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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.
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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: Loading dock is located on 7th Street between L Street and Capitol Mall.
	+ Loading Dock Dimensions: 10ft (W) x 28ft (D) x 12ft (H)
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| * 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 Tower621 Capitol Mall, Suite 1475Sacramento, CA. 95814916-498-6215 |