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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 6pm on weekdays, or anytime on weekends with advanced notice. Pleae request the date/time desired as soon as possible to avoid conflicts with reservations of the loadind dock and service elevators.
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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. At the conclusion of any move, the moving company is responsible for removing all trash, packing cartons, and moving boxes. The building trash containers are not to be used for removing debris.
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| * It is recommended that the moving company supervisor visit the building to become familiar with the elevator locations, clearances and conditions before the move is scheduled.
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| * The building has two separate freight elevators accessible through the loading dock. The elevators and the service entrance to the building are the only means to be used for moving boxes, furniture or equipment. Passenger elevators and lobby entrances may not be used during a move. All vehicles used for loading and unloading must use the loading dock. Damage caused to any elevator or to the building during a move will be charged to the tenant. All materials, pallets, etc., to be hoisted in service elevators must be containerized and broken down or sized to fit the cabs and will be limited in weight and size to the capacity of the elevators as follows:
	+ #5 Low-Rise Freight Elevator

(Floors: Sub, Lobby, 2,7 thru 22)Cab Height: 120” or 10’6”Cab Depth: 60” or 5’Cab Width: 90” or 7’5”Door Opening: 4’x6’ 11”-1/2Weight Limit: 3,500 lbs.* + #10 High-Rise Freight Elevator

(Floors: Sub, Concourse, Lobby, 2, 23 thru 37)Cab Height: 120” or 10’Cab Depth:  60” or 5’Cab Width:  80” or 6’5”Door Opening: 4’x6’11”-1/2Weight Limit: 4,000 lbs. |
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