

# LAKESIDE COMMONS

## **MOVING & MATERIAL DELIVERY POLICY**

*The following rules pertain to moving furniture, equipment, and supplies (multiple boxes requiring handtrucks or dollies) into or out of the building, as well as between floors within the building. Any moving personnel not adhering to the following rules will not be granted access to the building or will be required to discontinue a move or delivery in progress.*

- Furniture and large supply moves/deliveries must be coordinated with Building Management. Please call the management office at **678-334-2400**. A Move Form must be completed for each contractor delivering or removing items to and from your space. (One Move Form may be used to cover the same contractor working on multiple days.) Each move form must include an emergency phone number for the moving company supervisor.
- Moves/large deliveries must be scheduled on weekdays either before 8:00 a.m. or after 5:30 p.m., or anytime on the weekends; building management must approve the schedule. Any subsequent changes to the approved schedule must be immediately communicated to management office.
- Moving contractors are required to provide a certificate of insurance to the building management office in accordance with the attached insurance requirements. The tenant scheduling the move or delivery should fax the requirements to the moving contractor, and request that the corresponding certificate be forwarded via fax and mail to the management office at the letterhead address.
- Building security personnel will be notified as to the move/delivery schedule, and will monitor the contractor's progress. An employee of the tenant's firm must be present to supervise move activities. It is the tenant's responsibility to provide access to all necessary office spaces during the move/delivery. ***Building security and management personnel do not provide access to tenant spaces.***
- Upon arrival at the building, all moving/delivery personnel are required to sign in at the security console in the building lobby. All contractors must sign out at the console before leaving the building.

Specific arrangements can be made with building management to extend those hours. The loading dock and freight elevator must be used for all moves/deliveries requiring the use of a dolly, flat bed, hand truck, cart or other such piece of transportation equipment. Exclusive use of the freight elevator and loading dock may be obtained from the management office for moving purposes. The freight elevator cab may not be "locked off" on any floor during the move. Passenger elevators are not to be utilized for any large deliveries or moves without prior approval from building management.

- Because the loading dock is operated on a first-come, first-serve basis, delivery vehicles and moving trucks should only remain in the loading dock during the actual delivery or move. Other parking arrangements should be made for companies who are required to unpack supplies/equipment after delivery. Any vehicle that is parked on the loading dock and is not in the process of loading or unloading will be promptly towed.
- The moving/delivery contractor must provide and install adequate protection to all vulnerable corners, walls, door facings, elevator cabs and other areas along the moving route. **Clean masonite sections, at least 1/4" thick, must be used as runners on certain floor areas where heavy furniture or equipment is being moved.** These areas will be inspected for damage after the move.

- Moving/delivery personnel may not at any time stick duct tape on building floors, walls, doors or door jambs.
- All boxes and cartons are to be removed from the premises by the delivery or moving contractor. The trash compactor at the loading dock is to be solely used by the building janitorial service. The open top construction dumpster belongs to contractors working in the building and may not be used by tenant or moving/delivery personnel.
- Security will be responsible for ensuring that the building is in an acceptable condition upon the movers' departure. Any debris left by the movers' will be expensed to the moving company.

Should you have any questions or require additional information regarding any of the items above, please contact the management office at **678-334-2400**.

Moving Company: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Please Print Name

Date: \_\_\_\_\_