

## Moves and Deliveries

All moves and deliveries are to be made through the 132 East Delaware Place Condominium Receiving Room and scheduled through the Management Office. **Additional security measures regarding deliveries to the 900 North Michigan Avenue building require that a minimum notice of twenty-four (24) hours is required for any delivery via the Walton Street Loading Dock and Receiving Room.**

All moving and delivery personnel should use the service elevator (#41 Elevator) only. **The dimensions of the service elevator are: 10' high, 9' deep, and 5'2" wide.**

**#41 Elevator hours are:**

Monday - Friday:	8:00 a.m. to 6:00 p.m.
Saturday:	9:00 a.m. to 2:00 p.m.
Sunday:	The #41 Elevator is not available for deliveries and moves on Sundays and Holidays.

- No unpacking/crating may be done in common elements (service elevator rooms or corridor of each floor).
- Precaution to protect the wood and common elements must be taken. Any cost to repair damage to these areas during a delivery or move will be backcharged to your assessment.

Following are the physical requirements of all trucks entering the 900 North Michigan Avenue Loading Dock:

- Must have 20" clearance (bottom of trailer to ground), no belly boxes. 48-foot maximum trailer length. If trailer is 48 feet, it must have sliding tandems. (Adjustable rear wheels)
- Tractor must have a 250-inch wheelbase. (Distance between front wheels and rear wheels).

**NOTE: THE SERVICE ELEVATOR IS NOT AVAILABLE EVERY OTHER TUESDAY BETWEEN 10:00 A.M. TO 2:00 P.M. DUE TO PREVENTATIVE MAINTENANCE.** Any delivery that requires the use of the service elevator must be scheduled, on a first come first served basis, with the Management Office (312-915-3500 or 312-915-3503). Deliveries which necessitate staffing overtime are subject at a rate of \$25 per scheduled hour, which charge will be placed on a Unit Owner's assessment statement.

All moves must be scheduled with the Management Office and are subject to the availability of the service elevator on a first come, first serve basis. Reserved use of the service elevator will be based on priority use not exclusive use.

The service elevator must be used for household moving, access to units by craftsmen and contractors, deliveries, the transporting of personal carts or grocery carts, bicycles, and baby carriages to and from units.