



## Procedures for Moving Out

In order for Property Management to accommodate the interests of the tenant and to protect the property, the following policy regarding moving out of the building should be followed. If you have any questions, please contact the Property Management office (636-3600).

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- **Schedule your move with the Property Management office as far in advance as possible. The move will be scheduled based on the availability of the freight elevator.**
- **Provide the Property Management office the following information:**
  - Date of Move – All moves must be scheduled after business hours or on a weekend
  - Time period the freight elevator will be needed
  - Name and telephone number of the moving company and the name of the moving supervisor for the moving company and the tenant employee who will be on-site coordinating the move
  - Proof of insurance coverage for the moving company in compliance with building requirements
  - Property Management should be advised in writing of any special requirements in connection with the move. For example, if supplies, equipment, etc. are due prior to the move, arrangements must be made for use of the freight elevator.
- **All items to be moved must be taken to the main loading dock for removal by the scheduled mover.**
- **Movers must contact the Security Desk upon arrival at the site. The mover will be required to provide identification and state the name of the tenant being moved.**
- **The mover is responsible for laying down masonite boards end-to-end from the freight dock doors to the freight elevator lobby. The masonite boards are provided by building management and are stored in the freight dock corridor. The mover will need to supply masking tape to secure the boards.**
- **The Freight elevator (located in the back hallway near Stairwell A) may be used for moving. Passenger elevators may not be used to carry equipment or materials from tenant spaces.**
- **The moving company and the tenant will be responsible for leaving the building and premises in broom clean condition and for removing all boxes and other trash generated in the move.**
- **The office space must be completely emptied, including all broken or unwanted electronic/computer equipment, furniture or other property. It is the tenant's responsibility to move such property off site for disposal.**
- **Any and all damage to the building, elevator areas, doors, corridors, tenant spaces, or grounds which the tenant, moving company or its employees or agents cause will be the responsibility of the tenant. The Landlord will accomplish required repairs with the expense billed to the responsible tenant.**

### **Reminder**

1. Contact your telephone company to discontinue service at this building.
2. Provide the management office with your forwarding address and phone number.
3. Set-up a forwarding order for your mail with the Post Office.
4. Once your move has been scheduled, schedule the inspection walk-through with the management office for a date immediately following the completion of your move.
  - *At this time, be prepared to turn in your suite keys, post office box keys and parking card to the management office.*