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| **Building’s Moving Procedures** |
| *Please review the following moving procedures prior to the move in date:* |
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| * Moves must occur after 6:00 pm on weekdays, or anytime with advanced notice on the weekends. All move-ins must be coordinated with Management Office at least 48 hours in advance.

 * All move-in/outs require Security guard operation of freight elevator and will be billed back to tenant with OT rates.
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| * Tenant is responsible for supervising move and providing suite and building access.
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| * Floor and wall protection (i.e., Masonite) must be used to cover common area surfaces where items will be moved.
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| * Please notify Management 48 hours prior if you would like to request management to provide any access necessary.
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| * Loading Dock Information:
	+ Movers must park in designated loading zones only: Loading Dock Is located on 3rd Avenue
	+ No Tractor Trailers , 26’ Truck Limit
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| * Elevator Information: Must Use Freight Elevator. Freight will be run by building staff only. No Pallet Jacks, door width – 48”, wall to wall – 7’5”, door to back wall – 5’10”, ceiling height - 10’3”

*\*\*There is not exclusive access to the loading dock or freight elevator at any time.*  |
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