

111 South Wacker Building Moving Policy

- Chicago City Ordinance requires that move take place outside of normal business hours.
 - Moves can be scheduled between the hours of 6:00pm – 6:00am., Monday thru Friday.
 - Weekend moves are open to all hours.
 - All moves can be scheduled through the Office of the Building.
- Clean masonite sections must be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid dollies. The masonite should be at least one-four inch thick. All sections of masonite should be taped down to prevent sliding.
- The mover must provide and install protective coverings on all vulnerable corners, walls, door facings, elevator cabs and other areas along the route to be followed during the move.
- NEVER use duct tape on the floors, walls or door jams on doors and elevators.
- The tenant must make arrangements with the Office of the Building for use of the freight elevator for each move. A firm arrival and end time must be established.
- All moves, into and out of the building, should be arranged with Building Management and must come through the loading dock. **Moving through the lobby area is prohibited.**
- **All moving company employees must be union members** and should be in uniform or wear some form of identification.
- All moving companies must be bonded.
- The moving company must carry insurance. Certificates evidencing appropriate property insurance will be issued to the building. You may find the Certificate of Insurance requirements under the Tenant Services tab on the Website.

Movers that have conducted moves at 111 South Wacker:

Company Name	Contact
3MD Relocation Services, LLC	(708) 681-2000
Advantage Moving & Storage Inc.	(847) 584-3908
Anderson Brothers Storage & Moving Co.	(773) 935-0013
McCollister's Transportation Group, Inc.	(630) 293-2688
Midwest Office Interiors	(630) 850-8700
Picken's Kane	(312) 942-0330