

Moving In

There are specific rules and regulations regarding moving of furniture into your offices upon occupancy and for periodic movement of freight, furnishings and equipment that you will typically have as you continue to occupy the premises.

Here we will discuss the specifics of moving in, and in particular, the timing and use of elevators critical in the early stages of occupancy of an office. Often the tenant will schedule the moving of furniture without notice to the building, only to find that the elevators are being used to move construction materials, or perhaps, a conflicting move already scheduled. Again, we request that you contact the Building Management Office to confirm all of your arrangements.

When you elect to use a mover, we strongly recommend you give them copies of these [Moving Guidelines](#) and the [Building Rules and Regulations](#) to ensure that your mover fully complies with the requirements of the building. Please note that it is mandatory that all movers are UNION compliant.

DOCK ACCESS

Deliveries of materials can be made to the building in accordance with the regular dock access hours:

6:00am to 6:00pm	Monday through Friday
Closed	Saturday and Sunday

After-hours access may be granted by using the intercom outside the dock entrance on Lower Randolph to call security. There is a 30 minute loading/unloading restriction within the loading dock unless prearranged with Building Management (312-202-3800) for larger deliveries or pick ups.