



88 Kearny Street, Suite 1350  
San Francisco, CA 94108

415-675-7990 Tel  
415-675-7994 Fax

## **GUIDELINES FOR MOVES & DELIVERIES**

88 Kearny Street has a small loading dock in the parking garage. Small deliveries can be made through the loading dock (maximum vehicle dimensions are 17 feet long by 10 feet tall), which is accessed through the garage entrance at 77 Post Street. Security and Building Management must be advised of all deliveries made using the loading dock and will provide access into the garage.

Deliveries can also be made through the main lobby of the building, as the freight elevator can be accessed from the ground floor.

1. Routine deliveries of copy paper, coffee, office supplies, etc. requiring one elevator trip only may be made via the freight elevator between the hours of 7:00AM and 6:00PM, Monday through Friday.
2. Please give three (3) business days notice to the Building Management Office (415-675-7990) prior to scheduling your move or large delivery. Reserving use of the freight elevator does not guarantee exclusive use. Please be mindful that with one freight elevator on the property, it is necessary to share with other vendors at times.
3. Include the following information in your notice to the Building Management Office:
  - Tenant name and Suite number
  - Date of move and approximate start and finish times
  - Name and telephone number of person in charge of move
  - Moving company name, contact person and telephone number
4. The tenant and/or their moving contractor are responsible for protecting all floors, doors, frames and jambs in their path of travel. Masonite or other hard surface moving material should be used for floor protection. Carpet must be vacuumed after the move.
5. Boxes and other rubbish are to be removed completely from the building by the moving contractor via the freight elevator after-hours.
6. Please be sure that your moving contractor adheres to the above procedures as any damage to the common areas of the building will be the responsibility of the tenant.
7. A Certificate of Insurance must be provided by the moving contractor and approved by Building Management prior to the move.

The preceding moving procedures have been provided with the safety and convenience of all building tenants in mind. Please call the Building Management Office at (415) 675-7990 as soon as you are aware of your need for the freight elevator so that we can make your moving experience as positive and expedient as possible.

<b>VENDOR / CONTRACTOR AFTER-HOURS ACCESS</b>
---

There may be special instances when vendors or contractors need to perform work in your suite during non-business hours. In such instances, please provide the Building Management Office with the following information:

- Company Name
- Name(s) of people who will be performing the work
- Date(s) the work will be performed
- Time the contractor will arrive and depart
- Description of the work being performed
- Certificate of Insurance for Contractor/Vendor
- Letter of Agreement between Contractor/Vendor and Building

Neither Management Staff nor Security will admit your contractor into your suite. Please arrange to meet the vendor or provide him with keys.