



## **ELEVATOR PROCEDURES FOR DANA POINT MOVE IN/OUT**

When using the elevator for deliveries and Move In/Outs the elevator door of the Padded elevator car can remain open during loading time by signing out for a key in the Management Office which can put the elevator car into “Independent Elevator Service” Mode.

This is done by putting key in the “Independent Elevator Service” slot.

A check made out to Dana Point for a key deposit in the amount of \$100.00. Your check will be returned to you when the key is returned and a final move-in inspection has been completed.