# To schedule a Move, Delivery, Water Shut-Off, or Bulk Item Removal

# please contact Resident Services Coordinator, Daniela Romero at danielaromero@actionlife.com or 619-849-2011,

# Monday through Friday between 10:30AM to 7:00PM.

Move Ins/Outs and Deliveries

During Move Ins/Outs and Deliveries, the left-side elevator will be reserved for the Movers and only the right-side elevator will be available for Residents to use. Please note the elevator wait times may slightly increase during the following scheduled dates and times.

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| --- | --- | --- | --- |
| **Date** | **Time** | **Type** | **Location** |
| Saturday, March 26th | 10:00am – 2:00pm | Move In | 5th Floor, West |
| Thursday, April 7th | 12:00pm – 2:00pm | Delivery | 5th Floor, East |
| Wednesday. April 27th | 8:00am – 12:00pm | Move Out | 5th Floor, East |

Water Shut-Offs

|  |  |  |
| --- | --- | --- |
| **Date** | **Stack** | **Units** |
| Friday, March 25th | 36 | 132, 236, 336, 436, & 536 |
| Monday, March 28th7:00am – 1:00pm | 04/06 | 104, 204, 304, 404, & 504 /106, 206, 306, 406, & 506 |
| Monday, March 28th | 41/43 | 137, 241, 341, 441, & 541 /139, 243, 343, 443, & 543 |

Water Shut-Offs are scheduled at least 48 hours in advance to occur any time between 9:00AM to 1:00PM, usually on a Monday, Wednesday, or Friday when the Facility Technician/Engineer is on-site.

Maintenance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Type** | **Vendor** | **Location** |
| Friday, March 25th | 2:00pm | AC Repair | HVAC | Roof Access |

AC Units are located on the roof, therefore if repairs are needed, the vendor must be scheduled on a Monday, Wednesday or Friday, from 8:00AM to 3:00PM, when the Facility Technician/Engineer is on-site. Please notify management, via the Resident Portal (My Community > Work Orders) or at the Front Desk, if any equipment is inoperable or there is an issue within the Common Areas.