

MOVING & VENDOR ACCESS RULES & REGULATIONS

- If you are moving onto or off a multitenant floor or have a large group moving in or out of a single tenant floor, it must be done afterhours or on the weekend to avoid disruption.
- The loading dock cannot be reserved. It is shared with the hotel and is available on a first come first serve basis. If a vendor arrives and the dock is full the guard will let them know what to do until space is available. **PLEASE SEE LOADING DOCK RULES AND PROCEDURES for more detail.**
- Onsite parking is not provided for tenants, visitors, contractors or vendors in the loading dock or the garage unless you are a paying monthly parker. Tenants do have the option to offer valet parking through the Doubletree Hotel by purchasing vouchers from LAZ Parking for payment.
- The freight elevator cannot be reserved. It's available on a first come first serve basis.
- The passenger elevators are off limits to all vendors/contractors and tenants moving in or out.
- All vendors/contractors must check in and out at the front desk each visit the property. If permitted, they will be issued a card to operate the freight elevator that is to be turned in at check out.
- Vendor access to tenant floors/suites after hours is not permitted unless arranged with the management office in advance. If the tenant is on site, at the time the vendor arrives, they may come down and approve their access. If no arrangements are made the vendor will be asked to contact the tenant and arrange access at a later date. The guards do not have access to suite keys.
- If a vendor/contractor needs access to an electrical or telecommunications closet ask for Gary Wood or Raymond Coleman at the front desk and they can assist you. Access will not be given after hours without a member of management on site.
- A COI is required from all vendors/contractors if they will be performing any work on site. This includes movers and delivery companies. Contact the Property Manager for COI requirements.

- Suite keys and a mail keys will be issued prior to move in by the Property Manager. You will also be contacted prior to move in to provide the suite sign specifications and digital directory information.