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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 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:   601 City Center Loading Dock can be accessed off of 12th Street, east of Martin Luther King Jr Way   * + Maximum Dock Height: 14’6”   + Maximum Truck Lengths: 48’ |
| * Elevator Information: Freight elevator is located directly off the loading dock. Please coordinate moves with the management office and note that the freight elevator is never reserved for exclusive use. |
| 601 City Center  601 12th Street, Suite 275  Oakland, CA 94607  510-488-3500 |