

MEMORANDUM

Bayshore Condominium Association, 825 Bayshore Drive, Pensacola, FL 32507

Date: February 17, 2000 - Effective Date

To: **MOVERS**

Subj: Bayshore Condominium Move In / Move Out **Instructions**

1. Moving Vans will not be parked in the circle. The circle is a fire lane and must be kept clear.
2. Moving Vans will only be parked by the loading dock. The dumpster will be placed on the dolly provided and moved clear of the loading dock area.
3. MOVERS will check in with the Manager prior to moving any household goods. Normal hours for moving are 8:00 AM to 5:00 PM Mondays through Fridays.
4. If the Manager is unavailable, MOVERS will check in with the Doorman. MOVERS will provide an estimate of the time it will take to complete the move.
5. MOVERS will rig the EAST Elevator with pads provided by the Bayshore and get an elevator key from the Doorman prior to moving any item.
6. MOVERS will lay flooring provided by the Bayshore to protect the lobby carpet before moving any item.
7. All items to be moved will be moved over the loading dock, over the flooring protecting the lobby carpet, and up / down using the EAST Elevator.
8. Prior to moving any item, MOVERS will provide and lay protective covering over the hall carpet on the floor where the move is taking place to preclude soiling condominium carpeting.
9. MOVERS will check out with the Manager upon completion of the move after ensuring the Elevator is derigged and the key returned to the Doorman, the flooring has been stored, and the move in area is clean. The Doorman will inspect the area before the MOVERS depart the area.
10. MOVERS will acknowledge receipt of these **Instructions** by signing below.

-----Company -----Unit #

-----Name/Date

Copy for MOVER; Copy for Doorman/Manager