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| **Building’s Moving Procedures** |
| *Please review the following and provide relevant information to the Building Management Office three (3) weeks prior to the intended move date.*  |
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| * Moving must occur before 8 a.m. or after 5 p.m., or anytime with advanced notice on the weekends. Elevators are available for use during non-business hours with the approval of the management office.
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| * Tenant is responsible for supervising the moving process as well as providing suite and building access, unless other arrangements are made in advance. For the benefit of all Tenants, deliveries can only be accommodated on evenings and weekends. Please specify the date and time desired as soon as possible to avoid conflicts with reservations of the freight elevators. Additionally, the name of the moving company, telephone number and contact information of the onsite moving supervisor must be submitted to management.

*Please notify Management 48 hours prior if you would like to request management to provide any access necessary.** The moving contractor or Tenant should contact the management office so that use of the elevator can be scheduled.The Tenant requesting the move will be held responsible for any damage to the building during the move. It is the Tenant’s responsibility to obtain a Certificate of Insurance from the moving company prior to the move. Movers must report any electrical problems or equipment breakdowns that occur. At the conclusion of any move, the moving company is responsible for removing any trash, packing cartons, and moving boxes. The building trash containers are not to be used for moving debris.
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| * Floor and wall protection (i.e., Masonite) must be used to cover common area surfaces where items will be moved. Floor protection is required specifically for any items weighing in excess of 200 pounds so as not to damage/crack tile or roll the carpet. No pallet jacks are allowed inside Lincoln Center. Any pallets used for deliveries must be removed by the vendor at the time of delivery.  Additionally, to ensure our buildings remain secure, building entry doors must never be propped open.
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| * The movers are required to utilize the designated, striped loading zones only. **Please do not park in the fire lanes or a main entries.** For reference,Site Maps that indicate the location of each loading zone are available by contacting the Building Management Office.
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