

## **WALNUT CREEK CENTER MOVING PROCEDURES**

Please call the Building Office at (925)287-1938 and provide notification in writing at least one week prior to your move-in/move-out so that appropriate arrangements can be made and the freight elevator reserved.

**Moving Hours:** Monday through Friday – after 5:30 p.m.  
Saturday – 7:30 a.m. to 3:30 p.m.

**Please Provide:** Name of moving firm and its representative  
Date and time of move  
Security requirements (if any)

**Insurance:** All moving companies working at Walnut Creek Center must provide Building Management with a Certificate of Insurance showing coverage at least 24-hours before the move in is to take place.

**Rules for Movers:**

1. Clean masonite or plywood floor protection runners, taped together to inhibit sliding, must be used on all finished floor surfaces, including carpeting.
2. Movers must provide and install protective coverings on all walls, door facings and frames, and other areas along the route to be followed during the move. (Building Management will provide freight elevator pads.)
3. Any damage to the building or fixtures caused by movers will be repaired and/or paid for by the moving company and/or the tenant.
4. Only the freight elevator will be used for the movement of Furniture, equipment and supplies unless prior written approval to use additional elevators is granted by Building Management.

**Move-Outs:** All keys, access cards and parking cards that have been assigned out to you must be returned to Building Management.

**Tenant is responsible for the removal of all telephone and data cabling from Premises upon vacating said space unless otherwise directed by Landlord. Your contractor is familiar with procedures and must leave a pull string at each termination. They must provide a Certificate of Insurance naming Landlord and Management as additional insured.**

Please provide Building Management and the U.S. Postal Service with your forwarding address.