

Deliveries:

All deliveries must be made at the loading docks, which are located off the service drive at the rear of each of the buildings. The service drive is a one-way street going north, with access via Evergreen Road and Civic Center Drive. The service drive vertical clearance is at the lowest height 13'2" behind the Westin Hotel and at the 3000 loading dock. If a vehicle is taller than 13'2", please call Security at 248-358-0908 to drop the chains in the alley between the 2000 and 3000 parking structures.

All furniture and equipment for high-rise tenants must be delivered via the freight elevator. The minimum size of the freight elevators is as follows: door opening – 3'6" x 6'6"; cab – 4'2" wide x 8' deep x 7'11^{3/4}" high. The minimum weight limit is 4000 pounds. Dollies or carts used to deliver furniture and equipment to the suite must have rubber tires. Plywood or other similar material must be used to protect the walls and carpeting, and corner boards must be provided on all door frames, including the elevator. Please contact Southfield Town Center Management Office 248-350-2222 or southfieldtc@transwestern.com for "Tenant Forms, Policies and Procedures, Building Rules and Procedures for Contractors" and "Maps and Directions".

It is the tenant's responsibility to remove all boxes and packing material from the premises when the move is completed. Arrangements can be made through the building janitorial service by contacting Janitorial at 248-352-1494.

Any damage to the elevator such as broken safety edges, broken doors, damaged controls, etc. must be repaired by the building-designated contractor at the **tenant's** expense. It shall be the responsibility of the mover or tenant to perform the move-in in the safest manner possible, avoiding blocking of building corridors, blocking entrances and exits, and avoiding the accumulation of large amounts of combustible materials.

Vendors making deliveries or pick-ups for Southfield Town Center tenants are asked to follow these same procedures.