

Lamesa Properties, Limited's

# Tenant Move-in / Move-out Instructions for the 3801 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.

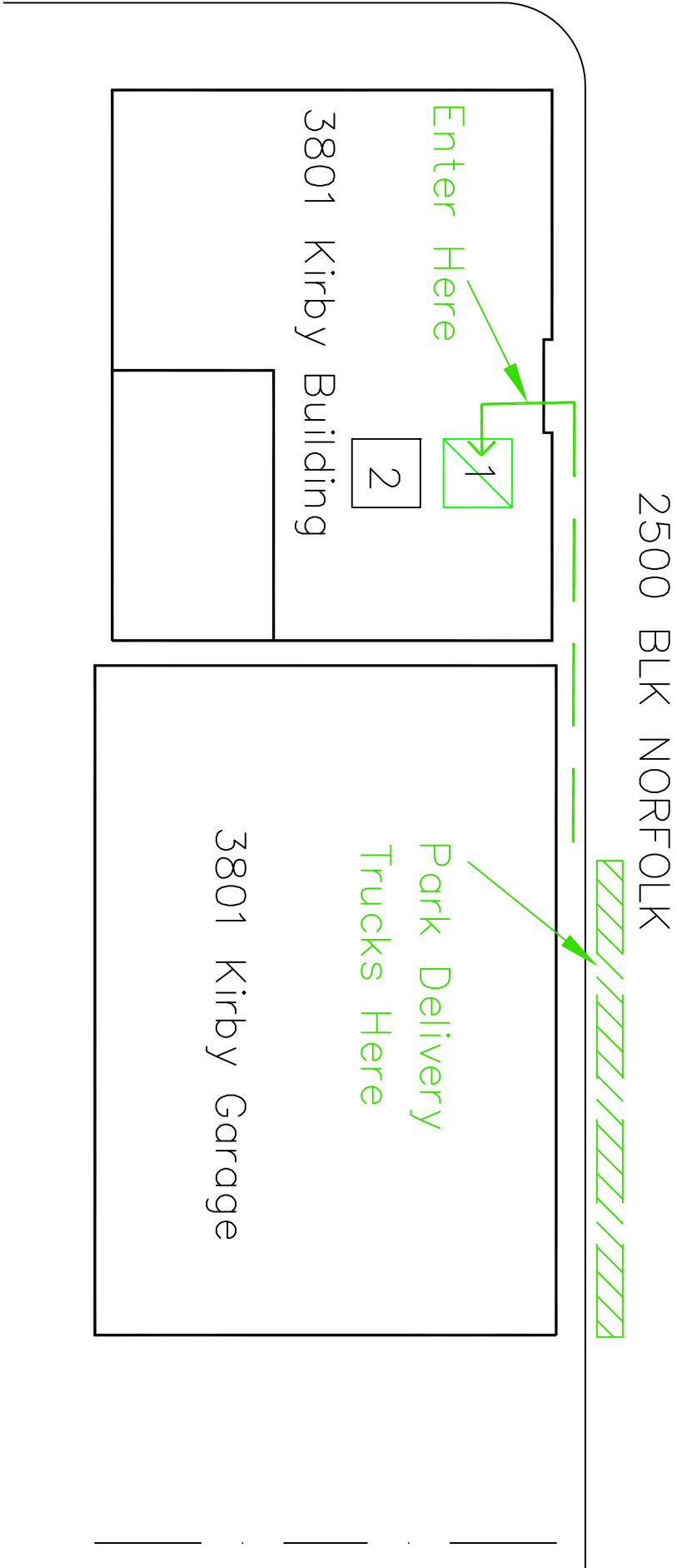
- **All moving companies are required to provide a Certificate of Liability Insurance 24 hours prior to any move.** The certificate may be faxed to the Management Office at (713) 524-7848. Sample insurance certificates can be provided at request.
- **Protection for the building's common area stone and/or 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.
- **Please notify the Management Office if you will need to take the elevator out of service to facilitate the move.**

If the vehicle being use is able to negotiate the parking garage, tenants may use the garage-to-building doors on floors two (2) through six (6) as long as other tenant vehicles or drive lanes are not blocked.

**Moving Truck Setup Map** is shown in the following diagram.

KIRBY DR.

DO NOT PARK HERE



2500 BLK NORFOLK

3801 Kirby Building

3801 Kirby Garage

Enter Here

1

2

Park Delivery Trucks Here