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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. |
| * 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: 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 Office  50 California Street, Suite 1625  San Francisco, CA 94111  (415)495-1608 |
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