



**MICHIGAN PLAZA
MOVING POLICY
Updated 04.03.2013**

The following rules pertain to move in/out of furniture, equipment and supplies at Michigan Plaza, Chicago, Illinois.

ANY MOVERS NOT ADHERING TO THE FOLLOWING RULES WILL NOT BE ALLOWED TO ENTER THE PREMISES OR WILL BE REQUIRED TO DISCONTINUE THE MOVE.

CONTRACTORS AND VENDORS MUST BE UNION.

1. Two weeks prior to a move, tenants should contact the management office at (312) 819-6000 to coordinate the move and reserve the loading dock and service elevator. Move-in/outs must be accomplished Monday through Friday after 5:00 p.m. or any time Saturday or Sunday. Please be advised that there is a fee of \$45.00 per hour, with a four hour minimum, for time at the dock and use of the freight elevator.
2. The mover is responsible for inspecting the tenants' suite prior to the move. The mover should acquaint him/herself with the existing suite condition so that equipment and labor can be furnished in order to provide an orderly, timely and efficient movement of furnishings and equipment. Additionally, the mover should note all available information regarding difficulties which may be encountered and the conditions, including safety precautions, under which the work must be accomplished.
3. Clean masonite sections must be placed on all furnished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The masonite must be at least one-fourth inch thick, 4'x8' wide sheets in elevator lobbies and corridors, and 32" wide sheets through the doors and in Tenant space. All sections of masonite must be taped to prohibit sliding.
4. The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas on the rout to be followed during the move. These areas will be inspected for damage prior to and after the move by Building Management.
5. The tenant/mover assumes full responsibility to repair or pay for any damage caused by the mover to truck docks, doors, floors, elevators, public corridors or building fixtures.
6. Only the service elevator will be used for the movement of furniture, equipment and supplies unless prior written approval to use additional elevators has been granted by MB Real Estate.
7. The moving company must make arrangements with the Management Office for use of the service elevator for each move. A firm arrival time will be established. Any late





arrival from the movers scheduled arrival time will result in a charge to the moving company of \$50.00 per hour of waiting time.

8. Moving company employees should be bonded and uniformly attired identifying the moving company name. These are required to aid in maintenance of premises' security.
9. The moving company will be required to remove all boxes, trash etc., when leaving the building. Any materials left behind will be disposed of and charges for this disposal will be sent to the moving company.
10. The moving company must carry insurance at its expense. For insurance requirements, please refer to the document below.

Freight Elevators

The dock is open from 7:00am-5:00pm Monday-Friday. Please schedule freight elevator service if you need access over the one (1) hour time limit, if you need access after the dock is closed or before the dock is open at 312.819.6000. For usage between floors, the freight elevators are to be shared with everyone else. Please do not hold open the freight car doors. If you need to schedule an extended move job between floors please call 312.819.6000.

Each building has two freight elevator cars which run on operator-less control and are 5' 10" long, 7' 1" wide, 9' 1" tall (in front portion of the cab) and 12' tall in the back portion of the cab. At no time shall the elevator capacity of 4,000 lbs be exceeded.

Dock Information

The 205/225 N. Michigan Ave. loading dock is open Monday-Friday, 7am - 5pm. Any vehicle left on the dock after the one-hour time limit is required to park off-site or the vehicle will be towed. Central Parking is available one-half block east of the dock on Lower East South Water Street. There is no staging allowed on the dock. Any deliveries requiring additional time must be scheduled after hours. Any damage to the freight elevators will be billed back to the tenant or company responsible for the delivery. 205/225 North Michigan Avenue is a union building. All persons entering the building performing work must be in a union and work for a company holding a certificate of insurance on file with the Office of the Building.

- Directions to the Loading Dock: Please call 312-819-6000
- Directions to Central Parking Systems: Please call 312-819-5064





CAUTION: LOW CLEARANCE OF 12 ½' WHEN ENTERING THE DOCK AREA

The following are measurements of the depth of the bays from the edge of the dock platform to the street and from the top of the asphalt to the bottom of the ceiling:

- Bay 1 – 11 ¼' long, 11 ¼' high
- Bay 2 – 11 ½' long, 11 ½' high
- Bay 3 – 11 ½' long, 11 ½' high
- Bay 4 – 11 ½' long, 11 ½' high
- Bay 5 – 12 ¼' long, 12 ¼' high
- Bay 6 – 12 ½' long, 12 ½' high
- Bay 7 – 12 ½' long, 12 ½' high
- Bay 8 – 12 ½' long, 12 ½' high
- Bay 9 – 11 ½' long, 12 ½' high

Philips Towing
1168 N. Halsted St.
Chicago, IL 60622
Phone 312-337-8330

MB Real Estate Services, Inc. recommended Moving Companies in the Chicago area:

Anderson Bros., Storage & Moving

3141 N. Sheffield Avenue
Chicago, IL
773.935.0013

Joyce Brothers Storage & Van

1915 Janice Avenue
Melrose Park, IL
708.681.1700

Pickens-Kane

410 N. Milwaukee Avenue #3
Chicago, IL
312.942.0330





REQUIREMENTS FOR LIABILITY INSURANCE AT MICHIGAN PLAZA

Updated April 3, 2013

Contractors and vendors are required, at their own expense, to provide the management office with a correctly worded certificate of liability insurance.

CONTRACTORS AND VENDORS MUST BE UNION.

- (I) Comprehensive general liability insurance against claims for property damage, personal injury, bodily injury and death occurring upon, in or about the premises. Liability insurance may be carried under one or more umbrella policies, aggregating the minimum combined single limit described and shall (a) be on the occurrence form with a combined single limit of not less than \$5,000,000 and (b) cover the following hazards:
 - (a) Premises and operations
 - (b) Products and completed operations on an “if any basis”
 - (c) Independent contractors
 - (d) Blanket contractual liability
 - (e) Contractual liability
 - (f) Automobile liability: owned, non-owned and hired
- (II) Workers compensation, subject to the statutory limits of the state in which the services are to be rendered. Employers’ liability insurance with a minimum of \$1,000,000 per accident per employee and \$1,000,000 per disease per employee. Also \$1,000,000 disease aggregate with respect to any work or operations upon, in or about the building and in connection with the building.
- (III) The insurance provider is required to give a (30) thirty-day written notice to The Office of the Building in the event of policy cancellation or change.
- (IV) The insurance coverage shall be issued by an insurance company acceptable to building management, owners and lenders and have a general policy rating of (A) or better and a financial class of (VI) or better by A.M. Best Company, Inc.
- (V) Service Contractor waives any and all rights of subrogation against the parties identified below as additional insureds.
- (VI) Please list the following additional insured on the certificate:

Owners: Michigan Plaza LLC, and Aegis Asset Management LLC including all subsidiaries, respective partners, ventures, agents, representatives, servants, officers, directors, shareholders, employees, successors and assigns of such beneficiaries.

Lenders: Morgan Stanley Capital, Inc., its successors and/or assigns and CTMP III MS Finance Sub, LLC.





Managing Agent: MB Real Estate Services, Inc.

- (VII) Certificate holder:
Michigan Plaza LLC
c/o MB Real Estate Services, Inc.
205 N. Michigan Ave., Suite 3900
Chicago, IL 60601

You may fax certificates to 312.819.6006.

Please call the office of the building at 312.819.6000 with any questions.

**THE OFFICE OF THE BUILDING RESERVES THE RIGHT TO STOP ANY BUSINESS UPON,
IN OR ABOUT THE PREMISES OF 205 & 225 N. MICHIGAN AVE. WITHOUT A CORRECT
CERTIFICATE OF INSURANCE ON FILE.**

