

MOVING AND DELIVERY PROCEDURES

- All moves/deliveries requiring less than ½ hour of dock and/or elevator use may be made during regular dock hours (6:30 a.m. - 2:30 p.m. for 100 S. Wacker and 6:30 am - 3:30 p.m. for 150 S. Wacker Monday-Friday) at no charge. The use of the freight elevator is nonexclusive.
- All moves/deliveries of smaller items* requiring more than ½ hour and 2 hours of dock and/or elevator use may be made between 12:30 p.m. to 2:30 p.m. for 100 S. Wacker and 1:30 p.m. to 3:30 pm for 150 S. Wacker Monday through Friday at no charge. These moves/deliveries MUST be scheduled in advance on a first come, first service basis through Venice Swayzer at vswayzer@lpc.com and copy Mike Sonju at msonju@lpc.com or call 312-641-3411. The use of the freight elevator is nonexclusive and at that time, the delivery trucks will be asked to leave.

* Items that take two people to load or are as wide as the elevator doors are not allowed during this time period. *

- All moves/deliveries requiring dock and/or elevator usage of longer than 2 hours MUST be scheduled through Venice Swayzer at vswayzer@lpc.com and copy Mike Sonju at msonju@lpc.com or call 312-641-3411 at least five days in advance on a first come, first serve basis. These moves/deliveries are allowed between 5:30 p.m. - 6:00 a.m. Monday through Friday and all day Saturday and Sunday. The cost associated with these moves/deliveries is a minimum charge of \$360 for the first four hours and \$90 an hour for each additional hour. Early morning deliveries/pickups are between 4:00 a.m. – 6:30 a.m. The cost for this is a minimum of \$90 from 6:00 a.m. – 6:30 a.m. and \$45 each additional hour preceding that.
- All moving companies are required to submit a Certificate of Insurance to the Office of the Building at rlopez@lpc.com in accordance with the building Vendor Certificate of Insurance requirements, plus sign an Entrance Agreement.
- Moving vans are prohibited from parking on Upper Wacker Drive, Adams or Monroe. All trucks must access the property through Lower Wacker Drive.
- Clean Masonite sections must be used as runners on all finished floor areas where 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. Moving through the lobby area is prohibited.
- 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, doorjambs or doors.
- All moving company employees must be union employees and wear a uniform or some other form of identification. All moving companies must be bonded.
- All packing materials (i.e. boxes) should be removed by the delivery company. There will be a charge if the Office of the Building has to remove any debris.

● Dock dimensions:	<u>100 Building (H x W x L)</u>	<u>150 Building (H x W x L)</u>
(North to South) 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'
24' long from overhead door to platform		24' long from overhead door to platform

● Freight Elevator dimensions:	<u>100 Building</u>	Low-rise	High-rise
Doorway	42"W x 6'11" H	<u>150 Building</u>	<u>150 Building</u>
Height Inside	8'6" – back 24' is 11'9" high	42" x 7'4"	42" x 7'6"
Width Inside	7'	9'4"	9'4" – back 24' is 11'4" high
Depth Inside	5'	7'	7'
		5'	5'

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.