

## **EMERGENCY TELEPHONE NUMBER**

In case of any emergency, such as theft, a fire, or other incidents after normal business hours, we will notify a designated emergency contact from your company. This procedure allows us to alert you as soon as possible in case of any unforeseen circumstances.

## **LOST AND FOUND**

If you lose an item, please check with the Management Office.

## **MOVING PROCEDURES**

Moves during the day are limited to one load in the elevator. All other deliveries need to be performed after hours (between 5pm – 7am)

### **After-Hours Access and Elevator Key**

You will need additional access cards and an elevator key for your move. It will be necessary to coordinate the supply and coding of these access cards to the building for after-hours use. Please indicate the on-site Property Manager at 4040 Civic Center Management Office to indicate the number of cards needed to schedule a convenient time to pick-up the cards. You will also be issued a freight elevator key which will enable your movers to stop the elevator and keep the doors open during the move. We request that you return the access cards and elevator key the next business day following your move. If the elevator key and access cards are not returned, your company will be charged accordingly.

### **Certificate of Insurance**

Please see requirements sent separate by the Property Manager. A valid/approved insurance certificate must be

received by Property Management with 24 hours of a scheduled delivery of any item.

### **Elevator Access**

**The freight elevator is restricted on floors 2, 3 & 4,** therefore using a passenger elevator may be necessary to access these floor. If a passenger elevator is needed for deliveries, pads must be placed in the elevator designated for the delivery. Property Management must have this request AND the insurance certificate at least 24 hours in advance of any delivery. Please contact the Property Manager to discuss further if needed.

Freight elevator Dimensions: 42" x 84" Door opening width  
79 ½ Cab Width  
55 ½ Cab Depth minus rail. (Deduct 2 ½ for rail and add 5" at door opening)  
119" Cab Height

Building Overhang Clearance near Freight: 13' 6"

Land width near Freight: 12 '

### **Protective Materials**

The Building requires standard protection for moving, including Masonite and protection on all wall edges. Please be sure that the movers pay particular attention to protecting the freight and/or passenger elevators and fire doors. Both of these doors have a unique paint on them which is expensive to repair if they are damaged.

### **Truck Access and Parking**

Please have all personnel park in the appropriate, marked parking locations. We request that both cars and trucks be observant of the fire lanes surrounding the building and driveways.

It is difficulty for a trailer over 40 feet in length to reach the freight entrance. In particular, the left turn from the entry

driveway onto the building parking lot can be difficult for large trucks. This is where the palm trees are located.

Damage to trucks and property has been incurred in this location in the past, therefore we recommend that large trucks use the back entrance which is accessible via Scettrini Drive.

For larger pieces of furniture such as large conference tables, removal of the elevator hatch will be necessary. In rare cases, an exceptionally large piece of furniture may have to be moved on top of the elevator car. This work is performed by the building elevator maintenance contractor (ESR) and results in an additional charge. **Pallet jacks are not allowed in any elevator.**

If it is necessary to move an object on top of the elevator or through the escape hatch, the costs will be billed to the Tenant at the current hourly rate (including travel time).

Any problems or damage to the elevator, resulting from overloading, etc., that requires the services of ESR will be billed to the respective tenant.

## **ADDITIONAL CHARGES**

**Movers/Tenants** are responsible for the cleanup of all public areas from the entrance of the building to the tenant suite. Any costs incurred for janitorial services will be passed on to the tenant.

Tenants moving out of the building must ensure that the vacant space is cleaned of any materials, equipment, debris, etc. Charges incurred by the building for the removal of such materials will be passed on to the tenant.