



Moving Policy & Guidelines

- A qualified, professional moving company/service is required for all moves. The moving company shall comply with rules and regulations of the building and shall submit a current certificate of insurance that meets property requirements at least 48 hours prior to the scheduled move. Please see below for property insurance requirements.
- All moves must be scheduled **in advance** through the Management Office. Even small, single office moves must be scheduled, and must be made using the freight elevator and the loading dock.
- To help avoid conflicts with freight elevator usage, moves and large deliveries may be scheduled as far in advance as possible, but must be made no later than **5 business days in advance**. Tenants may schedule a move by phone by calling (770) 569-1124.
- All moves and large deliveries must be performed **before 7 a.m. or after 6 p.m.** on weekdays, or anytime on the weekend. Saturdays are often considered ideal days for a scheduled move. **For the safety and comfort of all tenants, no moves are permitted during normal business hours.**
- All moves **MUST** be performed through the loading dock area behind the building. Boxes and furniture are not permitted to be moved via the passenger elevators or the lobby, and **NO** moves are permitted through the front doors.
- Service corridor widths vary per building. Please see below for a list of building measurements. Corridors that are not large enough for items to be moved via pallet jack must be unloaded from the pallet at the loading dock.
- The moving company **MUST** take all precautions to protect the building from damage during the move. This includes but is not limited to protection on all walls, floor surfaces, corners, door frames, and freight elevator. Please take precaution to make sure that floor protection is securely fashioned and will not be a trip hazard.

- All protection must be inspected by Sanctuary Park Security **PRIOR** to beginning the move/installation/delivery. The mover will be responsible for contacting Sanctuary Park Security at **770-569-5493** to have protection inspected.
- The mover must also contact Sanctuary Park Security **AFTER** completing the move/installation/delivery to have the premises inspected for damages. Tenant will be billed for any damages caused during the move/installation/delivery.
- Our building has a strict “No Smoking” policy. Crew members are not permitted to smoke in any area of the building.
- The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park ANY vehicles in front of the building.
- Sanctuary Park makes every effort to accommodate furniture installation during business hours, however if the work being done by the vendor is noisy such that we receive complaints from other tenants in the building, we will require the vendor to postpone all activity creating the noise until after normal business hours.

WASTE REMOVAL:

- Disposal of office equipment, electronics, furniture, chairs, etc., is not permitted in property dumpsters or compactors.
- Premises should be free of trash and furniture upon completion of your move. Tenants will be charged for dumpster space related to trash and furniture left behind.

FINAL PROPERTY CONDITION:

- All cabling must be removed and any floor cores patched.
- Server racks must be removed completely.
- All water lines in breakrooms must be capped.
- All supplemental HVAC units must be removed.
- All appliances must be removed.
- All low voltage systems like card access, security cameras, doorbells, buzzers, etc., must be removed and any affected common areas repaired.
- All high voltage electric must be taken back to the wall and covered with a blank electrical plate.
- All furniture must be removed.

- All interior signage must be removed.
- All satellite dishes must be removed and affected roof must be repaired by Landlord's preferred vendor.

PROPERTY DAMAGE:

1. Please note any damage to the building caused by your moving company is your responsibility. Please advise the management office of any damage. Any required repairs to the building will be performed by property contractors and invoiced directly to the tenant.
2. For your protection, it is recommended that a walk-through of your suite with the property manager and the moving company be done **24 hours prior to your move** to observe existing conditions.

KEYS & ACCESS CARDS:

At the expiration of the lease, all keys and access cards must be returned to the management office.

Should you have any questions or concerns, please feel free to contact the Management Office at (770) 569-1124.

SANCTUARY PARK FREIGHT ELEVATOR DIMENSIONS

Lake View I/1105 Lakewood Parkway - Freight Elevator Dimensions

<i>Inside</i>	Width 67 in.	Height 9 ft.	Depth 63 in.
<i>Door</i>	Width 42 in.	Height 8 ft.	
<i>Capacity:</i>	3,500 Pounds		

Lake View II/1145 Sanctuary Parkway - Freight Elevator Dimensions

<i>Inside</i>	Width 67 in.	Height 9 ft.	Depth 63 in.
<i>Door</i>	Width 42 in.	Height 8 ft.	
<i>Capacity:</i>	3,500 Pounds		

Oak View I/1165 Sanctuary Parkway - Freight Elevator Dimensions

<i>Inside</i>	Width 67 in.	Height 9 ft.	Depth 63 in.
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Door Width 42 in. Height 8 ft.
Capacity: 3,500 Pounds

**Oak View II/1185 Sanctuary Parkway - Freight Elevator
Dimensions**

Inside Width 67 in. Height 9 ft. Depth 63 in.
Door Width 42 in. Height 8 ft.
Capacity: 3,500 Pounds

**Hillside/1150 Sanctuary Parkway - Freight Elevator
Dimensions**

Inside Width 64 in. Height 106 in. Depth 88 in.
Door Width 4 ft. Height 8 ft.
Capacity: 4000 Pounds

**The Falls/1125 Sanctuary Parkway - Freight Elevator
Dimensions**

Inside Width 84 in. Height 9 ft. 6in. Depth 74 in.
Door Width 40 in. Height 8 ft.
Capacity: 4,000 Pounds

**Stonebridge I/1120 Sanctuary Parkway – Freight Elevator
Dimensions**

Inside Width 68 in. Height 10 ft. Depth 90 in.
Door Width 42 in. Height 8 ft. 4in.
Capacity:

**Stonebridge II/1110 Sanctuary Parkway – Freight Elevator
Dimensions**

Inside Width 87 in. Height 111 in. Depth 64 in.
Door Width 42 in. Height 105 in.
Capacity: 4000 Pounds

**Stonebridge III/1130 Sanctuary Parkway – Freight Elevator
Dimensions**

Inside Width 64 in. Height 9 ft. Depth 8 ft.
Door Width 4 ft. Height 9 ft.
Capacity: 4000 Pounds

Protection for all Freight Elevators

- Corner boards must be secured on elevator door jams
- The cab must be padded (pads supplied by building)
- Walk-off mats must be provided to protect door thresholds
- Mirrors in elevators must be protected

Damage to Elevators

Damaged safety edges, doors, and controls are to be repaired by the building's designated contractor at tenant's expense.

SANCTUARY PARK
Preferred Movers

1. Hilldrup
Nigel Kelly
Director of Business Development
(770) 491-7822 office
(770) 408-8532 cell
Nigel.Kelly@Hilldrup.com
2. DeKalb Office
Chip Allen
Director of Services
(770) 360-0291 office
(678) 983-4915 cell
callen@dekalboffice.com