



MOVING GUIDELINES:

- All moves must be scheduled *in advance* through the Office of the Building. Even small, single office moves must be scheduled, and must be made using the freight elevator and the loading dock. Boxes and furniture are not permitted to be moved out via the passenger elevators or the lobby.
- To ensure freight availability, moves and deliveries may be scheduled as far in advance as possible, but must be made no later than **24 hours in advance**. Tenants may schedule a move or delivery by phone (312) 726-0711 or e-mail 20SouthClarkAdmin@wilkow.com.
- **All moves must be performed before 7 a.m. or after 5 p.m. on weekdays, or anytime on the weekend.** Saturdays are often considered ideal days for a scheduled move. No moves or large deliveries are permitted during normal business hours.
- All moves and deliveries before 7 a.m. or after 5 p.m. on weekdays, or anytime on the weekend, require a porter to operate the freight elevator. Tenants will be charged for the porter's hourly time. Please note that tenants will also be charged for "no-shows" or for failing to notify the office of a cancellation.
- Any and all freight deliveries **MUST** come through the loading dock area behind the building. NO moves are permitted through the front doors.
- All moving and delivery companies scheduled to work at 20 South Clark must submit a current and accurate **certificate of insurance** to the Office of the Building **prior** to being allowed access into the building. No exceptions will be made. For more information on insurance requirements, please see the attached document.
- All moving and delivery companies must be Union members, and have provided evidence of Union status prior to working in the building. There will be NO exceptions. A list of current union moving contractors is attached.

WASTE REMOVAL:

- Dumpsters for the removal of excess trash in preparation of your move should be ordered through the Office of the Building by calling (312) 726-0711, e-mailing 20SouthClarkAdmin@wilkow.com or submitting a work order at www.20southclarkstreet.info. Dumpsters are currently charged at a rate of \$17.50 per load.
- Your space should be free of trash and furniture upon completion of your move. Tenants will be charged for dumpster space related to trash and furniture left behind.
- Waste and recycling receptacles provided by building management should remain onsite.



MOVE-IN CHECK-LIST

Please provide the paperwork listed below as soon as possible. You may turn in paperwork as you complete it, however all paperwork must be completed and turned in to the Office of the Building NO LATER than the date of your move-in.

✓ **Certificates of Insurance**

- Your Company
 - Fax to 312-726-0554 or e-mail to 20SouthClarkAdmin@wilkow.com
- Your Union Mover
 - Fax to 312-726-0554 or e-mail to 20SouthClarkAdmin@wilkow.com *at least* 24 hours prior to your move.

✓ **Tenant Contact Forms**

Submit forms provided by Office of the Building via e-mail.

✓ **Property Removal Authorization Form**

Must include signatures by all authorized parties.

✓ **Cabling**

Please contact Lisa Shoulders at IMG, our Riser Management Company, for your cabling needs. Her number is (630) 737-9800.

✓ **Keys**

Number of keys required for each lock, including:

- Master Keys
- Front Door Keys
- Individual Office Keys

✓ **Electronic Access Card List**

List of employees requiring building access cards. See page in Tenant Contact Forms package.

✓ **Signage**

Notification in writing of your name as you would like it listed on directional signage. Notification should be submitted on your company's letterhead or via e-mail.

✓ **Electrical Service Change**

Please call the ComEd Business Customer Service Center at **1-877-426-6331** to take over electrical billing **as of your Lease Commencement Date**. You will need your company's FEIN and meter number to complete the switch. The Office of the Building will provide you with your meter number.