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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 6:00 a.m. or after 6:00 p.m. Monday through Friday, or anytime with advanced notice on weekends. |
| * Tenant is responsible for supervising their 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 Building 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 of of 12th Street, east of Martin Luther King Jr. Way. * Maximum Dock Height 14’6”. * Maximum Truck Length 48’. |
| * Elevator Information:   Access to the Building is limited to the freight elevator. THE FREIGHT ELEVATOR IS NEVER RESERVED FOR EXCLUSIVE USE. It must be shared with other parties as needed. If multiple moves are scheduled at the same time, we will work with the different companies involved to have a schedule in place allowing everyone to complete their projects as quickly as possible. |
| 601 City Center  601 12th Street, Suite 275  Oakland, CA 94607  510-488-3500  [601CC@shorenstein.com](mailto:601CC@shorenstein.com) |