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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 8am or after 5pm, 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:   100 Washington Square Loading Dock can be accessed off of 2nd Avenue South, east of Washington Avenue  111 Washington Square Loading Dock can be accessed off of 3rd Street South, north of 2nd Avenue South   * + Maximum Dock Height:   100 Washington Square Loading Dock: 13’6”  111 Washington Square Loading Dock: 14’2”   * + Maximum Truck Lengths:   100 Washington Square Loading Dock: 48’  111 Washington Square Loading Dock: 48’ |
| * Elevator Information: Freight elevator is located directly off the loading dock. Please coordinate moves with the management office and Security for dedicated elevator service. |
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