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| **Building’s Moving Procedures** |
| *Please review the following moving procedures prior to the move in date:* |
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| * Moves must occur before 8am or after 5pm, or anytime with advanced notice on the weekends. |
| * Tenant is responsible for supervising move and providing suite and building access. |
| * Floor and wall protection (i.e., Masonite) must be used to cover common area surfaces where items will be moved. |
| * Please notify Management 48 hours prior if you would like to request management to provide any access necessary. |
| * Elevator Information: 560 Herndon Parkway   L: 52” W: 81” H: 87”  620 Herndon Parkway  Car 1 - L: 51” W: 81” H: 88”  Car 2 - L: 51” W: 69” H: 87” |
| Monroe Business Center  Herndon Parkway  Herndon, VA 20170  571 296 3013 |