to provide the above additional named insured will receive 30 days written notice of cancellation or material change in policy provisions.

In the circumstance that vendors or contractors need to perform work in your suite during non-business hours, please provide written notification at least 24 HOURS IN ADVANCE to the Building Management Office via email or the Access request Form located on the properties website (www.4040civiccenter.com) under "Building Forms" including:

- Names(s) of the individuals(s) and the company.
- Date they will be working and the approximate time.
- Description of the work to be done.
- Time the contractor will arrive and depart.