

# Moving, Delivery, and Service Provider Requirements

University Circle's Moving and Delivery Procedures have been developed to provide an efficient procedure to remove or deliver furnishings and equipment to or from the building with a minimum amount of disturbance to Tenants, and to provide adequate protection to the building, its owners and management. Advance planning is the key to an efficient and well-orchestrated moving or delivery event. All moves must enter through the garage and must have the center elevator of your building padded for protection. The Management Office must be notified 24 hours in advance in writing by the Tenant of all moving and delivery activities to ensure that:

- Elevators and/or the loading area are properly reserved for your use
- Security Officers are notified of persons authorized to remove or deliver property
- Required insurance certificates are compliant and on file
- Your moving or delivery event does not conflict with another Tenant's pre-arranged schedule.

We appreciate the efforts required on your part to comply with these requirements. Feel free to copy and provide this information directly to your moving company, whenever appropriate. In order to maintain building finishes, your moving company must use floor protective materials on all floors, lobby doors, corners, elevator doors and interiors in the main lobby and corridors.

## **Scheduling**

Normal moving and delivery activities must be scheduled at least 24 hours in advance. Additional advance notice should be provided for "major" moving events involving more than one elevator load of material. Notification must be issued by the Tenant (not by a vendor) and should be delivered to the Management Office. Your notice should include:

- Tenant Name, Suite, and Tenant Contact Name
- Date and Time of Move
- Name of Moving Company and Contact Information
- Insurance Certificate(s)

## **Special Requirements** (elevators, loading dock, etc.)

Scheduling is conducted on a first-come, first-served basis.

Major moving activity is generally defined as comprising of anything that requires use of the elevator pads and can not be hand carried or brought in with the use of a hand truck and is limited to weekend periods, weekdays before 8:00 a.m. and/or after 6:00 p.m.

## **Instructions to Moving Companies**

### **All Deliveries**

Routing for all deliveries to University Circle is via the Manhattan Avenue entrance. After entering the site from Manhattan Avenue, drivers should make an immediate right for deliveries to Buildings 2000 and 1900. Deliveries to Building 1950 can be made by proceeding straight ahead behind the hotel. The driver should turn right after passing the hotel and follow the signs to that building. Please instruct your delivery providers to avoid driving in the interior plaza area.

### **Weight Limits for Trailers**

The maximum vehicle weight is 72,000 pounds. Maximum axel load is 32,000 lbs.

### **Floor Protection**

The moving company must provide approximately 80 to 100-linear feet of masonite for after-hours moving activity to cover the following areas:

- The marble floor from the glass entrance doors to the passenger elevators
- The elevator floors
- The elevator lobby floor to the Tenant's suite

We ask that movers wait until **6:00 p.m.** to install masonite and other protective coverings to avoid causing potential trip hazards during normal business hours.

### **Other Protection**

Prior to entering from the University Circle entrance for after-hours moves or deliveries, the glass doorframes must be wrapped in full-height cardboard or moving pads. Other areas that must be wrapped include the elevator doorframes, all other doorframes, corners on walls, and any other exposed area that may be subject to damage.

**PALLET JACKS OF ANY SIZE ARE PROHIBITED.**

## **Certificates of Insurance**

A valid certificate of insurance for the moving company must be provided to the Management Office **prior to** any moving or significant delivery activity. The certificate must include the information with respect to insurance coverage, additional insured endorsements, and certificate holders. Please reference section 3 for insurance requirements specifications.