|  |
| --- |
| **Building’s Moving Procedures** |
| *Please review the following moving procedures prior to the move in date:* |
|  |
| * Moves must occur after 6:00 pm on weekdays, or anytime with advanced notice on the weekends. All move-ins must be coordinated with Management Office at least 48 hours in advance.

 * All move-in/outs require Security guard operation of freight elevator and will be billed back to tenant with OT rates.
 |
| * 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: Loading Dock Is located on
	+ No Tractor Trailers , 26’ Truck Limit
 |
| * Elevator Information: Must Use Freight Elevator. Freight will be run by building staff only. *\*\*There is not exclusive access to the loading dock or freight elevator at any time.*
 |
| 14th and Spring1150 Spring Street NWAtlanta, GA 30309 |