|  |
| --- |
| **Building’s Moving Procedures** |
| *Please review the following moving procedures prior to the move in date:* |
|  |
| * Moves must occur before 7am or after 7pm weekdays, 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:
	+ Building does not have a loading dock.
	+ Parking can be found on Montgomery Street for afterhours moves.
 |
| * Elevator Information: See diagram on next page for freight elevator dimensions.
 |
| Russ Building235 Montgomery Street, Suite 1125San Francisco, CA 94104415-421-7424russbuilding@shorenstein.com |

