

Electric Avenue – Moving Procedures

We want moves to go as smoothly as possible for everyone, so here are the guidelines:

Residents need to consider the height (10'-2") and weight restrictions (max. 5 tons) of the drive-aisle and the amount of items to be moved when booking moving trucks. The drive-aisle is under Bosa Property's jurisdiction, not Electric Avenue's.

48 hours notice requested and required for all move-ins, move-outs and for large deliveries - anything that would hold up or fill an elevator with items. Deliveries should not coincide with other bookings.

Moves are limited to Managers' hours, elevator availability and following schedule: Monday - Fridays: 9:00 a.m. to 6:00 p.m. + Sat./Sun./Holidays: 10:00 a.m. - 5:00 p.m. After-hours and unscheduled moving activity is subject to fines.

Loading docks at the building are also under Bosa's control and are for Paramount Place's retail outlets. Docks are not for residential use and are not for moving trucks or for residents' deliveries or their Contractors.

Parking on the drive-aisle is allowed only for Moving Truck during the booked move; other vehicles should be parked within Resident' own stall or they will need permission from the Manager to remain on the drive-aisle for moving; otherwise, they will be towed/ticketed without notice.

The Residents should endeavour to be on-time and call the Office to update the Manager if there is any change desired in start or finish time. Using another resident's elevator time-slot will create problems. Time-slots are booked for up to 2 hours. With few exceptions, no move usually needs more time than that.

Elevator booking is for moving of items; it does not include packing & unpacking. In other words, the elevator is to be available for all residents and released back to the Manager as soon as possible. Elevator is to be running between trips to the building. Report immediately to the Manager when you are done with the elevator.

Only the moving elevator (the larger elevator with the pads) can be used for moving; the other elevator(s) must be left for other residents to use freely. The lobby must be kept clear of moving items so other residents can access the area.

Lobby doors should be open only when goods are being transported through and must be closed between loads. Don't use wedges under the lobby doors. Residents need to ensure that security of the building is maintained during their move.

Resident must ensure that all common areas are left damage-free and clean, reporting mishaps to the Manager, if any have occurred.

New Residents should ask for copies of the Residents' Guide, Adopted Rules and an Entry-phone form to fill out. Some info is available on-line – www.electricavenue.info