

MOVE-IN/OUT PROCEDURES

MOVE-IN PROCEDURES

- **Move-In Hours**
 - Monday – Friday, before 6:00 a.m. and after 6:00 p.m.
 - Saturday – Sunday, 24 hours

- **Contact Tenant Services at least 5 days prior to move in date to reserve:**
 - Loading dock
 - Freight elevator

- **Loading Dock Information**
 - Located on Beaudry St. between 4th St. and 6th St.
 - Clearance height: 15 feet
 - Hours of Operation 5:30 AM – 6:00 PM Monday through Friday
 - Time is subjected to change with out notice

- **Freight Elevator**
 - Front Door dimensions: 84” x 42”
 - Rear Door dimensions: 84” x 59”
 - Interior dimensions: 95” x 54”
 - Interior height: 91”

- **Lay ¼ inch of masonite on floor and provide wall protection from suite to elevator to protect common areas from damage**
 - Security will inspect for damage before and after move-in
 - LACS can provide this service for a fee, contact Tenant Services for costs

MOVE-OUT PROCEDURES

- **Use same information as move-in procedures**

- **Contact Tenant Services at least 5 days prior to move-out date to turn in and complete the following:**
 - Turn in ID's and Parking Hang Tags
 - Production badges
 - Contact Technical Services to turn off Telephone, Fax, Direct TV, Computer and Internet services
 - Contact newspaper/magazine to change delivery
 - Fill out Change of Address Form for United States Post Office
 - Arrange for a suite walk through with Tenant Services at ext. 2306
 - Provide Accounting department with forwarding address

