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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. |
| * 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:   + Movers must park in designated loading zones only:   + 39th Street, between Broadway & 7th Avenue   + Loading dock height 11 ft |
| * 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 |
| Shorenstein Realty Services, LLC  1407 Broadway, Ste. 2200  New York, NY 10018  212-944-6090 |