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# Vendor/Contractor Site Information

**Delivery & Moving Companies:** All possible cooperation is expected. It is important that they familiarize themselves with Warren Place and the Tenant space for the final placement of deliveries and furniture.

We prefer that **all** moves take place after regular business hours or on weekends. However, we will allow the move to take place during business hours if coordinated first with Management.

**A certificate of insurance must be on file for ALL companies.**

All contractors working on the move must check in at the Security Operations Center before and after their visit EACH day they will be working on property.

**Please Note: Contractors will be turned away if insurance has not been received or is not valid.**

The dock gates close at 6pm each night and stay closed on weekends. If anyone needs access after-hours, they can buzz in at the gate and security will let them in as long as Management has been notified and/or Security Clearance has already been requested through the Tenant Service website.

**ONE WARREN DOCK:** located on the south side of the One Warren parking garage. Can be accessed off Yale Ave and Saint Francis Drive. The entrance is on the west end of the garage, nearest the hotel. The dock located on the right side belongs the One Warren Place.

**TWO WARREN DOCK:** located on the west side of Two Warren. Can be accessed off 61st Street and Richard Shinn Blvd.

**The freight elevator must be shared at all times.** It cannot be held at any floor, at any time, for any reason. The use of the passenger elevators is absolutely prohibited for moving purposes at any time of day or night. Please ask all vendors/contractors to use caution when transporting items through the building. Any damages to the building or elevators will require repair and will be billed back to the responsible party.

## FREIGHT ELEVATOR DIMENSIONS

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### ONE WARREN PLACE

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Door: 8' x 47 3/4"  
Cab Depth: 8' 6 3/4"  
Width: 5'  
Height: 8'

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### TWO WARREN PLACE

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Door: 8' 6" x 47 3/4"  
Cab Depth: 8' 5"  
Width: 4' 11"  
Height: 11'

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