



# Procedures for Moving In

---

In preparation for an office move, there is a tremendous amount of planning, estimating and decision-making that must be done within a defined time-frame. Our team will assist you in every way possible to insure a smooth and untroubled relocation.

## Tenant Responsibilities Prior to Moving-In

Your move-in will be coordinated with the management office of the building in order to facilitate an efficient relocation. Any arrangements for various vendors such as telephone installation, copier installation, vending machines, cable service, coffee service, water service, etc. should be set up through the building management office.

Many of the items that need to be completed before moving in are listed below.

- **Notify the Property Management office regarding the following:**
  - The name of the Tenant representative who will have responsibility for approval of expenditures and setting of policy relating to your suite.
    - A representative of our office will contact this person to coordinate keys, signage, etc.
  - The phone number of your new suite.
  - The date you desire to inspect your suite prior to occupancy.
  - The number of suite keys you desire (the first two are complimentary).
  - Your needs regarding building standard office identification plaques and directory strips.
  - The names of physically challenged employees.
  - The name and address for rental statements and other Tenant charges.
- **Provide the Post Office with change of address information.**
- **Notify the phone company to arrange for installation of new phones and equipment. Coordinate timing with Property Management office.**

## Tenant Responsibilities Related to the Move & Moving Vendor(s)

In order for Property Management to accommodate the interests of the Tenant and to protect the property, the following policy regarding moving into the building should be followed. If you have any questions, please contact the Property Management office (636-3600).

- **Schedule your move with the Property Management office as far in advance as possible. The move will be scheduled based on the availability of the freight elevator.**
- **The Property Management office will need the following information:**
  - Date of Move – All moves must be scheduled after business hours or on a weekend
  - Time period the freight elevator will be needed
  - Name and telephone number of the moving company and the name of the moving supervisor for the moving company and the Tenant employee who will be on-site coordinating the move
  - Proof of insurance coverage for the moving company in compliance with building requirements

- Property Management should be advised in writing of any special requirements in connection with the move. For example, if supplies, equipment, etc. are due prior to the move, arrangements must be made for use of the freight elevator.
  
- **Movers must contact the Security Desk upon arrival at the site. The mover will be required to provide identification and state the name of the Tenant being moved. They are required to sign-in upon arrival and sign-out at departure.**
- **The mover is responsible for laying down Masonite boards end-to-end from the freight dock doors to the freight elevator lobby. The Masonite boards are provided by building management and are stored in the freight dock corridor. The mover will need to supply masking tape to secure the boards.**
- **The Freight elevator (located in the back hallway near Stairwell A) may be used for moving. Passenger elevators may not be used to carry equipment or materials to Tenant spaces.**
- **The moving company and the Tenant will be responsible for leaving the building and premises in broom clean condition and for removing all boxes and other trash generated in the move.**
- **Any and all damage to the building, elevator areas, doors, corridors, Tenant spaces, or grounds which the Tenant, moving company or its employees or agents cause will be the responsibility of the Tenant. The Landlord will accomplish required repairs with the expense billed to the responsible Tenant.**
- **It is recommended that the Tenant require the moving company to provide protection for all doorframes during the move.**