

Royal Coach Moving Rules

MOVING: Facilities Manager or the President must be contacted prior to moving in or out of Royal Coach in order that special instructions can be issued. Advance notice of any move is necessary so that the elevator wall pads can be installed and can only take place between 8:00 AM and 6:00 PM, Mondays through Friday. Movers must park their trucks outside the garage door or in such a way as not to block access into and out of the garage or building. **USING THE FRONT ENTRANCE IS PROHIBITED.** The Royal Coach luggage racks and carts are for owner/resident use only, and they are NOT to be used by movers and other vendors.

- One medium sized moving truck can park in the designated area (marked in red) behind the buildings. It may not block the garage entrance. If you have a larger truck, it may be necessary to park the large truck elsewhere and bring loads up to the building from that location in a smaller truck.
- Furniture and household goods may be moved up the back stairs or, if necessary, taken through the garage to the elevator. Please do not create a backlog of goods in the lobby or garage or in hallways.
- The garage door can be locked open to move goods through. Contact the Facility Manager for help with that. Please be careful of cars entering and leaving the garage. The lobby doors can be kept open as well, but you must have someone stationed in the lobby during that time for security.
- Moving can take place from 8 AM until 6 PM, Monday through Saturday. Please plan your move to be done by 6 PM or schedule for two days.
- Please have your mover provide their own dollies and carts. The ones in our garage are NOT for movers or vendors.