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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: Located on Sacramento Street Next to the parking Garage   + [Freight Elevator & Moving Guidelines](Freight%20Information%20and%20Moving%20Guidelines.pdf) |
| * Elevator Information:   Capacity: 3,500 lbs.  Size: 85” long by 62” wide by 147” tall  Opening: 41” by 100” |
| Shorenstein Realty Services  50 California Street, Suite 1625  San Francisco, CA 94111  415-956-5550 |