

# MOVE-OUT INSTRUCTIONS

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## GENERAL INFORMATION

**IMPORTANT:** Please provide 48 hour notification to the Building Management when moving bulky materials, office furniture or equipment in or out of the building. All such movement must be pre-arranged with the Building Office. All of the following will be subject to Management's approval:

- Time of delivery or movement
- Method of movement
- Routing of movement

Transwestern Commercial Services shall not be liable for injury or damages to any person or property involved as a result of tenant deliveries or move-ins or outs.

Two and four wheel dollies, carts or other type conveyances (with the exception of baby buggies and wheel chairs) must be taken into the freight elevator only. Only packages, cartons or other items that can be carried by hand may be transported on passenger elevators.

Materials that can cause discomfort, inconvenience or damage (such as open paint cans) should not be carried on passenger elevators even though they are carried by hand. All dollies and conveyances of materials, supplies or equipment will be entered through the loading dock and transported via the service hallway to the freight elevator.

When moving furniture or equipment please provide the Building Manager with a letter stating the date and time of the move. If it involves the utilization of a professional moving company, then you must also provide the Building Manager with a Certificate of Insurance for the moving company.

Passenger elevators are not to be used. Freight elevator needs to be scheduled with Building Management.

The tenant will be responsible for ensuring that the building lobby floors (including carpeting, tile, marble and wood) are protected during the move.

