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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. |
| * Tenant is responsible for supervising move and providing suite and building access. |
| * 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 to provide any access necessary. |
| * 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 |
| * 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 |
| 1700 Market Street Associates LP  1700 Market Street, Suite 1515  Philadelphia, PA 19103  215-568-2520 |