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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 8:00 AM or after 5:00 PM, 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: Movers must park on Howard Street and use back enterence
 |
| * Elevator Information: Door Opening is 42 inches wide, Elevator Cab is 75 inches wide, Elevator Cab is 58 inches deep, The usible hight is approxemently 100 inches tall
 |
| 188 Spear Property Management Office50 California Street, Suite 1625San Francisco, CA 94111(415)495-1608 |
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