|  |
| --- |
| **Building’s Moving Procedures** |
| *Please review the following moving procedures prior to the move in date:* |
|  |
| * Moves must be scheduled in advance and must occur before 7am or after 3pm on weekdays, or anytime on the weekends. A security officer will be posted in the freight elevator to facilitate the moving activity. The service is billable at $37 per hour. |
| * Tenant is responsible for supervising move and providing suite and building access. |
| * Floor and wall protection (i.e., Masonite) must be used to protect carpeting from damage, movers must place clean masonite sections on all floor areas where heavy furniture or equipment is being moved. The masonite must be at least one-fourth inch thick and be used in elevator lobbies, corridors and doorways to tenant suites. The mover must also install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be followed during the move. These areas will be inspected for damage after the move. Any damages as a result of the move will be repaired by building management and billed back to the tenant. |
| * 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: The building loading dock is accessible via Wilshire Boulevard. The dock cannot admit trucks over 12 feet 6” high. Bobtail trucks are recommended; 40’ trailers with boxes will not fit. Trucks should park in spaces as directed by building security. Moving companies will be required to remove all boxes, trash, etc. when leaving the building. Any materials left behind will be disposed of by building personnel and the tenant will be invoiced for removal charges. |
| * Elevator Information:   Freight elevator dimensions:  #8: Height 11’6”, Width 5’7”, Depth 6’9”  #33: Height 10’, Width 6’10”, Depth 7’3” |
| Aon Center at 707 Wilshire  707 Wilshire Boulevard, Suite 4840  Los Angeles, CA 90017  213-614-2300 |