



**CHECK LIST FOR MOVING IN / MOVING OUT
OR DELIVERIES**

- WHEN NECESSARY TO MOVE OR RECEIVE FURNITURE / APPLIANCES OR OTHER LARGE ITEMS, THE OFFICE MUST BE GIVEN AMPLE NOTICE (2 TO 3 DAYS) TO SCHEDULE THE FREIGHT ELEVATOR (#3 ELEVATOR) FOR USE. THERE MAY BE OTHER DELIVERIES ALSO SCHEDULED FOR THAT DAY, SO YOU MAY NEED TO SHARE THE ELEVATOR. THE OFFICE WILL COORDINATE USE OF THE FREIGHT ELEVATOR. THEY WILL HAVE THE ELEVATOR PREPARED AND EXPLAIN MANUAL OPERATION AT THE TIME OF SCHEDULING YOUR MOVE IN / OUT / DELIVERY. ONLY THE FREIGHT ELEVATOR (#3 ELEVATOR) MAY BE USED FOR THESE PURPOSES. A DEDICATED STAFF MEMBER WILL PROVIDE INSTRUCTIONS FOR THE ACTIVITY.
- IN SCHEDULING A MOVE IN / OUT A \$150 REFUNDABLE "DAMAGE DEPOSIT" MUST BE PROVIDED TO THE OFFICE PRIOR TO THE MOVE.
- MOVES MUST BE SCHEDULED MONDAY, WEDNESDAY OR THURSDAY BETWEEN THE HOURS OF 8:00 AM AND 4:00 PM. THE LOADING DOCK IS SCHEDULED FOR THE WAILANA COFFEE HOUSE ON TUESDAY AND FRIDAY MORNINGS. RESIDENTIAL MOVES CAN BE MADE BETWEEN 1:00 PM AND 4:00 PM ON THOSE DAYS. 4:00 PM IS THE ABSOLUTE CUT OFF TIME. THERE ARE NO EXCEPTIONS TO THIS RULE. NO MOVES MAY BE MADE ON SATURDAY, SUNDAY OR HOLIDAYS.
- UNSCHEDULED MOVES ARE NOT PERMITTED. MOVES MUST BE COMPLETED WITHIN THE ALLOTTED TIME CITED ABOVE. THERE ARE NO EXCEPTIONS.
- RESIDENTIAL ELEVATOR LOBBY CARPET AND RESIDENTIAL HALLWAY CARPET MUST BE COVERED WITH A PROTECTIVE COVERING BEFORE THE FREIGHT ELEVATOR WILL BE LOCKED FOR USE. THE EXCEPTION IS THE 5TH FLOOR.
- HOLD ALL BELONGINGS IN THE LOBBY FOYER, AWAY FROM THE ELEVATOR TRAFFIC. OFFICE PERSONNEL WILL HELP YOU TO HOLD THE FREIGHT ELEVATOR SO THAT YOU CAN LOAD AND TRANSPORT WHEN THE INSIDE ELEVATOR LOBBY AREA HAS NO TRAFFIC TO BE INTERRUPTED. STACKING ITEMS IN THE ELEVATOR LOBBY AREAS IS STRICTLY PROHIBITED.
- A SPECIAL STORAGE AREA IS AVAILABLE FOR BICYCLES AND SURFBOARDS. BICYCLES STORED IN THIS AREA MUST IN OPERABLE CONDITION. A \$25 REFUNDABLE DEPOSIT IS REQUIRED FOR A KEY TO THIS AREA.
- USE ONLY SPECIFIED LOADING DOCK AREA ON ALA MOANA BOULEVARD. NO MOVES OR DELIVERIES MAY TAKE PLACE USING 2P/3P GARAGE LEVELS.
- EXCESS BOXES AND PACKING MATERIALS SHOULD BE REMOVED THE MOVERS; RESIDUE BOXES MUST BE BROKEN DOWN AND TRANSPORTED TO THE BASEMENT TRASH ROOM.

**THESE RULES ARE DESIGNED TO ENSURE A SAFE AND TIMELY MOVE
AND TO PREVENT ANY NEGATIVE IMPACT UPON OUR RESIDENTS.
YOUR COOPERATION TO ENSURE A SAFE AND TIMELY MOVE IS SINCERELY APPRECIATED.**

**CONFIRMED
MOVING DATE:** _____

UNIT # _____

SIGNATURE

DATE OF SIGNATURE