Moving Procedures / Information

Furniture moves and deliveries must be coordinated with the Building Management Office at least 72 hours in advance. We will only schedule one move during a given time period and will schedule them on a first come first serve basis. All moves must be scheduled after normal business hours, after 5:00 pm Monday through Friday, and between 8am and 4pm on Saturday & Sunday. On weeknights, the freight elevator must be shared with the Cleaning Crew from approximately 5:30 pm through 1:00 am. All moves are subject to additional costs for a Security Officer to oversee the dock.

All moving vehicles must unload and load at the loading dock. Vehicles larger than 12 ½ feet high and 25 feet long will prevent the dock doors from closing. If a tenant anticipates that they will need a larger truck, a Security Officer will be scheduled to monitor the dock area at the tenants' cost.

All moving contractors must be **Union** employees and are required to use only the freight elevator. Any damage or remaining debris after a move will be the tenant responsibility and billed to them. The tenant is responsible for providing access to their office suite for their moving contractor.

Protection of the building carpets, walls and elevators is required and must be provided by the moving contractor. Tenants must instruct their moving contractor to avoid blocking any fire corridors, exit doors, elevators, hallways or the lobby by order of the Fire Marshall. Tenants must determine prior to a move if oversized furniture will fit on the freight elevator or if it must be top-loaded or under slung. The Building elevator company must supervise this type of work and operate the elevator. The tenant will be charged for this service. The dimensions of the freight elevator are:

Doors:	45 3/8' wide by 89" high
Cab:	59" deep by 69 ½" wide by 107" high

When moving into One Mag Mile your moving company must be **Union** and provide a **Certificate of Insurance** with coverage for General Liability, Worker's Compensation and Auto Liability.

For your convenience, the requirements for Certificate of Insurance listed below.

Once completed, the insurance information may be emailed to: OMMoffice@franklinpartners.net

Certificate of Insurance Requirements for Vendors

All Vendors who perform work within 980 North Michigan Avenue are required to provide a current certificate of insurance to the building management office no less than 48 hours prior to the scheduled delivery or scheduled work to be performed.

Please note all service providers (i.e. plumbers, electricians, carpenters, painters, movers, etc…) **must be union.** All non-union service providers will be denied access to the building. The insurance certificate and corresponding endorsement should contain the specifications as noted below:

• Commercial General Liability (per occurrence)	$3,000,000
• Annual Aggregate (per location or project)	$3,000,000
• Auto Liability	$2,000,000
• Workers Compensation	Statutory Limits
• Employer Liability	$1,000,000
• Property Insurance (if applicable)	All Risk

Additional Insureds, covering general and auto liability:

- Franklin Partners, LLC
- Franklin Management, LLC
- Sheffield Properties of IL, Inc.
- Sheffield Management Company, Inc.
- Chicago Title Land Trust Company as Successor Trustee to LaSalle Bank National Association, not personally but as Trustee under Trust Agreement dated 9/14/78 and known as Trust #100049
- Consolidated Electrical Distributors, Inc.
- Blackfriars Corporation

Please note that if the additional insured verbiage includes "required by written contract" or "per written contract", please include the contract between Tenant and Vendor naming all of the entities above as additional insureds.

Certificate Holder:

Sheffield Properties of IL, Inc.
980 North Michigan Avenue
Suite 600
Chicago, IL 60611

Primary Endorsement Wording: The insurance afforded by this policy for the benefit of the additional insured's shown above shall be primary insurance, but only with respect to any claims, loss or liability arising out of the named insured's ongoing operations, and completed work. Any other insurance maintained by or available to the additional insured's is non-contributing.

*****Please include which company/tenant you are working for in the description section.

Please email certificates to OMMoffice@franklinpartners.net . If you have any questions, please contact 312.664.7777, extension 16.

Union Moving Companies with COI's already on file with the Office of the Building

3 MD Relocation Services
Michael Joyce
Sales Representative
1915 Janice Avenue, Melrose Park, IL 60160
708-681-2000 Main
847-553-8571 Cell
Email: mjoyce@3mdrelocation.com
Website: www.3mdrelocation.com

Pickens-Kane Moving & Storage Co
Sandra Glenn
Customer Service Coordinator
410 N. Milwaukee Ave., Chicago, Illinois 60654
sglenn@pickenskane.com
(312) 942-2674

Hallett Movers
Sandy Manden - Davison
7535 W. 59th Street
Summit, IL 60501-1415
Sandy@hallettmovers.com
800-645-6683 x150
630-202-6659 - cell
www.HallettMovers.com