

Equinox Move-In Schedule and Plan  
8/16/2012

8:00am: Set up key stations in the rear of the Equinox for incoming residents to pick up keys

8:30am: Set up signs in and around 1<sup>st</sup> floor of the building as well as the underground parking garage directing incoming residents to key stations.

9:00am: Inspect parking garage for illegal parkers; ensure maximum parking availability for move in.

10:00am: Begin directing and monitoring traffic into and out of parking garage.

11:00am: Set up "LEFT LANE ENDS: Equinox Move-In Only" caution signs on northwest corner of the W. Mifflin St/Broom St. and the W Johnson St/Broom St intersections.

11:30am: Set up parking cones to block off Broom St. turn lane leading onto W. Gorham St. The cones will then run length of that southern lane until just passed the 409 W Gorham St property line (with a gap for Equinox driveway). Non-incoming resident vehicles can still very easily turn onto W Gorham St from Broom St. as desired by simply using the middle lane to pull up to the stop light on the W. Gorham St/Broom St intersection, and turning left (the lane intending, but not requiring, vehicles to go straight towards State St.).

11:45pm: Place a member of our staff on Broom St. directly where cones begin, they will have a large "Equinox Move-In Only" sign. Their responsibility will be to allow incoming resident vehicles in to the coned off merge lane. There will be another member of our staff at the Equinox driveway, whose responsibility is to direct cars in and out of the garage, and also to direct larger vehicles where to park along the closed off lane as needed (when the garage is full and/or inaccessible to them).

12:00pm: Start officially handing out keys to incoming residents.

12:00pm-5:00pm: Monitor parking garage and street lane heavily at all times to maintain control and utmost safety during move-in.

5:00pm: Take down cones and signs, begin allowing traffic through.

6:00pm: Start taking down key stations

7:00pm: Move-in day complete.