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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 before 8am or after 5pm, or anytime with advanced notice on the weekends.
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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: Located on Sacramento Street Next to the parking Garage
	+ [Freight elevator & Moving Guidelines](file:///C%3A%5CUsers%5Cowells%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CCGL6ZPP1%5CFreight%20Information%20and%20Moving%20Guidelines.pdf)
 |
| Elevator Information: Capacity: 3,500 lbs.Size: 85” long by 62” wide by 147” tallOpening: 41” by 100” |
| Shorenstein Realty Services50 California Street, 1625San Francisco, CA, 94111415-956-5550 |