

# 1670 Broadway

## Delivery & Moving Guidelines

The following delivery and moving guidelines have been developed to ensure a safe and efficient move for you and your organization. We would be happy to answer any questions you have!

- Notify us in writing as soon as possible as to the date and time of your scheduled move. All moving arrangements must be cleared by the Management Office
- Large moves must be handled through use of the freight elevator, unless otherwise authorized by the Management Office. If other elevators are approved for use, the moving contractor will be responsible for supplying and installing wall pads, floor coverings and door jamb protection to the interior elevator cab.
- The loading dock is the only building entrance permitted for large moves. Both the freight elevator and the loading dock must be reserved to accommodate large moves and deliveries.

### **The delivery/moving contractor:**

- Must provide a certificate of insurance prior to the move. All deliveries are to be received through the building loading dock. The dock may be accessed from Lincoln Street. A dock attendant will be on site to assist you. All vendors accessing 1670 Broadway must have a current certificate of insurance on file in the Management Office that reflects the required limits of liability and the correct certificate holder and additional insured language prior to admission to the property. Contact the Management Office if you need the required specifications.
- Will be responsible for any and all damage to the building incurred during the move.
- Will be required to remove all trash and bulky packing items.

The building has a strict "No Smoking" policy. Moving crew members are not permitted to smoke in any area of the building, parking structure or the loading dock.

The fire marshal prohibits the blocking of any fire corridor, exit door, elevator, lobby or hallway. Do not park vehicles in fire lanes.

Please use the freight elevator for all deliveries. Exterior access to the freight elevator is from the loading dock on the east side of the building on Lincoln Street. **The loading dock is open Monday-Friday from 6am-2pm.** Deliveries made outside of those hours must be scheduled and approved before hand with the Management Office.