

Schedule Your Moves and Deliveries: Protect Your Property and Our Building

Hours for Deliveries and Moves

Mondays - Saturdays	9:00 a.m. to 5:00 p.m.
Sundays	No deliveries or moves allowed
Holidays	No deliveries or moves allowed

Contact Building Manager

manager@windsorplaza.org

or

(703) 516-4545

- **Moves and deliveries are only permitted Monday through Saturday from 9:00 a.m. to 5:00 p.m. No deliveries or moves are allowed on Sundays or holidays.**
- **Moves and deliveries of large items are not permitted through the lobby.**
- **All moves and deliveries must be scheduled at least 2 business days in advance with the building manager to reserve the loading dock and elevator.**
- **There is a \$300 non-refundable move-in fee that must be paid by check to Windsor Plaza Condominium Association no later than 2 days prior to a scheduled move-in.**
- **The large elevator will be draped with pads to protect both your furniture and the elevator. Do not use the small elevator since there is no pad protection.**
- **The keys to the elevators and loading dock chain must be signed out.**
- **Make sure the loading dock doors are closed or being watched to prevent intruders from entering the building.**
- **Each owner or resident is responsible for taking the trash, debris, crating, or boxes related to the move down to the loading dock, not the trash chute room.**
- **Please be sure that all doors in the loading dock area are securely closed and that the chain is locked when finished.**
- **An inspection will be done before and after the move or delivery. Any damage caused or cleaning required due to the move or delivery will be assessed to the unit owner.**

Windsor Plaza Condominium

<http://www.windsorplaza.org>

Posted: ___ / ___ to ___ / ___

Please see condominium documents for all official rules and regulations

(703) 516-4545