

**100 EAST MOVING POLICY**

THE FOLLOWING RULES AND REGULATIONS MUST BE FOLLOWED WHEN MOVING ITEMS IN AND OUT OF 100 EAST:

1. All moves must be scheduled with the Building Management office (414-289-9030).
2. It is the moving contractor's responsibility to provide the necessary protection to prevent damage to the building and its contents through the duration of the move. Special precautions should be taken with the building's finished surfaces which include paint, wall covering, doors and jams, elevators, carpet, tile, marble floors, etc. Any damage to the building or fixtures caused by the move will be repaired or paid for by the moving company. All furniture pallets must be removed from the Premises. There will be a charge for any pallets that the building must dispose of.
3. Only the freight elevator will be used for movement of the items of furniture, etc., mentioned in the above paragraph.
4. Move-ins/outs of large quantities of furniture, office equipment, or supplies, must be accomplished before 6:30 a.m. or after 6:30 p.m. on weekdays, or on weekends and holidays unless written approval received from Property Manager.
5. A current Certificate of Insurance for the moving company must be in the Property Manager's office 48 hours prior to any move.
6. All deliveries will be made through the loading dock using the freight elevator.
7. All walls, door facings, and other areas along the route to be followed during the move will be inspected by the Landlord and moving company personnel before and after the move. Padding will be used (at mover's expense) where deemed necessary by Building Management.


  
**IMPORTANT**
  
 The maximum truck size that the dock can accommodate is
   
 13 feet- 8 inches high and 44 feet long.

**(MOVERS THAT DO NOT ADHERE TO THE RULES WILL NOT BE ALLOWED TO RETURN TO THE PREMISES)**

ACKNOWLEDGED AND ACCEPTED this \_\_\_\_ day of \_\_\_\_, 20

By:  
Moving Representative

By:  
Landlord