

Moving Procedures

PLEASE FOLLOW THESE RULES WHEN MOVING FURNITURE INTO AND OUT OF OUR BUILDING:

- Use clean Masonite® or Polynite on all the main carpeted corridors where heavy furniture or equipment will be moved. **Never install either product directly onto non-porous floors such as parquet, laminated, vinyl, tile, linoleum, polished stone, or marble floors without first placing a layer of corrugated, heavy paper, or plastic liner between the floor and the product to prevent damaging the finish.**
- If you use Masonite®, you must vacuum up all residue or confetti like pieces.
- Use cardboard, pads, corrugated plastic, or similar protective coverings to protect common walls, main entrance doors, and doorjamb along the main move paths.
- Do not use duct tape on floors, walls, doorjamb, or doors; it leaves sticky residue behind.
- Do not use “painter’s tape” on walls because it can damage them when you remove it.
- Only use the designated elevator for movement of furniture.
- For high rise, elevator buildings, the movement of large quantities of furniture must occur on weekends or after _____ p.m. on weekdays.
- The tenant and the mover must coordinate with the building management for scheduling the use of the freight elevator prior to any move.
- After the move, the moving company must remove all discarded cartons and packing material.
- Do not use the building’s dumpster for discarding trash. Smoking is not permitted inside the building. Smoking is permitted only outside the building at the designated smoking areas.
- All moving company personnel must be in uniform and provide picture identification.
- Mover personnel are only authorized to be present in areas related to the move. Mover personnel are subject to being arrested if they are found in unauthorized areas like other floors.
- Mover personnel must keep the restrooms clean.
- Mover personnel are to report any suspicious activities or persons to security.
- Mover personnel must not block tenants’ vehicles from entering and exiting the parking lot.
- The moving company must provide a certificate of insurance, which reflects the following coverage:
(Every state is different. Have your insurance agent write the legalize for this section.)
 - Worker’s Compensation...
 - Comprehensive General Liability...
 - An umbrella policy
 - Personnel Bonding

I have read the above procedures and agree to follow them.

Moving Company

Authorized Agent Signature/Print Name

Title / Date