



## MOVE & DELIVERY PROCEDURES

All deliveries are to be made via the loading dock. The loading dock entrance is accessible from Spear Street between Howard and Folsom. Freight elevator access is monitored by on-site security. Trucks up to 18' in length and 15' in height can be accommodated inside the loading dock. There is a 30-minute limit per delivery.

1. Hours for unlimited use of the freight elevator are:
  - Weekdays – 6:00 PM - 8: 00 AM
  - Saturday and/or Sunday - Anytime
2. Freight Elevator dimensions are:
  - Entrance: 52" wide x 84" high
  - Cab Dimensions: 64" wide x 9' high x 93" deep
  - The elevator has a capacity of 3000 lbs. and serves all floors
3. Please give five (5) business days (if possible) written notice to the Property Management Office prior to scheduling your move or large delivery to reserve the loading dock and freight elevator. This will prevent any scheduling conflicts with other tenants in the building.
4. Additional security may be required for any moves/deliveries requiring more than one (1) trip or 30 minutes in the freight elevator. The additional security will be billed to the tenant at an hourly rate to be determined by the building's security contractor.
5. Include the following information in your notice to the Property Management Office:
  - Tenant name & suite #
  - Date of move and approximate start and finish times
  - Name and telephone number of person in charge of move
  - Moving company name, contact person and telephone number
6. The tenant and/or their moving contractor are responsible for protecting all floors, doors, frames and jambs in their path of travel. Masonite or other hard surface moving material should be used for floor protection with carpet vacuumed after the move. Floor protection should not be taped to the carpet as this leaves a glue residue.
7. Boxes and other rubbish are to be removed completely from the building by the moving contractor via the freight elevator and within the hours set forth above in item #1.
8. Please be sure that your moving contractor adheres to the above procedures as any damage to the common areas of the building will be the responsibility of the tenant.
9. A Certificate of Insurance and Vendor Letter Agreement are to be provided by the moving contractor prior to the move. Insurance Certificate Requirements for Contractor/Vendor are enclosed with this package.

The preceding moving procedures have been provided with the safety and convenience of all building tenants in mind. Please telephone the Management Office (415) 615-0285 as soon as you are aware of your need for the freight elevator so that we can coordinate it right away.