OLYMPIC TOWER CONDOMINIUM
641 Fifth Avenue
New York, New York 10022
212.486.9400 x1 - Office
212.935.6745 - Fax

MOVING ITEMS ON TOP OF SERVICE ELEVATOR – Revised 05/11/17:

1. **Call the Package Room** - AT LEAST 3 DAYS prior to the date that you want to move your item(s) on top of the service elevator at 212.486.9400 x3 to discuss your needs and to check available dates. All moves will occur at 1:30pm and must be completed by 4:30pm.

2. **Call the Elevator Company** - After the Package Room approved your *anticipated* move date, because the elevator company also needs AT LEAST 3 DAYS notice to schedule two elevator technicians for your move.

Call: Mrs. Mina Davis, Account
Manager Otis Elevator Company
646-522-3629 - Cell
Mina.Davis@otis.com

Give Otis your *anticipated* move date and speak to them about your cost for the two technicians; which can be placed on your credit card. If your *anticipated* move date is acceptable to Otis, it becomes your *confirmed* move date – **CALL THE PACKAGE ROOM AT 212.486.9400 X3 TO ADVISE THEM OF THIS DATE.**

3. **Call the Management Office** – To immediately advise us of your *confirmed* move date (212.486.9400 x1) and to discuss insurance coverage requirements.

4. **Notify Your Moving Company** – They will position your item onto and off of the top of the elevator (with the assistance of Otis personnel) and they will move the item from the elevator into your unit.

- That they must provide the Management Office with a certificate of insurance evidencing worker's compensation (as required by NYS law), liability insurance naming certain parties (see attached) as additional insured and a completed Exhibit "A" (attached) PRIOR to the *confirmed* move date.

- If they are using dollies or hand trucks with wheels, that they MUST protect the corridor carpeting with Masonite boards.

Access up to the floor will NOT be permitted until the moving company is in compliance.

Elevator Information:

The freight entrance is located on the north side of 51st Street (next to Prime Burger), between Madison and Fifth Avenues.

The exterior entry door frame leading from 51st Street to the freight car (Car #16) measures approximately: 3' wide by 8'4" high. The interior width of car #16 is 4'5" and the height is 10.'
The smallest service car (Car #14) approximate measurements are: Width of 4'8", Depth of 4'11" and Height of 9'0." Car #14 door opening is a width of 2'11½" and a height of 7'10". **MAXIMUM WEIGHT LIMIT IS 2,500lbs**.
Under no circumstances will the elevator service car emergency hatch be opened for any delivery purpose, nor items placed on top of the car, unless arrangements are made with the elevator company, as stated above.

OLYMPIC TOWER
INSURANCE REQUIREMENTS AND ENTRY PROTOCOL – Revised 05/11/17

In order to gain access to the building, movers/contractors will need the following, on file with the Management Office, **PRIOR** to entering the building:

1. Proof of Liability and Worker's Compensation insurance naming the appropriate parties as additional insured (see attached sample).

2. Signed Hold Harmless Agreement Exhibit "A" (see attached).

3. Moves MUST be scheduled with our Package Room, in advance, by phoning 212.486.9400 x3.

ENTRY PROTOCOL

A. Movers are required to bring ***Masonite*** to protect the common areas of the building, from the service elevator on the unit owner's floor to the unit. Contractors may be required to do the same, depending on the scope of work. Please check with management (212.486.9400 x1).

B. Movers/contractors are responsible for removing all boxes and debris.

C. All moves/work is permitted on any Monday through Friday (which is not a *building observed* holiday) from 9:00AM and 4:30PM (out of the building by 5PM).

D. The Condominium reserves the right to require movers/contractors to have photo identification and/or company identification. Those persons who do not have such identification may be refused access to the building.

OTHER IMPORTANT INFORMATION

The freight entrance is located on the north side of 51st Street (next to Prime Burger), between Madison and Fifth Avenues.

The exterior entry door frame between 51st Street and the freight car measure approximately: Width of 3' and height of 8'4." The interior width of car 16 is 4'5" and the height is 10'. The smallest service car, (Car #14) approximate measurements are: Width of 4'8", Depth of 4'11" and Height of 9'0." . The car door measures a width of 2'11½" and a height of 7'10". **MAXIMUM WEIGHT LIMIT IS 2,500lbs**.
If the item for delivery exceeds these dimensions, under no circumstances will the elevator service car emergency hatch be opened, nor will items be placed on top of the car, unless arrangements are made with the Condominium's elevator company (at your expense). Contact the Management Office, for more details.

If you have any questions, please contact
Olympic Tower Management Office:

641 Fifth Avenue, C1
New York, New York 10022
212.486.9400 x1
212.935.6745 - Fax

Otis Elevator Company

North American Area
250 W. 34th Street
New York, NY 10119

Otis
A United Technologies Company

May 11, 2017

Olympic Tower
641 Fifth Avenue
New York, NY 10002

Reference: Olympic Tower Resident Material Moves via Elevator (Top of Car, Under Car Moves)

To Whom It May Concern:

Otis Elevator Company is happy to assist your residents with their material moves. Please use the following rates for material moves in 2014.

Before the work can be scheduled, please contact **Mina Davis at (646) 522-3629**, to determine if the material can be moved safely in the hoistway. A proposal will be generated with the following hourly rates. Mechanic labor will be billed on a time and material basis, including travel.

We advise as much advanced notice as possible for scheduling. Typically, requests received within one week can be accommodated.

REGULAR TIME per hour		
Mechanic	**Helper**	**Total Team Rate, Regular Time**
$ 364.89	$ 273.71	$ 638.60

OVERTIME per hour		
Mechanic	**Helper**	**Total Team Rate, Regular Time**
$ 583.69	$ 437.83	$ 1021.52

Price
All hatch openings, top of elevator moves and safelifts require at least a team (mechanic + helper). Regular time moves are $638.60 per hour. Overtime moves are $1021.52 per hour.

