

## **DELIVERY AND 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 may have. You may contact us at **(303) 832-1246**.

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 Building Management Office. Tenants and vendors must schedule the dock in advance by emailing [dockrequest@1670broadway.com](mailto:dockrequest@1670broadway.com).

Moves and deliveries must be handled through use of the freight elevator, unless otherwise authorized by the Building Management Office. If other elevators are approved for use, the moving contractor will be responsible for supplying and installing wall pads, floor coverings and doorjamb protection to the interior elevator cab.

The loading dock is the only building entrance permitted for large and or palletized moves. Both the freight elevator and the loading dock must be reserved to accommodate large moves and deliveries.

The 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 is on site to assist you. All vendors accessing 1670 Broadway must have a current certificate of insurance on file in the Building 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 Building Management Office for 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.

**NO PALLETIZED DELIVERIES ARE ALLOWED INTO THE TOWER. ALL PALLETS MUST BE REMOVED BY THE DELIVERY CONTRACTOR.**

The building has a strict “**No Smoking**” policy. Moving crew members are not permitted to smoke in any area of the building, the 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.

The loading dock is open for deliveries from **6 AM to 2 PM Monday through Friday**. Deliveries to be made outside of those hours must be scheduled and approved by the Dock Master.