



## 1515/1555 Poydras - Moving Procedures



In order for building personnel to accommodate the interests of the tenant and protect the property, the following policies regarding movement of furniture and equipment should be followed. If you have any questions about these policies, please contact the Management Office at [tsrpoydras@am.jll.com](mailto:tsrpoydras@am.jll.com).

- A rolling dumpster may be requested to remove extra trash. Two (2) dumps are allowed per day at no cost. If a tenant exceeds two (2) dumpster removals a day, there is a \$25 per dump overage charge. Requests can be made using our online work order system: <https://secured.360facility.net/poydras/360LoginScreen.asp>
- 1515/1555 Poydras **does not accept electronic waste ("e-waste") disposal in daily trash removal or rolling dumpsters.** Electronic waste includes computers, monitors, printers, photocopiers, telephones, cell phones, fluorescent lamps and batteries. Please make other arrangements for disposal or contact the management office for a quote for this removal.
- 1515/1555 Poydras **does not accept furniture disposal in daily trash removal or rolling dumpsters.** Please make other arrangements for disposal or contact the management office for a quote for this removal.
- Schedule your move with the Management Office as far in advance as possible. The move will be scheduled based on availability of the freight elevator.
- Provide the Management Office a completed [Freight Elevator Request Form](#).
- 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.
- Moves may not be held during business hours.
- All moves must be scheduled after 5:00 PM. Requests to schedule a move before 5:00 PM must be made in writing and approved by the Management Office.
- Moving Procedures:
  1. All items to be moved must be taken to the loading dock,
  2. Movers must check-in at the security desk in the Main Lobby upon arrival. The mover will be required to provide identification and state the name of the tenant being moved. Tenants are responsible for overseeing the move and must have someone on site to provide access to the movers.
  3. 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.
  4. 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 for possible reimbursement.
  5. All furniture and trash should be removed. The premises should be left in broom swept condition. If any items or large trash is left after the move, the tenant will be charged for the removal of these items.

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

## 1515/1555 Poydras - Instructions to Movers

### **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 pre-move walk through.

### **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.

### **Services to be furnished by Mover**

1. 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 free from grease and dirt.
2. Crating, Padding and Packing Material – The mover should take every precaution by means of crating and padding to safe guard 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 protection 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

**Heights - 18'5"**

**Depth – 41'0"**

#### 1555 Loading Dock

**Heights – 16'9"**

**Depth – 52'0'**