



1515 Poydras Street, Suite 105
New Orleans Louisiana 70112
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Moving Procedures

In order for building personnel to accommodate the interests of the tenant and to protect the property, the following policies regarding movement of suite furniture and equipment should be followed. If you have any questions regarding these policies, please contact the Tenant Services Representative in the Management Office of the building.

1. Schedule as far in advance as possible, your move with the Tenant Services Representative at (504) 585-2670. The move will be scheduled based on the availability of the freight elevator.
2. Provide the Management Office of the building with a letter listing the following information:
 - a) Date of move.
 - b) Time period the freight elevator will be needed.
 - c) Name and telephone number of the moving company and the name of the moving supervisor for the moving company and tenant.
3. The Management Office of the building should be advised in writing of any special requirements in connection with the move. For example, if supplies, equipment, etc. are due prior to the move, arrangements must be made for use of the freight elevator.
 - a) Moves **may not** be held during business hours.
 - b) All moves must be scheduled **after** 5:00 PM.
4. Moving Procedures
 - a) All items to be moved must be taken to the main loading dock,
 - b) Movers must contact the security desk in the Main Lobby upon arrival at site. The mover will be required to provide identification and state the name of the tenant being moved.
5. The moving company and the tenant will be responsible for leaving the building and premises clean by removing all boxes and other trash generated as a result of the move.
6. **Any and all damage to the building, elevator areas, doors, corridors, tenant spaces, or grounds which the tenant, moving company or its employees or agents cause will be the responsibility of the tenant.** The Landlord will directly bill the tenant for all required repairs. It is the tenant's responsibility to deal with their mover to be reimbursed.



The following section defines specific information that your mover should be told. A copy of this section should be given to those moving companies bidding on your move.

Instructions to Movers



1. Inspection of Premises

The mover is responsible for inspecting the tenant premises prior to the move. The mover should acquaint himself with the conditions existing in the premises, so that he may furnish equipment and labor necessary for the orderly, timely and efficient movement of furnishings and equipment. The mover should be aware of the facilities of the building and the conditions, including safety precautions under which the work must be accomplished. **A meeting between the Tenant, moving company and Property Management representative must be set up prior to the move occurring. Please contact the Management Office of the building to set up this meeting.**

2. Use of Elevators

The freight elevator near the loading dock is to be used for moving. Passenger elevators may not be used to carry equipment or materials to tenant spaces. Please make sure that your vendor has verified the pathway to and from the loading dock to your suite has the proper clearance.

3. Services to be furnished by Mover

- a) Supervision, Labor, Materials and Equipment - The mover shall furnish all supervision, labor, materials, supplies and equipment necessary to perform all the services contemplated in an orderly, timely and efficient manner. Such equipment shall include among other things dollies, trucks, etc. as may be required. All material handling vehicles used in the interior of the building must have rubber-tired wheels and must be maintained free from grease and dirt.
- b) Crating, Padding and Packing Material - The mover should take every precaution by means of crating and padding to safeguard property from damage. All padding and packing material are to be removed by the mover. The mover shall also furnish, install and remove floor covering, along with wall and glass protective material, wherever necessary, to protect the building from damage, as requested by management.

Listed below are the dimensions of the 1515/1555 Poydras Loading Dock

1515 Loading Dock

Height- 18' 5"

Depth- 41' 0"

1555 Loading Dock

Height- 16' 9"

Depth- 52' 0"