

Fairway House

2916 Date Street
Honolulu, Hawaii 96816
Phone/Fax 808-734-3697

ELEVATOR GUIDELINES AND PROCEDURES

Please follow these guidelines whenever service personnel, movers, or delivery services need to use an elevator for moving large or heavy objects Into or out of the building.

BUILDING ACCESS

1. The tenant shall make arrangements with the Resident Manager's office for scheduling, a minimum of 2 days (48 hours) In advance for the use and padding of the freight elevator prior to any use.
2. Elevators may be used for freight purposes only between the hours of 9:00 am. to 5:00 p.m. weekdays and 9:00 am. to 4:00 p.m. on Saturdays. (No delivery or Moving allowed on Sundays.)
3. Tenants may use only the elevator designated by the Resident Manager for freight purposes.
4. Designated elevators win not be locked down (reserved) until movers or other personnel arrive on the property.
5. Use lobby double doors near loading/unloading zone in driveway for moves in and out of the building.
6. Tenants shall be responsible for entry/exit of all delivery or service personnel

BUILDING PROTECTION

7. Use cardboard, carpets, pads, or similar protective coverings to protect common walls, main entrance doors, doorjambes and other vulnerable surfaces along the route to be followed during the move.
8. Do not use duct tape or other materials that will leave a sticky residue on any floors, walls, doorjambes or doors.

MOVING COMPANY PERSONNEL CONDUCT

9. All moving company employees or tenants shall notify the Resident Manager of their arrival onto the premises.
10. Parking Is available In service/employees lot only. Each vehicle must have an emergency contact and apartment number clearly displayed on the dashboard.. Do not park vehicles in driveway, except for the loading/unloading of moving van or truck. (Check with Resident Manager for unusual situations)
11. Moving personnel are only authorized to be present in areas related to the move. Building security will remove anyone found in unauthorized areas (such as other floors).
12. While on the premises, moving personnel shall conduct themselves in a professional manner. Be considerate of our tenants while entering or exiting elevators.
13. Disturbance must be minimized all along the route to be followed during the move: no yelling or shouting. Items should not be thrown or dropped.

TRASH AND DISPOSAL

13. Freight related trash: large cardboard, wrapping paper, crates, etc. must be broken down and taken directly to trash room located on ground floor Diamond Head side of the building. Do not use trash chute for disposal.

14. Do not leave any items from move in front of unit or walkways. Large items that cannot be broken down should be placed behind Diamond Head side of building on the gravel for bulky item pickup.

BUILDING EXIT

16. Both before and afterwards, it is your responsibility to check the area along the route of move for trash, rubbish, or debris. Sweep, mop, or vacuum If necessary.
17. Check common walls, doors, elevator along route for any damage(s) occurred during move.
18. Make sure that all moving personnel have exited the building.
19. Lock lobby double doors used during move..
Notify Resident Manager when the use of the elevator is finished or if the elevator will not be in use for a long period of time. Please remember that the residents of the building need access to the elevators, especially during late afternoons.
20. Notify the Resident Manager immediately if there is any damages to the elevators, doors, walls, etc.. Additional damages can sometimes occur if repairs are delayed.
21. It Is your responsibility leave the building In the same condition prior to the move.

By signing below I agree that:

I have read, reviewed, and understand the rules, guidelines, and procedures set by Fairway House on pages 1 and 2.

I will be responsible for the care and supervision of the move. Including the conduct of moving or service personnel.

I am responsible for any and all damages occurred during the move. Including but not limited to parts, repairs, service's, etc..

I will pay for any damage(s) or cleaning fees assessed by Fairway House Resident Manager.

I will pay for any/all attorney fees or legal services required to seek any/all reimbursements for damages caused by myself, hired help, friends, moving or service personnels.

Apt#: _____ Date of use: _____

Reason (Moving/Delivery/Contractors): _____

Estimated Start Time: _____

Estimated End Time: _____

(Tenant Signature & Phone Number)

(Date)

(Resident Manager)

(Date)