

MOVING POLICIES AND PROCEDURES

Return form via email to chris.narayan@cushwake.com.



Tenant Name

Tenant

Address

Move Date

Building

Name

Suite

*****Moving
Company

Please take a moment to review the policies and procedures currently in effect for moving furniture or equipment into, out of or within the building. Please be sure to include the name of your moving company/s.

As a tenant of this building, it is your responsibility to review these procedures with your mover and to obtain a signature from an appropriate representative of the moving/delivery company in the space provided below. The Property Management Office must be notified of the scheduled date and a signed copy of this form should be returned to the Property Management Office prior to the move.

MOVERS WHO DO NOT ADHERE TO THE FOLLOWING PROCEDURES MAY NOT BE PERMITTED TO ENTER THE PREMISES AND/OR MAY BE REQUIRED TO DISCONTINUE THE MOVE.

- Movers will need to check in with security prior to beginning work.
- Large deliveries of furniture, equipment or supplies must be performed during non-business hours (prior to 7:00am or after 6:00pm). There are no time restrictions on weekends or holidays.
- Movers must provide and install ¼ inch thick Masonite sections to be used as runners for all finished floor areas on the path of travel. Special care of the main lobby marble flooring must be taken. It is recommended that 4 foot by 8-foot wide sheets be used in the elevator lobbies and corridors, and 32-inch wide sheets be used at door openings and in the tenant area. All sections of the Masonite should be taped to prevent sliding.
- Movers will provide and install protective coverings for all walls, door facings, elevator cabs and other areas on the path of travel. It is recommended that these areas be inspected prior to the move to note any deficiencies.
- The mover's path of travel will be limited to those corridors, stairwells and elevators designated by the Property Management Office.
- Any damage to the building or fixtures caused by the move will be repaired by the Property Management Office and the cost of such repairs shall be billed to the tenant.
- Prior to leaving the building, the moving company will be required to remove all boxes, trash and protection materials used in connection with the move. Any materials left behind will be disposed of and charges for such disposal will be billed to the tenant.

The policies and procedures listed above are hereby agreed to and accepted.

Tenant Rep.

Title

Signature

Date

Telephone

Moving Rep.

Title

Signature

Date

Telephone

