

○ Punahou Royale
Move In/Move Out
CHECKLIST

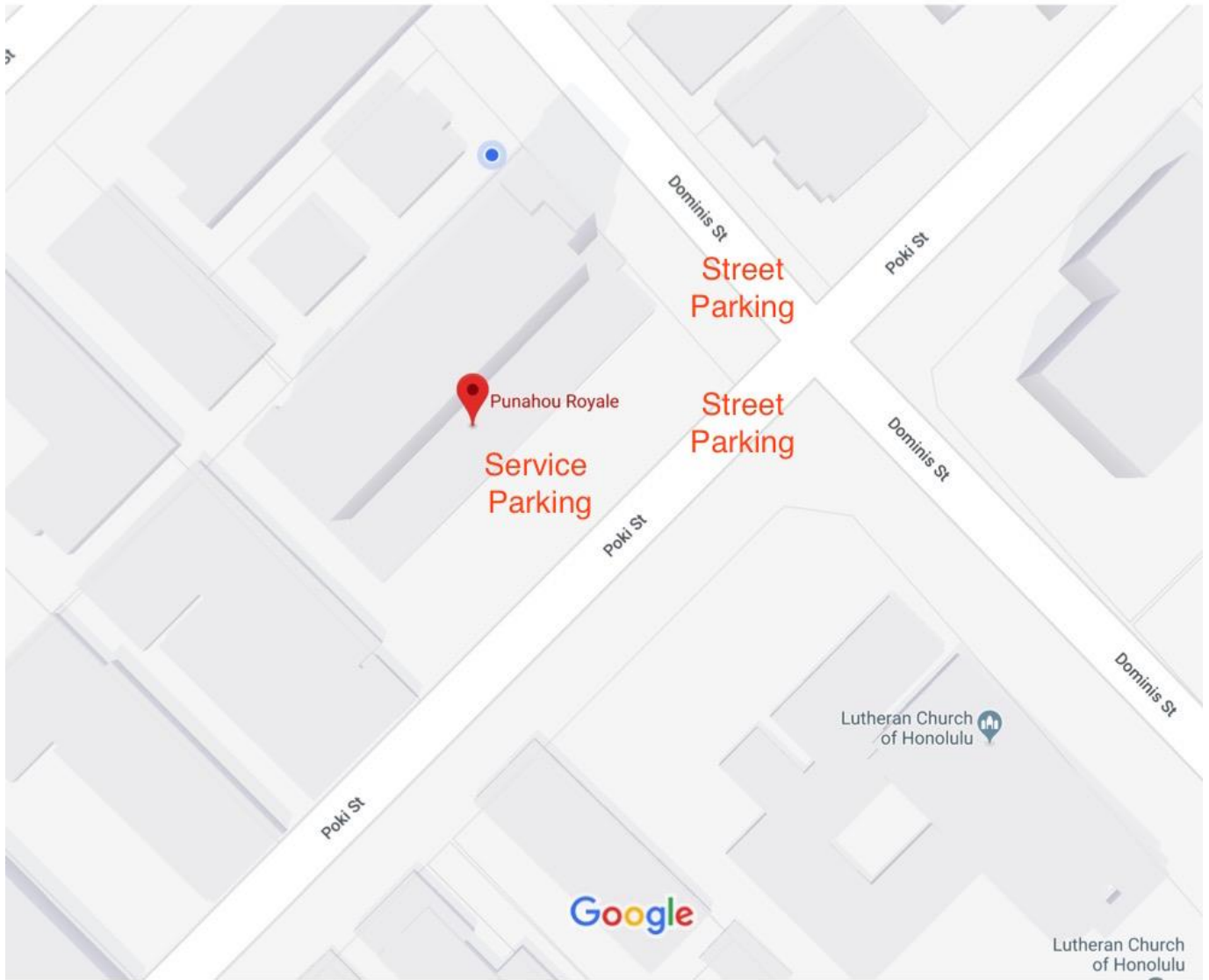
APT #	Responsible Party	Phone #:	Date of Move
<ul style="list-style-type: none">○ Moving hours are between the hours of 9:00 AM and 4:00 PM, Monday through Saturday.○ No moving on Sunday.○ Elevator MUST BE RESERVED 24 hours in advance of moving.○ Moving of furniture, appliances & bulky items is limited to the service elevator (left hand car when facing elevators). If the elevator is not padded do not use the elevator - call the site manager at 955-0014.○ Absolutely <u>do not</u> prop the lobby door open in any manner. The door is a secured door and must only be held open while actively moving items through the door.○ There is no “official” loading zone for move-ins, deliveries, etc. here at Punahou Royale. New residents should discuss parking/loading procedures with the Site Managers. Delivery trucks may find street parking or double park on the street (see Reverse side map). Large moving trucks must find street parking or double park in the street (see Map). Smaller vehicles may want to use their own assigned parking space, street parking or “service parking” located at the grassy area at Poki St. and Dominis (see Map).○ No items being moved are to be left unattended in any landings, lobbies, corridors or any other common areas.○ Corridors in front of apartments are fire safety corridors and must be kept clear and unobstructed at all times. Items being moved must be moved directly from the elevator landing into the apartment and not left obstructing the flow of pedestrian traffic along the corridors.○ The elevator doors <u>cannot</u> be held or propped open. See site manager for elevator lock out key. If elevator is damaged due to beings held or propped open, owner of the unit that is moving will be charged for the repair costs which may be as much as \$500. There will be a charge of \$50 if the elevator key is not returned to the managers.<ul style="list-style-type: none">○ <u>It is the responsibility of the owner/resident to supervise their movers and make sure the movers know and agree to follow these Association rules! Violations & Fines are assessed to the unit owner not to the movers or delivery personnel so it is strongly recommended that the responsible party listed above be on site during moves.</u>			

I have received and read a copy of this checklist & understand that violations and fines may be imposed for the breach of any of the above provisions.

Signature

Date

10.1.18



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