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| **Building’s Moving Procedures** |
| *Please review the following moving procedures prior to the move in date:* |
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| * Moves must occur before 8am or after 5pm, or anytime with advanced notice on the weekends. |
| * Tenant is responsible for supervising move and providing suite and building access. |
| * Floor and wall protection (i.e., Masonite) must be used to cover common area surfaces where items will be moved. |
| * Please notify Management 48 hours prior if you would like to request management to provide any access necessary. |
| * Elevator Information: Maximum weight is 4,500 pounds. Dimensions are: * Opening 4 feet wide by 8 feet high * Interior 7 feet wide by 6 feet long by 8.5 feet high |
| Fountainhead  1625 W. Fountainhead Pkwy  Tempe, AZ 85282  (480) 549-0088 |