

# Salesforce Tower

## TENANT MOVE-IN AND MOVE-OUT PROCEDURES

For the benefit of all tenants, the following move in/out procedures have been initiated to reduce congestion and noise in your building. Please review the policy and forward a copy to your delivery and/or moving company. Failure to comply with the following rules may result in mover being asked to discontinue move and being barred from future access to the building.

1. The moving of large quantities or oversized furniture, equipment, or supplies must be scheduled for *after normal business hours* – after 6:00 p.m. Monday – Friday, or anytime on weekends and building holidays. All moves & deliveries must be coordinated through the Management office. Please call 404-237-7666.
2. Loading Dock and freight reservations are scheduled on a first-come, first-served basis.
3. The following information will be REQUIRED for our records. Please complete this section and return to Mgmt. office prior to scheduled move.

- a. Name & phone number of employee(s) overseeing move activities

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- b. Name and address of moving company

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- c. Number & size of trucks to be used \_\_\_\_\_

- d. Number of laborers to be used \_\_\_\_\_

- e. Date, start time and approximate duration of move

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- f. Name & phone number moving company Project Lead person(s)

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- g. Moving company Certificate of Insurance expiration date.

(Office use only) \_\_\_\_\_

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4. Clean masonite sections must be used as runners on all flooring in the building. The masonite should be at least ¼ inch thick. No protection required on loading dock level. Move equipment (dollies, etc.) should be in good working order.
5. The mover must provide and install protective coverings on all vulnerable corners, walls, door facings and other areas along the move route (tenant space to freight elevator lobby). Corrugated cardboard acceptable. These areas will be inspected for damage before and after the move.
6. Duct tape should NEVER be adhered to the floors, walls, door jams or doors.
7. The tenant must make arrangements with the Management office for the use of the elevator. A firm arrival time needs to be established. It will be the responsibility of the moving company to verify the size of the elevator cabs and determine if any materials must be carried on top of the cab. If so, the Building Engineer must have 48-hour notice to coordinate with the elevator company. **Additional expenses will be paid by the tenant.**
8. It shall be the responsibility of the mover/tenant to perform the move in the safest manner possible to avoid blocking building corridors, entrances and exits, impeding traffic in parking lot and the accumulation of large amounts of combustible materials.
9. The moving company must take offsite for disposal all debris, trash and/or materials accumulated as result of move the same day. **Use of building dumpsters and/or compactors is not permitted.**
10. Smoking is only allowed in designated areas on parking levels P8 and P9.
11. Radios/boom boxes are prohibited.
12. All moving company employees must be in uniform or wear some form of identification.
13. The moving company must carry insurance. Contact the Mgmt. office for sample COI for use as reference to ensure proper ownership wording.