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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 8am or after 5pm, or anytime with advanced notice on the weekends.
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| * Tenant is responsible for supervising move and providing suite and building access.
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| * Floor and wall protection (i.e., Masonite) must be used to cover common area surfaces where items will be moved.
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| * Please notify Management 48 hours prior if you would like to request management to provide any access necessary.
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| * Loading Dock Information:
	+ Movers must park in designated loading zones only: 17th & Ludlow Streets. Located at the back of the building.
	+ Dock Dimensions are 11’9” h x 22’ w
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| * Elevator Information: Cab Height: 12’ or 120”, Cab Depth; 60’ or 5’, Cab Width; 90’ or 7’5”, Door Opening: 4’ w x 6’11 ½” , Weight limit 4,000 lbs
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| 1700 Market Street Associates LP1700 Market Street, Suite 1515Philadelphia, PA 19103215-568-2520 |