

## 201 MISSION - BUILDING RULES FOR MOVING AND DELIVERIES

### **Prior Arrangements:**

All moves, including moves within the Building, must be arranged with the Building Office at least two days in advance. Our telephone number is 415-856-0286.

A current Certificate of Insurance and an Additional Insured Endorsement must be on file in the Building Office for any contracted moving services.

All moves or deliveries requiring more than 30 minutes use of the dock and/or freight elevator must be made after hours (After 6:00pm, M-F or during the weekend). All after-hour moves/deliveries require an additional security officer be scheduled to staff the loading dock at the tenant's expense.

### **The following are the loading dock and freight elevator billing rates for after-hours deliveries:**

Moves that occur on After-Hours will be billed at \$40.00 per hour, with a four (4) hour minimum. Additional time is billed as incurred on an hourly basis.

### **Loading Dock:**

Hours 7:30 A.M. to 4:30 P.M. Monday-Friday, 30 minute limit.

We have 3 full-service bays, which can accommodate all size vehicles. The bays are located in the parking lot behind the building. The lot is accessible from Howard Street between Beale and Main Streets.

Deliveries requiring 30 minutes or less need to be made during the times stated above.

Approved covering must be used to protect walls, doors and elevator lobbies. Corner boards must be used in corridor areas.

### **Lobbies - Ground Floor and 2nd Level:**

Flooring must be covered with masonite once past the dock and all the way through the common areas until reaching the specific suite. Walk-off plates must be provided to protect door thresholds.

### **Elevators:**

**Freight Elevator use for more than 20 minutes has to be arranged with the Building Office.**

*Passenger elevators are not to be used for furniture moves or large deliveries.*

The freight elevators are 6'x6'x10' and are rated at 4,000 pounds and 1,000 FPM.

Freight elevators cannot be reserved or block/locked off for singular use.

Corner boards must be used on all door jams. Walk-off plates must be used to protect door thresholds.

### **Tenant Floors:**

Corner boards must be used in elevator lobbies and corridors. Walk-off plates must be used to protect door thresholds. Along moving route, carpet must be covered with masonite or plywood. Plus, walls and doors must be covered.

### **Safety:**

It shall be the responsibility of the tenant/mover to perform the move in the safest manner possible. The tenant/mover must maintain clearance of entrances, exits and building corridors. Accumulation of combustible material is prohibited.

Additional Building Security personnel is available upon request; however, this will be at tenant's expense.

### **Clean-Up:**

The tenant/mover will be responsible for removal of masonite, tape, pads, corner boards, empty containers, boxes and other debris associated with the move, prior to the next business day.

### **Damages:**

Any damage caused by the tenant/mover, including but not limited to safety edges, doors, walls, elevator controls, carpets etc., will be repaired by a building-designated contractor at tenant's expense.

A representative of the Building Office will prepare a punch list, prior to moving, of building areas involved in the move, and a follow-up punch list upon completion of the move, to determine any damage caused by tenant/movers.

### **Miscellaneous:**

It is stated by the Health Code Article 19E of San Francisco that smoking is prohibited in all enclosed places of employment. Hence, smoking in the Building is prohibited at all times.

***The Building Management reserves the right to refuse access to movers and delivery personnel, at its discretion.***

***Any mover who violates these moving rules will be asked to leave the Building and may be denied future access.***

*\*prices subject to change*