

Moving/Furniture Delivery-Rules & Regulations

The following procedures must be adhered to and completed prior to any movement of oversized/heavy merchandise, materials or equipment in the Building.

The protection of the building premises is required during any move-in/out by the tenant or the delivery of items and is at the expense of the tenant and/or construction, moving or delivery company.

Use of the docks, service corridors, freight elevators and stairwells must be reserved and approved in advance through the Property Management Office.

1. The tenant/contractor is responsible for seeing that the moving/delivery company signs-off on, and adheres to, the prescribed rules and regulations regarding any move or delivery/dispatch.
2. The protection of building corridors, doors, stairwells, elevators, floor covering, public areas, lobbies and service areas with cardboard, plywood or other preapproved materials by the Property Management Office is the responsibility and the expense of the tenant and/or their contractor/vendors.
3. The movement of materials, furniture and all other items is limited only to those corridors, stairwells, elevators, and service areas designated by the Property Management Office. Normal movement of oversized/heavy material delivery by tenants is on weekdays after 6:00 pm or on weekends. Both mentioned times will require the submission of a Tenant Request Form and reservation through the OneFacility program.
4. Any move found to be in violation of any of the above rules/regulations will be postponed until the problem is corrected.
5. Any and all debris generated from the move is the responsibility of the tenant or their moving contractor to dispose of immediately. This refers specifically to packing materials. The Building's or Contractor's trash containers may not be used for disposing such materials. Access to the loading dock and pathways to elevators should at no time be obstructed.