

## Building's Moving Procedures

*Please review the following moving procedures prior to the move-in date:*

- Moves must occur before 8:00 a.m., after 5:00 p.m., or anytime with advanced notice on the weekends.
- The tenant supervises the move and coordinates dock, suite, and building access with Management.
- 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.
- Loading Dock Information:
  - Movers must park in the loading dock. The dock is located on 2<sup>nd</sup> Ave., between 7<sup>th</sup> and 6<sup>th</sup> Streets, next to the Grand Hotel (east side of 2<sup>nd</sup> Ave.)
  - Height restriction is 13', and length is 29'.
- Elevator Information: All moving must be done using the freight elevators and must be authorized by Management prior to the move-in date.

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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