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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 7am or after 6pm, or anytime with advanced notice on the weekends. |
| * Tenant is responsible for supervising move and providing suite access. |
| * Floor and wall protection (i.e., Masonite) must be used to cover common area surfaces where items will be moved. * If additional elevators are needed for a move, arrangements may be made to have passenger elevators padded. |
| * Please notify Management 48 hours prior if you would like to request management to provide any access necessary. |
| * Loading Dock Information: For any trucks larger than 50 feet, a Security Guard will need to be hired for the duration of the move to monitor the loading dock entrance while the gate is held open, at the expense of the Tenant. |
| * Elevator Information:   Maximum Weight: 3,500 lbs.  10,000 lbs. (Service Car)  Cab Measurements: 80.5” wide x 64” deep x 88” high  Door Opening Measurements: 53” (Basement)  42” (Ground Floor)  54” (Floors 2-34) |
| Forty-Five Fremont LLC  45 Fremont Street, Suite 310  San Francisco, Ca 94105  415-512-1080 |