



MOVE-IN INFORMATION & PROCEDURES

At BSC Realty Services, our goal is for you to have a stress-free, no hassle move-in at Satellite Place. Below is some information pertaining to your upcoming move-in at your new space. Please review all procedures and deadlines for required move in items (i.e. list of employee names, suite signage information, etc.).

Move Procedures

For the benefit of all tenants, the following move-in and move-out procedures have been initiated to maintain an orderly, Class A environment, recognize life safety procedures, and reduce congestion and noise in the building. Please review the attached policy. Please forward a copy to your delivery and/or moving company.

1. The moving of large quantities of furniture, equipment, or supplies must be scheduled **after 6:00 p.m. on weekdays, or at any time on weekends or holidays**. All move activity must be coordinated through the management office. Moving of furniture or large quantities of equipment or supplies is not permitted during business hours. This type of activity during the business day poses a life safety issue, as this same corridor and exit is used in the event of a fire emergency and evacuation.
2. The move-in or move-out will be scheduled on a first-come, first-served basis.
3. The following information will be required for our records:
 - a. Name and phone number of employees responsible for the move-in/out.
 - b. Name and address of moving company
 - c. Number of trucks to be used
 - d. Number of laborers to be used
 - e. Date and approximate time of move
 - f. Name and phone number of persons responsible at moving company
 - g. Certificate of Insurance from the moving company

Any mover that does not adhere to the following rules will not be allowed to enter the premise or will be required to discontinue the move.

Satellite Place

4. Clean Masonite sections must be used as runners on all finished floor areas (including elevator floors) where wheel dollies are being used to move heavy furniture or equipment. The Masonite should be at least ¼ inch thick. All sections of Masonite should be taped to prevent sliding. The management office will supply wall pads for the elevators.
5. The mover must provide and install protective coverings on all vulnerable corners, walls, door facings, elevator cabs and other areas along the route to be followed during the move. These areas will be inspected for damage after the move. **Duct tape should NEVER be adhered to the floors, walls, door jams, or doors.**
6. The tenant must make arrangements with the management office for the use of the freight elevator. A firm arrival of time needs to be established. It will be the responsibility of the moving company to verify the size of the elevator cabs and determine if any materials must be carried on top of the cab. If so, the building engineer must have 48 hours' notice to coordinate with the elevator company. **Additional expenses will be paid by the tenant.**
7. Each building is equipped with one freight elevator. All building moves must be completed using the freight elevator. This cab interior is already protected (floor and walls) for move and delivery activity. **Dover Hydraulic Passenger DMC-I.** Dimensions – **8.3ft long x 2.4ft wide x 2ft high / 2500-lb capacity.** Passenger elevators that open to the main lobby should not be used for moves or deliveries.
8. It shall be the responsibility of the mover/tenant to perform the move in the safest manner possible to avoid blocking building corridors, entrances and exits, impeding traffic in parking lot and the accumulation of large amounts of combustible materials.
9. The moving company must remove all discarded boxes and packing materials the same day. **Use of building dumpsters and/or compactors is not permitted.**
10. No smoking is allowed inside the building.
11. All moving company employees must be in uniform or wear some form of identification.
12. The moving company must carry insurance. Please see attached sample for reference.

Satellite Place

MANAGEMENT OFFICE PERSONNEL

Property Manager

Vanessa Harris (770) 476-7646 office
(770) 476-9248 fax
vharris@banyanstreet.com

- Contact for any move related issues or questions.

Property Administrator

Stallisha Williams (770) 476-7646 office
(770) 476-9248 fax
swilliams@banyanstreet.com

- Contact to schedule all move related activity and scheduling of the freight elevator. Minimum 48-hour notice. First come, first serve basis.
- Contact to schedule clearance for after-hours work. Minimum 48-hour notice.
- Contact for Certificate of Insurance requirements

Chief Engineer

Adam Smith (404) 226-2964 cell
asmith@banyanstreet.com

- On-site 6am-3pm
- Contact to schedule clearance for after-hours work. Minimum 48-hour notice.

Security
on approval.

24-hours

(770) 780-4195 cell

