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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 8:00 a.m. or after 5:00 p.m., or anytime with advanced notice on the weekends.
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| * Tenant is responsible for supervising move and coordinating dock, suite and building access with Management.
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| * 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/security to provide any access necessary.
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| * Loading Dock Information:
	+ Movers must park in the loading dock. The dock is located on 2nd Ave., between 7th and 6th Streets, next to the Grand Hotel (east side of 2nd Ave.)
	+ Height restriction is 13’ and length is 29’.
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| * Elevator Information: All moving must be done using the freight elevators and must be authorized by Management prior to the move-in date.

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| **Freight Elevator** | **Weight Capacity** | **Door Opening** | **Height** | **Width** | **Depth** | **Access Panel** |
| S 1 | 5000 | 48" x 102" | 125" | 81" | 84" | 18" x 18" |
| S 2 | 5000 | 53" x 102" | 125" | 108" | 58" | 16" x 24" |
| S 3 (Star Tribune Bldg.) | 5000 | 48" x 102" | 125" | 76" | 86" | 18" x 18" |

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