

FURNITURE MOVING GUIDELINES

Elevator Lobby Openings

Opening: 53" x 88"

Elevator Dimensions

Passenger Elevators

Door Clear Opening 41 1/2 " by 84 "

Cab Inside Dimensions 78" x 48" x 89 1/2"

Protection

Passenger Elevators: Corner boards must be provided on all door jambs, including elevator.

Carpeted floor in elevator cab must be covered with masonite or plywood.

Elevator cabs must be padded - pads to be supplied by building.

Walk-off plates must be provided to protect door thresholds.

Damaged Elevators

Broken safety edges, broken doors, damaged controls will be repaired by the building designated contractor at tenant's expense.

Lobby Level

Floor must be covered with masonite or plywood. Walk-off plates must be provided to protect door thresholds. Doors must be padded and corner boards provided.

Corridor Levels

Corner boards to be provided in corridor areas as required. Suitable protection must be provided to protect walls, doors and elevator lobbies.

Tenant Floors

Carpet protection from elevator to tenant space must be provided either with plywood or masonite.

Walls and doors must be covered as needed. Corner boards must be provided in elevator lobbies and corridors.

Walk-off plates must be provided to protect door thresholds.

Clean-up

Removal of plywood, masonite, tape, pads, corner boards, empty containers, boxes and carts from public areas (corridors, elevators, lobby, etc.) must be accomplished prior to the following business day.

Safety

It shall be the responsibility of the mover/tenant to perform the move in the safest manner possible, avoiding blocking of building corridors, blocking entrances and exits, and avoiding the accumulation of large amounts of combustible materials.

Additional building security personnel are available on request, at tenant's expense.

Damages

Prior to the commencement of moving activities, a representative of tenant and building management will prepare a punch list of building areas involved in the move. Later, a follow-up punch list will be completed to determine any damage caused by movers.

Prior Arrangements

All deliveries of furniture must be arranged in advance with the Management Office.

Should you require further information or assistance regarding your move, please call (858) 456-1801, ext 21 or email jlozier@manchesterfinancialgroup.com.