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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 8am or after 5pm, or anytime with advanced notice on the weekends.
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| * Tenant is responsible for supervising move and providing suite and building access.
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| * Floor and wall protection (i.e., Masonite) must be used to cover common area surfaces where items will be moved.
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| * Please notify Management 48 hours prior if you would like to request management to provide any access necessary.
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| * Loading Dock Information:
	+ Movers must park in designated loading zones only:
	+ 39th Street, between Broadway & 7th Avenue
	+ Loading dock height 11 ft
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| * Elevator Information: [Normal Freight Hours are 7:00am – 5:00 Monday - Friday]
* For moving or delivery of bulk items, the following information would apply:

 **Fees for all moves are as follows:** * Monday- Friday, $160/hour starting at 5:00 PM (no minimum)
* Saturday, $160/hour- 4 hour minimum applies
* Sunday, $320/hour-4 hour minimum applies
* Height: 8 feet Cab width: 5 feet, 7 inches Length
* Depth: 6 feet
* Door Opening Width: 3 feet, 8 inches
* Diagonal length (front floor corner to opposite back wall ceiling): 11feet
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| Shorenstein Realty Services, LLC1407 Broadway, Ste. 2200New York, NY 10018212-944-6090 |