REGENCY

(form 14)

ISLAND DUNES ASSOCIATION, INC.

ELEVATOR PROCEDURE for MATERIAL TRANSPORT

TO:

ALL MOVERS, CONTRACTORS & DELIVERY PERSONS

FROM: Patricia M Fr

Patricia M French-Pacitti, ARM, LCAM

Property Manager

THERE IS ONE ELEVATOR THAT SERVICES EACH TOWER IN THE BUILDING & THE ONLY TRANSPORTATION IF THERE IS A MEDICAL EMERGENCY.

The following procedures have been put in place to safely facilitate moves or deliveries. We aim to keep any inconvenience to other Residents at a minimum and safety at a maximum. For this reason, YOU MUST PROVIDE YOUR CELL #.

FOR LARGE DELIVERIES / MOVES / CONSTRUCTION PROJECTS:

- Back up to the Garage Opening close to the curb leaving plenty of room for vehicles to access and exit the garage parking area.
- 2. Transport items carefully through the garage. Use the Garage Lobby double doors to access the elevator areas.
- 3. Before pushing the elevator "call" button be certain you have items ready to load
- 4. Once the elevator arrives, carefully load from the lobby area; DO NOT LOAD THE ELEVATOR FROM THE TRUCK OR THE CONDOMINIUM UNIT.
- 5. Do not use anything in the tracks to hold the doors open.
- 6. Once the elevator is full, go to the floor where the items will be off-loaded.
- 7. Off-load the items from the elevator into the lobby area of the floor where the unit is located.
- 8. RELEASE THE ELEVATOR so other residents are able to use it
- 9. Place items into the unit.
- 10. CONTRACTORS: Once everything has been off-loaded and in the condominium, move your vehicle immediately to the Contractor Parking area located at the south end of the south building or north end of the north building. Be certain not to block the drive through car wash located at the west side of the north Contractor Parking area.

If there are any questions, or if you have concerns, please contact the Property Manager or Maintenance Coordinator at 772-229-0311.

I have read and will comply with the Elevator Procedure as written above.

Name	Company Name	CELL PHONE
Security Officer Name & Date:		