

Standard Procedures Move-Ins / Move-Outs / Freight Deliveries

The following is the standard operating procedures for any move-ins/move-outs and or large equipment deliveries at Santa Clara Square. All customers and their contractors must comply with the following requirements:

- Large moves and deliveries are to occur after regular building hours - after 6:00 p.m. and before 8:00 a.m. on weekdays or anytime on the weekend.
- Moving arrangements must be made at least 72 business hours in advance through the customer resource center team. Prior to the move, the customer and customer resource center team will determine the path of move.
- No moving of any kind is allowed over wood, tile or carpeted common areas such as lobbies, elevators and hallways unless masonite has been placed down to cover all areas. (Customer's vendor to supply).
- No equipment or material of any kind shall be left blocking hallways, entrances or parking lots. All items must be taken directly from the moving vehicle into the suite. Pallet truck/jacks are not allowed.
- Tenant/movers shall be liable for any damages incurred in the move. All wiring installed in ceiling must be Plenum rated. (I.e. communications and /or data wires) and installed by a vendor approved by the management office. Any re-keying of locks must be done by Customer Resource Center team.