Depending on the weight, height and item(s) to be moved, additional mechanic(s) may be required. If this is the case, Otis will notify the requestor of the additional cost.

Regular Time Work
All moves to be scheduled between 1:30 pm – 4 pm, Monday – Friday
There is a two (2) hour shift minimum for a team

Overtime Work
Overtime work on Monday – Friday, we will try to accommodate billing the actual time used.
Saturday and Sunday moves require an eight (8) hour minimum.

Sincerely,
Otis Elevator Company

HOISTWAY ACCESS/TOP OF CAR ACCESS INDEMNIFICATION AGREEMENT

Building or Location: _____

In consideration for Otis Elevator Company agreeing to assist

_____ ("Indemnitor" or "you") by providing hoistway access or

top of car access as requested by you, _____ agrees to indemnify,

hold harmless and defend Otis Elevator Company as follows:

1. To the fullest extent permitted by law, you agree to indemnify, hold harmless and defend Otis Elevator Company, its parent and affiliate corporations (together "Otis"), and all of their officers, employees, and agents from any claims, damages, losses, costs, and expenses (including attorney's fees and other litigation costs), which arise in connection with the services or equipment provided as part of the hoistway access or top of car access contemplated by this Agreement. This indemnity shall apply with respect to claims of injury or damage asserted by employees of Otis as well as claims of injury or damage asserted by your own employees whether or not such injuries or damage may be covered by any applicable workers compensation statute. Your obligations under this provision shall survive the expiration of this Agreement or the contract under which the work or services is performed.

2. You agree to carry and maintain throughout the term of this Agreement the following insurance and will furnish Otis in advance of the performance of the service by Otis with a copy of the policy of insurance in such form and with such carrier as is satisfactory to Otis: Commercial General Liability Insurance, written on an occurrence basis, with limits on a per occurrence basis of at least $2,000,000 for personal injury or death and $2,000,000 for property damage. The insurance policy shall name Otis Elevator Company, its officers, employees and agents, as additional insured with respect to any liability arising from Otis' performance of the services or equipment related to the hoistway access or top of the car access. Such insurance policy shall be issued by an insurer authorized to do business in the State or Province where the equipment is located and the services are to be rendered, shall contain a clause in the policy setting forth the insurer's acceptance of liability as set forth in this Agreement and a clause pursuant to which the insurer waives any right of subrogation. This policy shall be written as a primary policy, not contributing with and not in excess of any insurance carried by Otis. You further agree to provide us at least thirty (30) days prior written notice of cancellation or material change in the coverage.

_____ _____
(Signature) (Date)

_____
(Printed Name)

_____
(Title)

ACORD **CERTIFICATE OF INSURANCE** DATE(MM/DD/YY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
BROKER'S NAME AND ADDRESS	**COMPANIES AFFORDING COVERAGE**	
	COMPANY A	INSURANCE COMPANY NAME
INSURED	COMPANY B	INSURANCE COMPANY NAME
CONTRACTOR AND/OR TENANT NAME AND ADDRESS	COMPANY C	INSURANCE COMPANY NAME
	COMPANY D	INSURANCE COMPANY NAME

COVERAGES

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES.

CO. LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIABILITY LIMITS IN THOUSANDS		
						OCCURANCE	AGGREGATE
A	GENERAL LIABILITY X COMPREHENSIVE FORM X PREMISES/OPERATIONS UNDERGROUND EXPLOSION & COLLAPSE HAZARD X PRODUCTS/COMPLETED OPERATIONS X CONTRACTUAL X INDEPENDENT CONTRACTORS X BROAD FORM PROP. DAMAGE X PERSONAL INJURY	XYZ 12345	CURRENT DATE		BODILY INJURY	$	$
					PROPERTY DAMAGE	$	$
					COMBINED	$ LIMIT	$ LIMIT
					INJURY		$ LIMIT
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS (PR ASS) ALL OWNED AUTOS (O IV. PAS HIRED AUTOS NON-OWNED AUTOS GARAGE LIABILITY	00	CURRENT DATE		BODILY INJURY (PER PERSON)	$	
					BODILY INJURY(PER ACCIDENT)	$	
					PROPERTY DAMAGE	$	
					BI & PD COMBINED	$ LIMIT	
C	EXCESS LIABILITY X UMBRELLA FORM OTHER THAN UMBRELLA FORM	JKL 12345	CURRENT DATE		BI & PD COMBINED	$ LIMIT	$ LIMIT
D	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY	FAC 4432	CURRENT DATE		STATUTORY X		
					$ (EACH ACCIDENT)		
					$ (DISEASE POLICY LIMIT)		
					$ (DISEASE EACH EMPLOYED)		
	OTHER						

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

The following are included as Additional Insured with respects to liability: Unit Owner's Name/Unit, Olympic Tower Condominium and their respective employees, ., Douglas Elliman Property Management and their respective employees, Oxford 1 Asset Management (USA) Inc., OT Real Estate Owner LLC, Williston S.A., Victory Real Estate Development Corp., Wells Fargo Bank, N.A., Olympic Gold LLC, Deutsche Bank AG, NY Branch, Goldman Sachs Mortgage Co., Morgan Stanley Bank, N.A., Teachers Insurance and Annuity Association of America

CERTIFICATE HOLDER	CANCELLATION
Attn: Jacklyn Auerbach, Asst. To the Gen. Mgr. Olympic Tower Condominium 641 Fifth Avenue, C1 New York, NY 10022	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL TO MAIL **30 DAYS** WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.
	AUTHORIZED REPRESENTATIVE

SAMPLE