

MOVING PROCEDURES

- Building contact is Venice Swayzer at vswayzer@lpc.com. Copy Mike Sonju at msonju@lpc.com and Bryan Davis at brdavis@lpc.com.
- All moves must be scheduled by the tenant with building contact. **Notice of cancellation MUST be received at least 24 hours in advance to avoid the tenant being billed.**
- Moving companies are required to submit a Certificate of Insurance to the Office of the Building in accordance with the building Vendor Certificate of Insurance requirements. All moving companies must be bonded. Submit COI to Anna Spizzirri at aspizzirri@lpc.com.
- **NOTE: The moving/delivery company is responsible for providing and installing Masonite and protective edges – SEE FLOOR PREPARATION DETAILS BELOW.**
- All trucks must access the property through Lower Wacker Drive. Moving through the main building lobby is prohibited.
- All moving company employees must be union and wear a uniform or some other form of identification.

- **Dock dimensions:**

(North to South)	<u>100 Building (H x W x L)</u>	<u>150 Building (H x W x L)</u>
Bay 1	13' x 12' x 24'	12' x 20' x 24'
Bay 2	12' 10" x 18' x 24'	11' 7" x 19' 9" x 24'
Bay 3	12' x 12' x 24'	12' x 19' 9" x 24'
	Platform Height 3' 8"	Platform Height 3' 8"
	24' long from overhead door to platform	24' long from overhead door to platform

- **Freight Elevator dimensions:**

Capacity is 3500 lbs.

	<u>100 Building</u>	<u>Lo-rise 150 Building</u>	<u>Hi-rise 150 Building</u>
Doorway	42" W x 6' 11" H	42" x 7' 4"	42" x 7' 6"
Height Inside	8' 6" (back 2' is 11' 9" high)	9' 4"	9' 4" (back 2' is 11' 4" high)
Width Inside	7'	7'	7'
Depth Inside	5'	5' 2"	5' 2"

Extra-long pieces not able to fit in the elevator may have to go on top of elevator cab. **Five (5) day notice is needed. NO EXCEPTIONS.**

DOCK ACCESS – MOVE DAY/ FLOOR PREPARATION

- Dock is open Monday – Friday (excluding holidays). Hours are 6:30 am to 2:30 pm for the 100 S. Wacker building and 6:30 am to 3:00 pm for the 150 S. Wacker building.
- Moving truck will be allowed to park in the dock for up to 30 minutes during dock hours to unload equipment. If equipment deliveries are made between 2:30 pm - 4:30 pm the driver will need to ring the night bell outside the dock. After the equipment is unloaded the truck will need to be removed from the dock until the move begins at 5:00 pm unless the truck is small enough for the dock door to close.
- Weekday moves are from 5:00 pm – 10:00 pm. The building hallway and lobby areas are to be kept free of equipment and tenant items being moved until 5:00 pm. **At 4:30 pm the Masonite and protective edges can be put in place.** Saturday Moves/Deliveries can be scheduled anytime between 7:00 am – 4:00 pm.
- Clean Masonite sections must be used as runners on all finished floor areas where large furniture or equipment is being moved with wheel or skid type dollies. The Masonite should be at least one-fourth inch thick. All sections of Masonite should be taped to prevent sliding.
- The moving company must provide and install protective coverings on all vulnerable corners, walls, door facings, elevator cabs and other areas along route to be followed during the move. Never stick duct tape on the floors, walls, doorjambes or doors.

Please read the information above and indicate your understanding of the procedures by signing below:

By: _____

Company: _____

Dated: _____