

Lamesa Properties, Limited's

# Tenant Move-in / Move-out Instructions for the 3701 Kirby Building



- **Notify the Management Office of the desired date of the move at (713) 524-7200 Ext. 100.** For the safety and security of the building occupants, notification must be made 24 hours prior to the move so that security may be notified.

Only one tenant move may occur at any given time. First come, first served.

Moves may occur on almost any day of the week – Sunday through Saturday including holidays.

There are **special hours on the weekdays that must be observed.** Those hours are:

Monday thru Friday  
Before 7:00 AM  
9:00 AM until 11:00 AM  
1:30 PM until 4:30 PM  
And After 6:00 PM

Due to high elevator traffic during some times of the day, these are the only hours available for tenant moves during the work week.

- **All moving companies are required to provide a Certificate of Liability Insurance 24 hours prior to any move.** The certificate may be faxed to the Management Office at (713) 524-7848. Sample insurance certificates can be provided at request.
- **Protection for the building's common area stone and/or tile floors, if applicable, in the form of masonite or other functional material must be used during the move.** Stone and tile floors can be found on many levels of the building – not just the first floor lobby. If this rule is not followed, the move will be suspended regardless of its progress.
- **The freight elevator must be used for the move.** Notify the Management Office if you will need to take the elevator out of service to facilitate the move. This is usually necessary if more than one elevator trip is required for the move.

The freight elevator **ceiling may be removed by building management personnel upon request** if it is necessary for large objects to be moved.

**Moving Truck Set up Map and Elevator Dimensions** are shown in the following diagrams.

KIRBY DR.

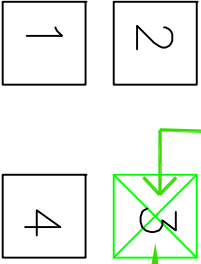
DO NOT PARK HERE

2500 BLK PORTSMOUTH

DO NOT PARK HERE

Enter Here

3701 Kirby Building



Freight Elevator Here

Park Delivery Trucks Here

3701 Kirby Garage



DO NOT PARK HERE

2500 BLK NORFOLK

3700 BLK PARK ST.

