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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 7am or after 6pm, 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: Loading dock is located on 7th Street between L Street and Capitol Mall.   + Loading Dock Dimensions: 10ft (W) x 28ft (D) x 12ft (H) |
| * Elevator Information:   + Elevator Access: Requires access card for access.   + Service Elevator Dimensions:   *Entry Door*: 4ft (W) x 8ft (H)  *Floor Area*: 5 ½ ft (W) x 7 ½ ft (D)  *Height*: 9ft |
| U.S. Bank Tower  621 Capitol Mall, Suite 1475  Sacramento, CA. 95814  916-498-6215 |