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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 8:00 am or after 5:00 pm, 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 necessary access. |
| * Loading Dock Information:   + Movers must park in designated loading zones only:   Loading Area located on east side of 6201 America Center Drive |
| * Elevator Information: 7 ft 8 in X 5 ft 6 in X 9 ft |
| America Center  6201 America Center Drive  San Jose, CA 95002  408-520-5030 |
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