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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 5pm 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. |
| * Tenant is responsible for supervising move and providing suite and building access. |
| * Floor and wall protection (i.e., Masonite) must be used to cover common area surfaces where items will be moved. |
| * Please notify Management 48 hours prior if you would like to request management to provide any access necessary. |
| * Loading Dock Information:   + Movers must park in designated loading zones only: Loading Dock Is located on 3rd Avenue   + No Tractor Trailers , 26’ Truck Limit |
| * 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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