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| **Building’s Moving Procedures** |
| Please review the following moving procedures prior to the move in date:  *\*\*\* All tenant moves exceeding 200 pounds or items that do not fit on a standard delivery dolly must be coordinated with Management.* |
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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. |
| * Tenant is responsible for supervising move and providing suite and building access. * Please notify Management with at least 24 hours notice if you would like to request management to provide any access necessary. |
| * Floor and wall protection (i.e., Masonite) must be used to cover common area surfaces where items will be moved. |
| * Pallet jacks are not allowed inside buildings. * Please enter a Freight Elevator Reservation online or contact the Management Office, including the name of the moving vendor and contact information of the person within company supervising the move. * No propping of building entry doors without being attended at all times. * Loading zones must be used for all loading and unloading. If you need the specific location, please contact Management. DO NOT PARK IN FIRE LANES. |
| Kruse Woods Corporate Park  5335 Meadows Road, Suite 275  Lake Oswego, OR 97035  503-619-3200 |