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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 5:00am or after 6:00pm, or anytime with advanced notice on the weekends. * Please specify the date and time desired as soon as possible to avoid conflicts with the reservations of the Loading Dock and Service Elevators. Moves need to be scheduled at least one week in advance with the Management Office. |
| * 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. |
| * Loading Dock Information:   + Movers must park in designated loading zones only: The loading dock can be accessed via Jessie Street   + Loading Dock Hours: Monday-Friday, 5:00am-6:00pm   + Freight Hours: Monday-Friday, 5:00am-1:00pm   + Gurney Hours: Monday-Friday, 5:00am-6:00pm |
| * Elevator Information:   1355 Freight Elevator 17’-3” D 9’ H 9’-11” W Door Opening 7’-11’ W x 8’ H  1355 Gurney Elevator: 8’-8” D 9’-2” H 5’-9” W Door opening 3’-11”Wx7’ H  1 Tenth Freight Elevator 11’ 1 1/2in” W 7’ -8” H 17’ 2” D] |
| Market Square  1355 Market Street, Suite 250  San Francisco, CA, 94103  415-437-7100 |